

BEARS Return

Shawnee State University Plan for a Safe Return to Campus



WHAT DO YOU DO IF EXPOSED TO COVID-19? HEALTH & SAFETY GUIDELINES

SSU HEALTH TEAM

- The SSU Health Team is responsible for COVID-19 screening, follow-up, and case management in coordination with the local Health Department. The team is supervised by Linda Koenig, Health Clinic Director and led by Christina Baker, Chief SSU COVID-19 Case Manager.
- All members of the Shawnee State University community should report any suspected symptoms of COVID-19 to the SSU Health Team through the [COVID-19 Incident Form](#).
- All information provided to the SSU Health Team is confidential and will be maintained in accordance with state health law. Under certain circumstances, SSU Health Team members may be legally required to report information to the local health department and other permissible parties.

Monitoring Your Health & Wellness

- Employees working onsite are encouraged to utilize the SSU Wellness App with Health Pass on a daily basis. This is a new part of the SSU App that is being added soon. Download the app at: <http://shawnee.campusapp.com>. The new SSU Wellness App with Health Pass will automatically display once built.
- With the app, employees are asked screening questions. The inputted data are encrypted and available only to members of the SSU Health Team, except if required to report positive cases to health department and other permissible parties.
- Data obtained through the Wellness App with Health Pass will be maintained by Counseling, Health & Accessibility Services in accordance with the Ohio Records Retention Law.

What to do When an Employee is Feeling Ill or Has Been Exposed to COVID-19

1. **Employees who are feeling ill before arriving on campus** should NOT report to work. They should follow normal call-in procedures to notify their supervisors.
 - If any symptoms of COVID-19 develop, the employee should contact the Health Department where they reside (see Helpful Resources below) and notify the SSU Health Team by completing a screening through the Wellness App with Health Pass or by emailing COVID19@shawnee.edu or calling 740.351.3276.
2. **If the employee is on campus when feeling ill**, the employee should return home or go to a health-care facility, depending on the severity of symptoms and complete a screening through the Wellness App with Health Pass as soon as possible to notify the SSU Health Team.
3. **If the employee reports possible COVID-19 exposure**, the employee should not report to campus and the supervisor should submit a [COVID-19 Incident Form](#).
4. **The SSU Health Team will follow-up** with the employee and begin case management in concert with the applicable health department.
 - The referred employee's name, status, contact tracing, quarantining, or other employee-specific actions cannot legally be shared with any person other than the employee.

What to do When a Student is Feeling Ill or is Exposed to COVID-19 (On Campus)

1. **If a student is feeling ill before arriving on campus**, they should inform the appropriate instructor(s) and NOT report to class.
 - If any symptoms of COVID-19 develop, the student should contact the Health Department in the county where they live (see Helpful Resources below) and the SSU Health Team by completing a screening through the Wellness App with Health Pass, emailing COVID19@shawnee.edu or calling 740.351.3276.
2. **If a student falls ill while on campus**, the student should return to their residence (on campus or off) or to a health-care facility depending on the severity of symptoms and complete a screening through the Wellness App with Health Pass as soon as possible.
3. **If a student reports possible COVID-19 exposure**, they should NOT report to campus, but instead contact their instructors and the SSU Health Team by completing a screening through the Wellness App with Health Pass, emailing COVID19@shawnee.edu or calling 740.351.3276.
4. **Instructors should submit a report** to the SSU Health Team through Aviso as follows:
 - » Login to Aviso using Shawnee email address and email password: <https://shawnee.avisoapp.com/>

- » Create an alert by clicking one of the following:
 - Send Alert button on My Dashboard
 - Student tab; then looking up an individual student; and then clicking the alert link on the student's profile
 - Courses tab; then clicking on the course that the student is registered for; then clicking the checkbox by the student's name; and then clicking Alert at the top of the page.
- » Click the drop down under Alert Reason once the Send Alert page is opened and choose COVID Screening/ Testing Needed for Potential Infection.
- » Type any pertinent information in the Message box.
- » Click Send.

The SSU Health Team will follow-up with the student and begin case management in concert with the applicable health department. The referred student's name, status, contact tracing, quarantining, or other COVID-19 related actions cannot legally be shared with any person other than the student.

What to do When a Visitor on Campus Becomes Ill

1. **If a visitor falls ill while on campus**, they should return home or go to a health-care facility, depending on the severity of symptoms.
2. **The responsible university official who observes a visitor displaying signs of illness** or who reports having had contact with COVID-19, should advise the visitor to leave campus and submit a [COVID-19 Incident Form](#) to the SSU Health Team.
3. **If necessary, the University official may contact the Department of Public Safety** at 740.351.3232 for emergency assistance.

QUARANTINE / SELF-ISOLATION

1. Before returning to campus, an employee or student who has been sick with COVID-19 symptoms, tested positive, or been exposed to someone with COVID-19 is expected to follow [CDC Guidelines](#).
2. Employees are expected to keep their supervisors and the SSU Health Team informed of their condition and isolation status on a regular basis. Employees should consult with their supervisor to determine whether an alternative work assignment or leave of absence is most appropriate.
3. Students are expected to keep their instructors and the SSU Health Team informed of their condition and isolation status on a regular basis.
4. The SSU Health Team can facilitate assistance with emotional support as well as certain hygiene products on a limited basis. If a student needs either of these, email the SSU Health Team at COVID19@shawnee.edu.

NOTIFICATION OF HEALTH OFFICIALS AND CAMPUS

In accordance with applicable federal, state and local laws and regulations, the university will notify the Portsmouth Health Department, faculty, staff and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disability Act (ADA), FERPA, and other applicable laws and regulations.

DISINFECTION OF AN AREA AFTER AN INCIDENT

While Custodial Services is responsible for cleaning and sanitizing work areas on a regular basis, including deep cleaning and additional sanitization measures where needed, in the event of an incident that may warrant sanitization, the SSU Health Team will contact Custodial Services to dispatch a representative to the area to make an immediate assessment of the appropriate action(s) per CDC guidelines. Custodial Services will advise the SSU Health Team and the reporting official, if appropriate, of the actions taken.

HELPFUL RESOURCES

Ohio directory of County Health Departments

<https://odh.ohio.gov/wps/portal/gov/odh/find-local-health-districts>

Kentucky directory of County Health Departments

<https://chfs.ky.gov/agencies/dph/dafm/LHDInfo/AlphaLHDListing.pdf>

West Virginia directory of County Health Departments

<https://dhhr.wv.gov/localhealth/Pages/Map.aspx>

Scioto County Health Department

740-354-8931

<https://odh.ohio.gov/wps/portal/gov/odh/find-local-health-districts/scioto-county-health-department>

SSU Health Team

COVID19@shawnee.edu // 740-351-3276

Symptoms or exposure are best reported through the Wellness App with Health Pass.

The CDC's symptoms checker

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

How to record symptoms if they occur

https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_CAREKit_ENG.pdf

Living in shared housing.

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>

Living in a household with a sick family member

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/living-in-close-quarters.html>

Prevention factsheet

file:///D:/COVID%2019/Young_Mitigation_recommendations_and_resources_toolkit_03_COL.pdf

How to properly wear a cloth face covering

<https://youtu.be/dy9TzRwVWoA>

Prevention toolkit for young adults

<https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/young-adults-15-to-21.html#young-adults-faqs>

Employee Leave of Absence Guidelines

<https://www.shawnee.edu/sites/default/files/documents/Leave-Policies-Return-to-Campus.pdf>

