

University of Louisiana Monroe  
College of Pharmacy  
COVID-19 Playbook  
AY 2020-2021  
Spring 2021

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## College of Pharmacy Schedule and Curricular Plan

1. Spring 2021 Semester for all students within the College will begin January 11th (as per the academic calendar).
2. Spring Semester will conclude:
  - a. Undergraduate programs: Per university master schedule; and
  - b. PharmD and PhDs programs: November 25, 2020.
3. The computer lab will be open for printing purposes. Social distancing will be in place.
4. Classes occurring within the Bienville building will meet in two classrooms with all students maintaining social distancing and not exceeding maximum capacity in any one room. For example, all PharmD classes will be scheduled as follows:
  - a. P1 courses – rooms 202 (primary) and 210 (overflow);
  - b. P2 courses - rooms 340 (primary) and 350 (overflow);
  - c. P3 courses – rooms 170 (primary) and 110 (overflow)
  - d. Grad students -
5. The traffic flow plan will remain in effect in order for students to move in and out the building safely
6. Recorded lecture/classroom sessions will be made available within 2 business days of each class session so that students may review content delivered.

## Catastrophic Event Curricular Plan

In the event COVID-19 new case rate increases, and the State of Louisiana reinstates school closures:

1. CoP will move to Phase II of the COVID-19 Return-to-Work Plan (page 3 above)
2. Refer to Fall 2020 COVID playbook; subsequent modifications will be made in accordance with current events and will be communicated as necessary.

## Dress Code

1. College dress code will be relaxed as follows: scrubs that are solid-colored, ULM branded (COP preferred) or nonbranded are ALLOWED at all times (note: you MUST follow your practice site's requirements for dress if scrubs are not allowed).

## Social Distancing Plan

1. Social distancing and precautions to minimize spread of disease will be required of all faculty, staff, and students.
  - a. Social distancing (no less than 6 feet between individuals) will be enforced;
  - b. **Face coverings (masks or face shields) are to be worn appropriately at all times** while in classrooms, meeting rooms, common areas of the building, and on all University property where social distancing is not feasible;
  - c. Disposable masks will be available at all entrances to College of Pharmacy buildings; and
  - d. All faculty, staff, and students will complete and return a compliance agreement (available online or acquired from your instructor on the first day of class). This compliance agreement can be emailed to [simmons@ulm.edu](mailto:simmons@ulm.edu) or [curry@ulm.edu](mailto:curry@ulm.edu) or placed in collection boxes found in each classroom.

## Meetings and Events Planning

1. All College-level student organizations can meet as long as proper social distancing, face coverings, and personal cleaning of space are followed.
2. Faculty advisors shall be responsible for ensuring the above protocols are followed.

## Facilities Plan COVID-19

### Building use:

- Maintain proper spacing as you enter – *this means no holding the door for the next person!*
- Face coverings must be worn at all times. Disposable masks will be available for emergencies, but please make remembering your mask part of your daily routine.
- Maximum capacity signs should be followed at all times.
- Traffic flow: The general flow of traffic will be clockwise. Signs will be posted throughout the building.
- Temperature checks upon building entry is required for all campuses and Pharmacy members. Normal temperature should not exceed 100.4 degrees.
- Students will have access to the building 24hrs per day with the use of their ID.

### Student Related Issues:

#### P1s

- Classrooms: 202/210
- Bathroom: Northwest hallway (across from classrooms)

P2s:

- Classrooms: 340/350
- Bathroom: Northwest hallway (same end of building as classroom)

P3s:

- Classrooms: 110/170
- Bathroom: Southeast hallway (across from cafeteria)

Grad students

- Entry: Any doors
- Elevators
- Classrooms
  - PHAR 5058, 11:00-12:30, Tuesday and Thursday in B110
  - PHAR 5052, 12:00-12:50, Wednesday in B202
- Bathroom: 2<sup>nd</sup> & 3<sup>rd</sup> floor on South end of building (closest to Wal-Mart)

## Cleaning procedures

### Handwashing

Wash your hands often with soap and water for 20 seconds (Happy Birthday song twice!).

- Always wash immediately after removing gloves and after contact with a person who is sick.
- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

### Disinfect your area

Using the disinfectant wipes provided for you, wipe down the surface and leave the solution on for at least 1 minute.

### Electronics

- Keyboards, mice, and remote controls may be wiped with a disinfectant wipe.
- **DO NOT** use disinfectant wipes on touch screens, monitor screens, tablet screens

### **Service Master Plan (Bienville building)**

Common high-touch areas (stair-wells, hallways) will be cleaned & disinfected a minimum of 4 times per day. This will entail the following:

- handrails
- door handles
- elevator buttons & doors
- light switches
- Check and restock all tissue, paper towel, hand soap and hand sanitizer dispensers

Classrooms: Cleaned at the end of each day and between cohorts of students. Specific classrooms include 340/350, 202/210, 110/170, pharmacy care lab, seats, backs & chair arms

- desktops
- door handles
- podiums

Note: Lecturers will be expected to clean the podium before/after each lecture.

Cafeteria access will be limited to the use of vending machines/microwaves and will be cleaned 4 times per day. This will entail the following:

- coffee machines & pots,
- counter tops
- microwaves,
- toaster ovens,
- paper towel dispensers
- refrigerator handles & doors
- sink faucets and handles
- vending machines

Computer lab: Cleaned between cohorts of students. (Schedule of cohorts to be attached)

- seats, backs & chair arms
- desktops
- printers
- door handles

Faculty offices: Faculty are responsible for cleaning/disinfecting their own offices. Disinfectants (Virex) will be made available on each floor. Faculty are encouraged to place trash receptacles outside their door to minimize potential contamination within their office.

Restrooms are to be cleaned and disinfected a minimum of 4x's a day (2x's during am hours, 1x during pm hours, & the end of shift).

- Clean and disinfect counter tops, sinks, toilets, urinals, and flush valves
- Sweep/mop floors
- Clean partitions, stalls, walls, and doors
- Empty trash
- Check and restock all tissue, paper towel, hand soap and hand sanitizer dispensers

### **ULM College of Pharmacy COVID-19 Guidelines For Pharmacy Practice Experiences**

Healthcare professionals face a significant health risk as the result of occupational exposure to blood and other potentially infectious materials. This includes Hepatitis B virus, Human Immunodeficiency Virus, Coronavirus (COVID-19), and other blood and airborne pathogens. The COVID-19 pandemic has made it necessary to know how to protect yourself against infection related to this virus. The Center for Disease Control (CDC) has provided information on how the virus spreads and preventive measures that should be taken. This information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html> and students should follow these recommendations at all times.

Students are responsible for learning institutional guidelines for proper prevention of communicable disease prevention/transmission/work-place re-entry in each institution and for complying with those regulations. If you have suspected or confirmed COVID-19, or any other transmittable disease, during your practice experience, you must:

1. Inform your preceptor and the Office of Experiential Education (OEE) immediately in writing of your suspected or confirmed case.
2. Follow the current CDC's symptom-based strategy for healthcare providers OR follow the practice site's specific guidelines if the site's guidelines are more stringent than CDC.
3. Keep the OEE apprised in writing of testing and results, if required.
4. Obtain approval from both the OEE and your preceptor prior to returning to the practice site.

After returning to work, a facemask should be worn at all times while in the practice site. Students should also self-monitor for symptoms and seek re-evaluation if respiratory symptoms recur or worsen. Your health and safety are our priority, so if at any time you feel that your health or safety is compromised at your practice site please let the Office of Experiential Education know immediately.

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### **Symptoms of COVID-19**

Individuals with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. If you are experiencing any of the following symptoms you may have COVID-19:

- Fever
- Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **Return to Pharmacy Practice Experience for Students with Confirmed or Suspected COVID-19**

1. If a student is symptomatic with suspected (developed symptoms but not tested) or confirmed COVID-19, follow CDC's symptom-based strategy and exclude from work until:

- **Symptom-based strategy:**
  - At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in symptoms (e.g., cough, shortness of breath); AND
  - At least 10 days have passed since symptoms first appeared.

If student had COVID-19 ruled out and have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.

2. If a student is asymptomatic but has laboratory confirmed COVID-19, follow CDC's time-based strategy and exclude from work until:

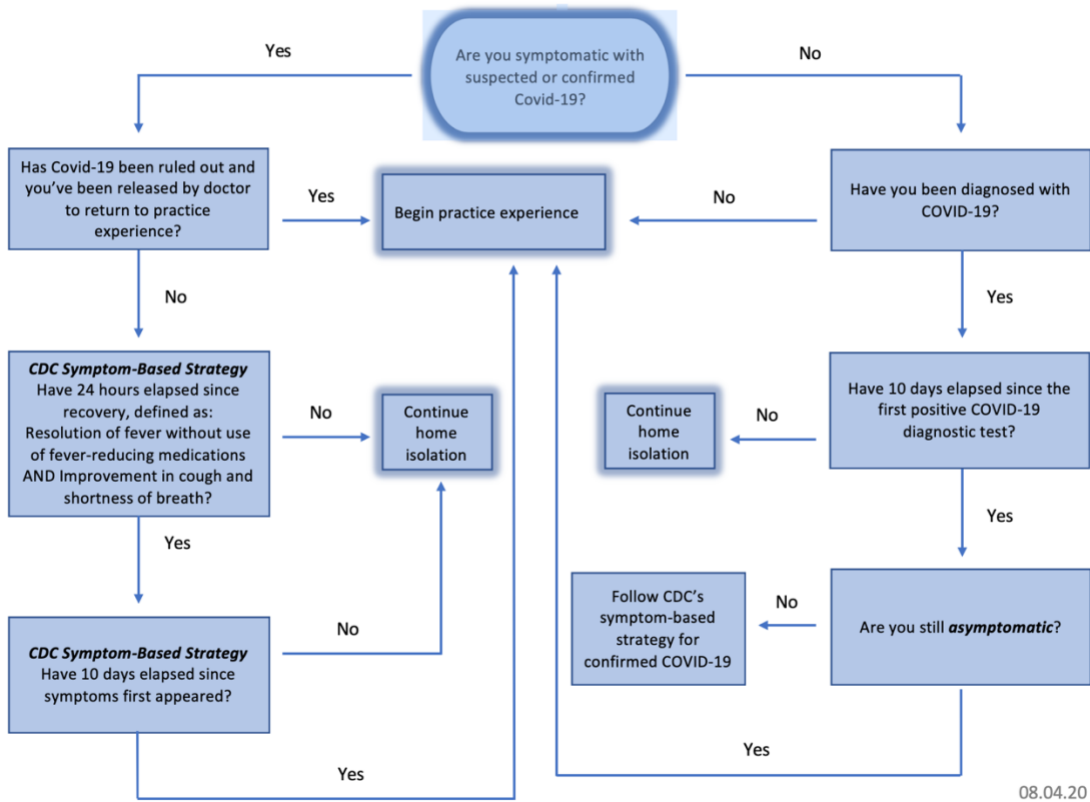
- **Time-based strategy:**
  - At least 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming student has not subsequently developed symptoms since their positive test. If symptoms have developed, follow the symptom-based or test-based strategy for confirmed COVID-19.

[https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhealthcare-facilities%2Fhcp-return-work.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhealthcare-facilities%2Fhcp-return-work.html)

**Once criteria above are met student should contact the Office of Experiential Education at 318-342-3271 and speak with Dr. Connie Smith (APPE students) or Dr. Roxie Stewart (IPPE students) who will determine clearance for return to practice experience. OEE will communicate clearance for return to practice experiences to regional deans.**



ULM COLLEGE OF PHARMACY  
 COVID-19 ALGORITHM FOR PHARMACY PRACTICE EXPERIENCES



08.04.20

ULM CoP Response to COVID-19: Plan for faculty and students commuting from practice sites to College buildings:

Clinical faculty are to limit their movement between any of the campuses and their practice sites. It is the hope that the campuses will be as safe as possible and that will mean that access to them will be limited. Below is the guidance for both the faculty and students on rotation with the faculty. Office of Student Affairs and the Dean's Office will communicate to other students that need access to the campuses for any reason.

**Student Access:**

- Students being requested to be in the buildings should be kept to as minimal as possible.
- Zoom or other teleconferencing assets should be used to communicate with the students about patients, presentations, or discussions as much as possible unless they can be completed in a manner meeting the social distancing guidelines.

**Faculty Access:**

- Faculty should follow all guidance from the College regarding mask usage, cleaning of offices, and minimizing the use of common areas.
- Faculty will need to ensure any students that they have on rotation are complying with all guidance provided by the College.

*\* Faculty and rotation students may wear scrubs as appropriate to be considered professional. Additionally, athletic shoes may be worn.*

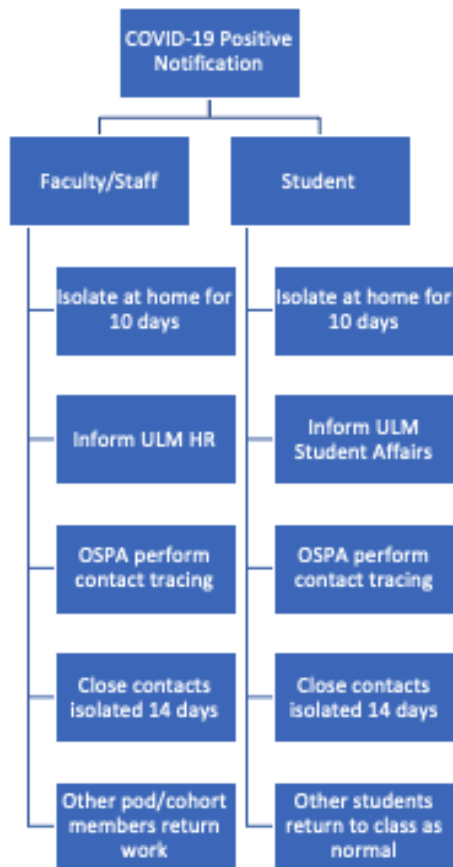
This guidance will be re-reviewed prior to the start of each rotation until it is no longer needed. Each campus may set different dates for certain aspects of this guidance.\*\*

*\*\*The Regional Deans and/or Dr. Brady will communicate any changes to Faculty and Student access to buildings, as necessary, for each campus.*

## Plan of Action for COP COVID-19 Positive Cases

ULM COP Pharmacy members are required to inform OSPA upon receipt of a COVID-19 positive test result. Once the College of Pharmacy becomes aware that a student, staff, faculty member, or visitor has tested positive for COVID-19, the College will:

1. Isolate the individual by either sending them home or directing them to an isolated room in the College until care/transportation home can be provided. Individuals testing positive for COVID-19 must isolate at home for 10 days post initial symptoms;
2. Isolate the Pharmacy member's cohort/pod until contact tracing can be completed;
3. Undertake initial contact tracing to identify individuals in the College having been in close contact with the COVID-19 positive individual (initial contact tracing will be performed by OSPA staff, see <http://ldh.la.gov/index.cfm/page/3957>). If a student tests COVID-19 positive, OSPA staff will communicate findings to ULM Student Affairs and the regional campus dean;
4. Isolate all individuals with close contact for 14 days; and
5. Direct individuals who did NOT have close contact, close contacts who complete 14 days in isolation, or individuals testing positive for COVID-19 who have completed 10 days of isolation post initial symptoms, to return to the normal work/school activities.



**College of Pharmacy  
University of Louisiana Monroe**

**COVID-19 Contact Tracing Form for Pharmacy**

**Date:**

**Name:**

**Call:**

- Hi, this is [caller's first name] calling on behalf of the College of Pharmacy. I am calling to speak with [first name] regarding their recent illness. May I please speak with [first name]?
- [First name], since you have tested positive for COVID-19, this call is an attempt to help identify all ULM College of Pharmacy students, faculty and staff who were in close contact with you. Based on CDC guidance, for COVID-19, a close contact is defined as someone who was within 6 feet of you for at least of 15 minutes.
- We need to identify your close contacts during the time period that starts 2 days before your symptoms began **or** if you didn't have symptoms, 2 days before your positive test specimen was collected. This period ends on the day you began isolation.
- All information obtained during this conversation will be kept confidential. Your name, personal data and health information will NOT be shared with anyone you identify as a close contact. We will notify those individuals, but they will only be told they have been in close contact with someone who has tested positive for COVID-19.
- Please understand that I am required by ULM to report any positive cases to the Office of Student Life and Leadership. Your name and CWID will be reported to that office. The Office of Student Life and Leadership is also committed to keeping your information confidential.
- *During our conversation, I am going to ask you about any College of Pharmacy classes and gatherings you may have attended in person from 2 days prior to symptom onset or if you've had no symptoms, from 2 days before the day you were tested.*

- Please think about any classes, parties, religious services, sporting events or other social events during this time period. We are looking for any instances where you would have been in close contact with other College of Pharmacy individuals. Remember, close contact is defined as being within 6 feet of another person for at least 15 minutes.

Questions:

- Have you experienced COVID-19 symptoms?
  - If YES, what date did your symptoms start? Answer: \_\_\_\_\_
  - If NO, what was the date of your COVID-19 test? Answer: \_\_\_\_\_

Then for our conversation, the time period we will consider is from:

\_\_\_\_\_ until \_\_\_\_\_.  
 (2 days prior to date from above) (date isolation began)

- What class year are you?
  - Answer: \_\_\_\_\_
- What classroom do you report to for face-to-face learning?
  - Answer: \_\_\_\_\_
- If you are sitting in your seat, facing the speaker, what side of the classroom do you sit on? Right or Left?
  - Answer: \_\_\_\_\_
- When was the last time you attended classes face-to-face?
  - Answer: \_\_\_\_\_
- During the time period we are considering, please think back and tell me any classes or gatherings you attended where College of Pharmacy students, faculty or staff were in attendance, too. Please name those gatherings and the dates they took place.
  - Answer: Use Worksheet on next page
- Now, I am going to name the gatherings or classes you just told me about. For each, I will need you to provide the names of College of Pharmacy students, faculty and staff you were in close contact with, defined as being within 6 feet for at least 15 minutes. We will reach out to each of the individuals you identify and tell them of the need to

*quarantine for the next 14 days. Once again, we will be reaching out to them, keeping your name anonymous.*

- *Answer: Use Worksheet on next page*

Contact Tracing Worksheet for \_\_\_\_\_  
(student name)

Class/Gathering	Date	Close Contacts Identified

- As I mentioned earlier, I will only notify the College of Pharmacy students, faculty and staff that you identified as close contacts. For the health of others, please consider notifying any other close contacts you may have had.
- *I appreciate your willingness to participate in the College of Pharmacy contact tracing process. I will be following-up with an email to you which will provide information regarding your return to the College of Pharmacy.*
- *You are an important member of the Pharmily. So, if during this time you need us, please do not hesitate to call or email.*
- *Thanks again, good-bye.*

**College of Pharmacy  
University of Louisiana Monroe**

**COVID-19 Contact Tracing Email Notifications for Pharmily**

**Email notice of close contact to COVID-19 case:**

You have been in close contact with someone who has tested positive for COVID-19. The College of Pharmacy asks that you self-isolate for 14 days. Your return-to-building date is MM/DD/YY.

During this time, please monitor your health: watch for fever or chills, cough, shortness of breath or difficulty breathing, new loss of taste or smell, or other symptoms of COVID-19. Visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for a more detailed list of symptoms.

It is important that if you begin to experience symptoms of COVID-19 or if you test positive for COVID-19, then you contact the Office of Student and Professional Affairs immediately at 318-342-3800.

If you have any questions or need assistance, please do not hesitate to contact me.

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**Email confirmation of participation in contact tracing:**

Thank you for participating in the College of Pharmacy's contact tracing call today. I would like to assure you, that all personal and health information obtained during our conversation will be kept confidential and will not be shared with any individual you identified as a close contact. I



will notify those individuals, but I will only inform them that they have been in close contact with someone who has tested positive for COVID-19. I will not share your name with them.

Please understand that I am required by ULM to report any positive cases to the Office of Student Life and Leadership. Your name and CWID will be reported to that office. The Office of Student Life and Leadership is also committed to keeping your personal and health information confidential.

I will only notify those College of Pharmacy students, faculty and staff you identified as close contacts. You will need to notify all others with whom you have been in close contact.

You may return to the College of Pharmacy building after a 10-day isolation period. Your earliest return-to-building date is MM/DD/YY. However, if you were/are symptomatic, then you must delay your return to the building until all 3 of the following conditions are met:

- 1) You have quarantined for 10 days since symptoms first appeared; and
- 2) You have been fever free for 24 hours without using fever-reducing medications; and
- 3) Your symptoms have improved.

If you have any questions or need assistance, please do not hesitate to contact me at 318-342-3800.

## OSPA & OEE Office Guidelines

**Face coverings** must be on before you enter the OSPA and the OEE, and must be kept on at all times while you are waiting. You may ask the person you are seeing if they are ok with you removing it in their office. Please **sanitize your hands** before entering and upon leaving the office (sanitizer will be located close to entrances and exits)

1. Students will be allowed to come to the OSPA and the OEE by **APPOINTMENT ONLY!**
  - a. Please email Mrs. Latricia to schedule an appointment
    - i. Mrs. Latricia will send you a confirmation email. DO NOT VISIT until you have received the confirmation email
    - ii. In the email you send, please state
      1. Your name
      2. Who you want to see
      3. What time you want to see them
      4. Date you want to see them
2. If you are visiting Ms. Mary, Dr. Sampognaro or Mrs. Latricia, you may enter through the front door (signage will be visible)
3. If you are visiting: Dr. Smith, Dr. Stewart, Ms. White, Ms. Katie or Ms. Carolyn, you must enter through the side door down the hall (signage will be visible)
4. There can be a maximum of 3 students in the OSPA waiting area. There can be a maximum of 2 student in the OEE. (**Look for the blue X to indicate where to sit**)
5. **In the event of an emergency you may come directly to OSPA** (emergencies such as: someone passing out/fainting, having a seizure, an asthma attack, etc.) just make sure to have on your mask.

### What-if Scenarios

1. What If I have an appointment with someone in OSPA and someone in OEE?
  - a. You will exit the side door in the OSPA and walk to the entrance for the OEE down the hall.
2. What if I want to do a walk-in (got a few minutes in between class)?
  - a. At this time, you may only visit OSPA and OEE by appointment. You may use your cell to send Mrs. Latricia a quick email for a quick drop in. Make sure to include who you want to see and use the term “drop in”
3. What if I show up for my appointment and the maximum # of students are already in the waiting area?
  - a. A sign will be placed on the door to indicate if OSPA or OEE is at maximum capacity. You will have to wait out in the lobby until we are no longer at capacity.
4. What if I simply need to drop off vital docs, do I still need to make an appointment?

- a. We encourage you to take pictures of your documents and email them to Mrs. Latricia, that way you can also ask her any questions you may have.
- b. Dropping off vital docs will be handled the same as “drop in” appointments are. You will still have to email Mrs. Latricia to inform her. Make sure you are clear it is a drop in for vital docs, or an excuse, etc.

#### Take away

- Anything that you need, please communicate via email to Mrs. Latricia at [simmons@ulm.edu](mailto:simmons@ulm.edu) .You may also call at 318-342-3800.
- **We will get through this!**

**Stay calm, wear your mask, read signs, wash your hands and smile!**



#### **COVID-19 Social Distancing and “Opting-out” of facial covering use:**

1. Face coverings (masks, gaiter, or shields) are required to be used by all individuals entering a ULM building or on ULM properties when social distancing cannot be implemented;
2. Pharmily members with medical conditions and unable to wear masks may optionally use face shields as a substitute;
3. Pharmily members may petition the CoP Dean for exemption to class attendance when all facial covering options cannot be used due to medical reasons;
4. Pharmily members entering College buildings without facial coverings will be asked to use disposable PPE provided at the entrance to each building;
5. Pharmily members choosing to NOT COMPLY with required face covering usage will be asked to vacate CoP buildings.