Please note: This document, prepared and printed for distribution August 13, 2020, is designed to provide temporary guidance to faculty and staff preparing to return to campus. The College of Pharmacy has added additional elements to guide faculty in planning for fall.

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FERRIS STATE UNIVERSITY COLLEGE OF PHARMACY COMPACT

Introduction
The Ferris State University College of Pharmacy (FSUCOP) Compact applies to FSUCOP students, faculty, and staff. As part of the FSUCOP community and this Compact, I agree that I will abide by the following safety requirements and expectations:

Requirements

Face Coverings
I will wear an appropriate face covering inside University buildings and in any situation where social distancing is difficult. If I need an exception or accommodation, I will seek this through the appropriate channel.

Physical Distancing
I will maintain physical distancing of 6 feet inside University buildings and outdoor spaces when possible.

Personal Hygiene
I will maintain proper hygiene and health practices including:
• Washing hands frequently with soap and water or, if soap is unavailable, using hand sanitizer with at least 60% alcohol
• Routinely cleaning and sanitizing my living space and/or workspace
• Using the bend of the elbow or shoulder to shield a cough or sneeze
• Refraining from shaking hands

Self-Monitoring
Before reporting to the College of Pharmacy for work or class, I will complete a daily COVID-19 Symptom Checker. Symptoms of COVID-19 as identified by the CDC include:
1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

If I have any of the symptoms of COVID-19, I will stay home. If I have symptoms, I will contact my local healthcare provider for medical advice.

Exposure to COVID-19
If I have been exposed to someone who is ill or has tested positive for the COVID-19 virus, I will stay at home and contact my healthcare provider and follow all public health recommendations. I will return to campus only when given permission by FSU and public health officials.

Adherence to Public Health Guidance and Cooperation with Public Health Authorities
I will follow applicable state and public health guidance, and I will cooperate with public health authorities, including, but not limited to, contact tracing and COVID-19 testing. I will maintain FSUCOP clinical passport requirements, if appropriate. Further, I have been encouraged by FSUCOP to (a) participate in COVID-19 surveillance and screening, and (b) receive a flu vaccination this fall.

Compact Compliance
All faculty, staff and students are expected to adhere to the new practices, policies and procedures outlined in this document. Failure to do so may result in corrective or disciplinary action.
Introduction

In response to the public health crisis posed by the COVID-19 virus, the College of Pharmacy students and faculty need to transition the Doctor of Pharmacy Program to a format that minimizes the risks posed to faculty, students, and staff while maintaining student achievement of the ability-based outcomes of the PharmD program.

To guide the discussion and decision making related to the College’s plans for course offerings for the 2020 Fall Semester, and potentially beyond, the Curricular Re-entry Task Force (CRTF) was formed. The CRTF was charged with developing a plan that considers both a face-to-face and remote instruction for the delivery of the Doctor of Pharmacy Curriculum. The CRTF is comprised of the following members:

- Dr. David Bright
- Dr. Heather Girand
- Dr. Kim Hancock
- Dr. John Jameson
- Dr. Shelby Kelish
- Dr. Jennifer Lamberts
- Dr. Margaret Lyons
- Dr. Lisa Meny
- Dr. Claire Saadeh
- Dr. Greg Wellman
- Dr. Mark Young
- Dr. Rod Larson
- Kimberly Vo (Rising P3)
- Michaela Maticevic (Rising P2)

The CRTF held an initial meeting on June 1st to begin work on planning for the 2020 Fall semester. The task force identified a set of elements that would need to be considered to guide our discussions. Some of these considerations included but are not limited to:

1. Delivery methods should be as adaptable as possible to changing epidemiologic patterns of COVID-19 in Western Michigan.
2. The plans for BRx and GRx should differ based upon the unique characteristics of their environments and curriculums.
3. Evaluation and prioritization of courses should be conducted based upon pedagogy (lecture, skills, small group facilitation etc.) to determine suitability for remote learning.
4. Remote/online must be offered.
5. Terminology:
   a. Remote – synchronous broadcast of a lecture or demonstration
   b. Online – asynchronous, self-directed

In recent weeks, there has been a national resurgence of COVID-19 cases, focusing on areas of the country that were more latent in the initial months of the pandemic in the United States. Since a West Michigan surge would likely result in the need to convert back to online teaching, it seemed prudent to front-load online teaching in the plan. The CRTF recognizes that many faculty work in health care settings. In addition, a large percentage of students leave their respective campuses each weekend to work in community and hospital settings around the State of Michigan. This creates a unique risk profile for pharmacy facilities.

The CRTF recognized that the BRx facilities and GRx facilities present different challenges and the group chose to divide the task force in two subgroups (BRx and GRx) to address the unique curricular needs posed by each location. The subgroups met independently to review considerations at each facility. For the purpose of these discussions, a course prioritization matrix was developed. This prioritization matrix was developed recognizing that the College would be unable to conduct courses in their usual fashion because of building constraints and the CDC social distancing requirements (https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html). The matrix prioritized courses that required skills-based instruction and/or skills-based assessment. The courses prioritized next were the required lecture-based courses followed by elective courses. The CRTF subcommittees reviewed CDC Guidelines to determine classroom capacities. Team members assessed College classrooms to determine capacity maintaining 6 feet separation between students. Additionally, Physical Plant assessed BRx classroom spaces and provided room capacity numbers. Capacities for College rooms are identified as follows:

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Student Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRx</td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>45</td>
</tr>
<tr>
<td>112</td>
<td>25</td>
</tr>
<tr>
<td>116</td>
<td>62</td>
</tr>
<tr>
<td>303</td>
<td>33</td>
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<tr>
<td>305</td>
<td>28</td>
</tr>
<tr>
<td>314</td>
<td>27</td>
</tr>
<tr>
<td>GRx</td>
<td></td>
</tr>
<tr>
<td>713</td>
<td>76</td>
</tr>
<tr>
<td>712</td>
<td>20</td>
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<tr>
<td>711</td>
<td>16</td>
</tr>
<tr>
<td>710</td>
<td>16</td>
</tr>
<tr>
<td>706</td>
<td>16</td>
</tr>
</tbody>
</table>

Class sizes for the College of Pharmacy are projected as follows:

<table>
<thead>
<tr>
<th>P1</th>
<th>P2</th>
<th>P3</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>123</td>
<td>135</td>
</tr>
</tbody>
</table>

The CRTF subcommittees came together as a whole and considered several additional factors while developing a plan for Fall. A key consideration has been the need for equitable instruction. It is critical that students receive equitable experiences whether they would be receiving content in a face-to-face format or in a remote format. The committee discussed how students would be divided along with how it would be determined which students would be allowed to attend class in person. The CRTF agreed that, if in-person sessions occur, it will be critical for attendance to be taken along with required seating charts to facilitate contact tracing in the case of a student, faculty, or staff member testing positive for COVID-19.

Technology resources continue to be a concern for the CRTF. For students to synchronously attend courses within either the BRx or GRx facility, a significant amount of network bandwidth will be required, particularly with remote teaching. The CRTF recognizes that there will likely be no additional technology support available for the faculty at either facility. Faculty with extensive experience with...
distance teaching prior to the consolidation of the GRx facility shared their experience and concerns surrounding the technology required for synchronous remote teaching.

In early June the CRTF surveyed P2 and P3 students to gain their perspective in determining the best approach for students to complete course work and achieve learning outcomes. A total of 207 students completed the survey and the respondents were equally distributed between the P2 and P3 students. At the time of the survey, approximately 40% of students planned to commute to campus from their current living arrangement. Following the communications sent by the College, this number may have increased based on anecdotal communications to faculty and the Office of Student Services. Students responded that if they had the option to attend in-class (with provisions for appropriate social distancing and use of PPE) or online, 62% stated that they would prefer to attend in the classroom. The results of this survey led the CRTF to spend a significant amount of time evaluating how the College could offer face-to-face instruction. While the CRTF recognizes the students’ preferences, providing the highest quality instruction possible is imperative.

The following recommendations have been developed by the CRTF and are now being brought to the full faculty for discussion and feedback.

Classroom Instruction

Didactic Coursework – Lectures
The CRTF recommends that no lectures be conducted face-to-face. All lectures will be either pre-recorded (e.g., utilizing Zoom, Canvas Studio, PowerPoint) or delivered synchronously utilizing Zoom and recorded. All lecture recordings will be posted within Canvas.

Rationale: The CRTF feels that providing either pre-recorded lectures or synchronous remote instruction will provide the highest quality instruction to learners. Eliminating face-to-face lectures removes the challenge of developing equitable instruction between those who can attend face-to-face and those who are required to attend remotely. Pre-recording of lectures minimizes the concerns surrounding technology and technology assistance. Faculty will have additional time to record lectures and address any issues that arise prior to the scheduled class period. Where a pre-recorded lecture does not meet the pedagogical needs of the instructor synchronous remote lectures may be utilized. Recorded lectures or remote synchronous lectures will be beneficial for individuals who are at higher risk and may need to minimize exposure risk. Eliminating face-to-face lectures minimize congregation in lounges, shared spaces, and classrooms resulting in a decrease exposure risk.

Didactic Coursework – Skills-based Instruction/Labs/Active Learning
All skills-based courses, labs, and active learning sessions will be conducted in person. If specific sessions will be conducted remotely, those sessions will be clearly designated in the syllabus or course schedule.

Rationale: The CRTF has determined that it is optimal that skills-based, lab, and active learning sessions occur in person. It is significantly more challenging for students to achieve the learning outcomes of the courses and the ability-based outcomes of the program without hands-on learning and demonstration of skills. Due to the smaller course sections, rooms within GRx and BRx can accommodate the learners.

Electives

Elective courses may be offered either face-to-face or remotely based on the number of students and the course content. If a course is unable to be offered in a single room based on availability, it may need to be offered remotely. Faculty should begin open discussions about their electives with their Department Chair to address logistics and scheduling considerations as soon as possible.

Rationale: The CRTF recognizes various considerations apply to elective courses. At the BRx facility the capacity for holding elective courses is greater than at the GRx facility. Faculty are encouraged to determine what is in the best interest of the students meeting the learning outcomes in coordination with their Department Chair.

Recommended Platforms/technology

Remote and/or In-class Student Group Work
Office365/SharePoint should be utilized for crowd sourcing and group development of documents. This software allows students to create and share documents with others in their groups.

Lecture Recording
Pre-recorded lectures/instruction should include a link out via the Canvas be utilized. Recorded lectures or remote synchronous lectures will be beneficial for individuals who are at higher risk and may need to minimize exposure risk.

Remote and/or In-class Student Group Work
Office365/SharePoint should be utilized for crowd sourcing and group development of documents. This software allows students to create and share documents with others in their groups.

Synchronous Instruction
Zoom should be utilized for any remote synchronous instruction.

Experiential Learning

There are currently no changes to the experiential learning components of the curriculum. The potential exists that the APPE year will not start immediately in May 2021 to accommodate IPPE hours that may be outstanding for students. The Office of Experiential Education will be continuously monitoring the practice environment to determine changes that may need to occur.

Assessment of Student Learning

The CRTF recognizes the critical role the assessment of student learning plays within a course and the curriculum as a whole. The CRTF has made the recommendation to faculty to prepare for remote, electronic assessment (ExamSoft© preferred) and suggests developing exam questions accordingly.

In-person Examinations

Based on the recommendations for social distancing, administering an in-person exam for an entire cohort of students requires the utilization of multiple rooms (~4) and multiple proctors. Based on course requests and faculty demand, it may not be feasible for exams to be offered in person. In-person exams will require a backup plan for students who cannot attend for a variety of reasons, including being in a high-risk category, illness, or needing to self-isolate or quarantine. Students cannot be penalized for the inability to attend an in-person exam.
Remote Examinations
The utilization of ExamSoft© for remote assessment during Spring 2020 was successful. ExamSoft © continues to be the preferred method of assessment for the College of Pharmacy consistent with the Comprehensive Assessment Plan approved by the faculty. The CRTF recommends that exam questions be prepared at a level to be given as open note. ExamID © may continue to be utilized for two-step authentication. There are no plans to add additional proctoring software at this time as it is cost prohibitive. Canvas also has the capability to be utilized for student assessment.

Office Hours

Conducting office hours is a contractual requirement of faculty. The CRTF recognizes the importance of students having the opportunity to connect with faculty. Office hours conducted in the traditional office environment will not meet CDC social distancing requirements. Faculty need to identify how they can maintain accessibility to students.

Recommendation: Office hours should be conducted utilizing Zoom and should occur at a consistent time within a course in order to create a consistent experience for students. If a consistent time for faculty in a team taught course is not possible office hours should be clearly communicated to the students via the course syllabus, schedule, and/or other communication channels.
REQUIREMENTS FOR SKILLS LAB

- Workstations should be cleaned at the beginning and end of lab
- Cleaning supplies should not be passed around
- Seating charts have been created for each classroom which incorporate the 6ft social distancing recommendations
- Student movement should be as minimal as possible; if student movement is necessary (i.e. washing non-sterile compounding supplies, using scales, etc.) students should maintain social distancing as much as possible and not congregate in one area
- Social distancing should be followed upon entering and exiting all classrooms.
- No white coats or ties will be worn
- No paper will be used whenever possible; if paper is needed it should be placed at students’ seats in advance
- Recommend not to pass around devices or equipment; faculty should demonstrate how to use devices properly
- Any shared tools (spatulas, mortar, pestles, etc.) should be washed with soap and water and then disinfected prior to next use
- Students should not be practicing mucosal swabs on each other; proper technique should be demonstrated by faculty
- When completing physical assessments (blood pressure, pulse, respiratory rate) and 6ft social distancing cannot be followed for 10 minutes or more, PPE (face shield, surgical mask, and gloves) will be worn
- Skills that students cannot directly practice due to current recommendations may be revisited and assessed at a different point in the curriculum (inhalers, mucosal swabs, etc.)
- Please remember that not all students may be able to attend class in person each day; plan activities that allow remote participants to still engage and meet the objective
FERRIS STATE UNIVERSITY COLLEGE OF PHARMACY SITE SPECIFIC SAFETY PROCEDURES

BRx – Hagerman Pharmacy Building

Prior to arrival at the building:
All students, faculty, staff will need to complete the COVID symptom checker online before entry into Hagerman building.

Arrival to the Hagerman Pharmacy building
• Face masks are required at all times
• Practice social distancing as much as possible while in all areas of Hagerman building.
• Please follow signage for direction and flow around the Hagerman Pharmacy building to the classroom upon arrival.
• All students are encouraged to use the stairs as much as possible.
• Students are expected to minimize their time in the building to less than 10 min once class has been dismissed
• Restrooms will be open. Social distancing and good handwashing must be observed as much as possible when multiple people using the restroom.
• Vending machines will be available for students
• Social distancing should be followed upon entering and exiting all classrooms.
• If students need to contact a staff/administrator/faculty who is not present in the classroom, best practices are to contact via phone or email.

Classroom procedures
Students and faculty should always clean in and clean out when entering the classroom and exiting.
• Hand sanitizer will be provided at various locations in the Hagerman building, but students and faculty are encouraged to bring their own. Use hand sanitizer upon entering and exiting the classroom.
• BRX classroom seats will be assigned to students based on the ideas of social distancing. Upon arrival, students should proceed to their assigned seat. Students are expected to clean their personal area upon arrival to classroom and prior to exiting. Towels and cleaning solution will be provided, but students and faculty are encouraged to bring own.
• Face masks must be worn at all times.
• Faculty may remove masks while teaching if utilizing a face shield and can maintain social distancing of 6 ft or more, or lecturing behind a Plexiglas barrier.
• Eating is not permitted within the classroom
• Drinking must be limited to closed containers
• Specific details regarding lab procedures and lab equipment can be found in the Skills Lab...

Common Areas
The following rooms/areas will not be open at any time for use:
• Student lockers

Ferris State University
COLLEGE OF PHARMACY
FERRIS STATE UNIVERSITY COLLEGE OF PHARMACY SITE SPECIFIC SAFETY PROCEDURES

GRx

Classroom Hours of Operation: Monday (12-4:30), Wednesday (12-4:30) and Thursday (9-2:00)

Prior to arrival at the facility

25 Michigan entry, common areas and access to 7th floor
Upon entry into 25 Michigan, students will need to check in with the Spectrum Health symptom checker table located in the main lobby of 25 Michigan. Students may be given a Spectrum Health issued mask. Please wear Spectrum Health issued mask in all common areas of 25 Michigan (lobby, food court, elevators, stairwells). Once on the 7th floor, students may wear his/her personal preference mask. In addition, please keep Spectrum Health issued mask to wear on future lab/classroom days.

Students may access the 7th floor via elevator or stairwell. Using the stairwell will require GRX access card. We encourage all students to use the stairwell as much as possible. Practice social distancing as much as possible while in all areas of 25 Michigan.

*Spectrum Health Policies are subject to change. Faculty, staff, and students will be notified of any changes in requirements and/or expectations.

Arrival to the 7th floor
• Please follow signage for direction and flow around the 7th floor to the classroom upon arrival.
• Practice social distancing as much as possible while on the 7th floor.
• Face masks must be worn at all times.
• Once class has been dismissed, please minimize your time on the 7th floor.
  • Restrooms will be open. Socially distance as much as possible when there are multiple people using the restroom.
  • Vending machines will be stocked and available for students.
  • Social distancing should be followed upon entering and exiting all classrooms.
  • If students need to contact a staff/administrator/faculty who is not present in the classroom, best practices are to contact via phone or email.

Classroom procedures
Students and faculty should always clean in and clean out when entering the classroom and exiting.
• Use hand sanitizer upon entering and exiting the room. Hand sanitizer will be provided at GRX, but students and faculty are encouraged to bring own.

Upon arrival, students should proceed to their assigned seat. All classes/labs will be one student per table. Clean personal area upon arrival to classroom and prior to exiting. Towels and cleaning solution will be provided, but students and faculty are encouraged to bring their own.
• Practice social distancing as much as possible while in the classroom.
• Face masks must be worn at all times.
• Faculty may remove masks while teaching if utilizing a face shield and can maintain social distancing of 6 ft or more, or lecturing behind a Plexiglas barrier.
• Eating is not permitted within the classroom.
• Drinking must be limited to closed containers.
• Specific details regarding lab procedures and lab equipment can be found in the Skills Lab…

Common Areas
The following rooms/areas will not be open at any time for use:
• Student lounge/lockers
• Bench seating in hallway
• Administrative suite
• Small classrooms and study rooms
• The Administrative suite will be limited access only
• Lactation room
• Reflection room
FERRIS STATE UNIVERSITY COLLEGE OF PHARMACY SITE SPECIFIC SAFETY PROCEDURES

Experiential Education

Site expectations and PPE requirements:
- Students and faculty must follow all policies, procedures and training set forth by each experiential site.
  - Students needing an exception or accommodation related to wearing PPE should contact Educational Counseling and Disabilities Services.
  - Faculty unable to wear required PPE should notify the Department Chair/Dean to review with Human Resources to determine if an alternate work arrangement is necessary.
- If site requires student to provide their own mask, other than a cloth face mask, such as ASTM 1 mask or higher level, please notify Mrs. Amie Quist.
- Students may be required to wear a face shield in addition to face mask for direct, face to face patient care/contact that will last >10 minutes. If site does not provide a face shield, please notify Mrs. Amie Quist. (Examples: immunization administration, medication history, medication education)
  - Reusable face shields should be cleaned and disinfected after each use according to manufacturer instructions. When manufacturer instructions for cleaning and disinfection are unavailable, such as for single use disposable face shields, consider:
    - While wearing gloves, carefully wipe the inside, followed by the outside of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
    - Carefully wipe the outside of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.
    - Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
    - Fully dry (air dry or use clean absorbent towels).
    - Remove gloves and perform hand hygiene.
- Physical barriers plus a face mask is also acceptable for direct, face to face patient care/contact lasting >10 minutes. (Examples: medication education, purchasing medication)
- Faculty and students should routinely clean and disinfect all areas such as personal or shared office space, common touchpoints, and shared electronic equipment after use. This can be done in addition to the custodial services provided by the clinical site.
- Students will sign an acknowledgement of risk during the COVID-19 pandemic form or a practice experience opt-out form. If you are concerned regarding any experiential placement, contact the coordinator of the experiential immediately.

Daily symptom screening:
- Students, faculty and staff must complete the Ferris State University Symptom Checker every day when working, including when working remotely.

Steps for close contact, active symptoms or COVID-19 positive test:
- Faculty who have close contact* with an individual known to be COVID-19 positive, developed symptoms (see above) or have a positive COVID-19 test must:
  - Stay home
  - Complete the Ferris State University Symptom Checker
  - Contact your primary care provider
  - Report this information to the COVID-19 Portal at https://www.ferris.edu/administration/reportcovid19
  - Notify the Department Chair and Director of Experiential Education
- Students who have close contact* with an individual known to be COVID-19 positive, developed symptoms (see above) or have a positive COVID-19 test must:
  - Stay home
  - Complete the Ferris State University Symptom Checker
  - Contact your primary care provider
  - Contact your assigned preceptor
  - Contact the coordinator of the experiential (Dr. DeHoag for APPEs or Dr. Eid for DIPPEs)

*Close contact definition: For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html#:~:text=For%20COVID%2D19%2C%2Cthe%20patient%20is%20isolated.

Helpful Videos:
- https://www.cdc.gov/video/socialmedia/316343_DonningPPE_final_lowres_2.wmv
- https://youtu.be/PQxOc13DxvQ
Acknowledgement of Risk

During the COVID-19 Pandemic

I, ______________________________, am voluntarily participating in an experiential course PHAR 593, 691, 693, 791 or a PHAR 600-level Advanced Pharmacy Practice experience at ______________________________ ("Internship") during the COVID-19 pandemic.

I understand my participation in this internship involves a heightened risk of infection with COVID-19.

I understand the University does not require me to participate in an internship at this time due to the ongoing COVID-19 pandemic. I acknowledge, however, that if I do not participate in an on-site internship, and such participation is required to graduate, my graduation from the University may be delayed until I complete the internship requirement.

I acknowledge my participation in this internship involves the risk of COVID-19 infection. COVID-19 infection may include coughing, shortness of breath, difficulty breathing, fever, chills, muscle pain, and new loss of taste or smell, which may lead to death or other serious bodily harm. I attest that to my knowledge I am not experiencing symptoms related to COVID-19.

It is my decision to participate in this internship and I have taken into account my unique circumstances which include factors such as underlying medical conditions that involve a greater risk with COVID-19. I understand that the University recommends I have appropriate medical insurance under the internship to cover medical expenses in the event of becoming infected with COVID-19.

I will work with the host facility to adhere to proper safety protocols, including state government directives and CDC guidelines related to COVID-19, during the duration of this internship. I agree that it is my responsibility to contact my internship program coordinator immediately if I cannot or do not feel comfortable continuing in the Internship for COVID-19 related reasons. Further, I understand that I am to leave the internship and under no circumstances is my ability to freely chose to continue or not continue to be compromised.

I accept the risks of completing this internship during the COVID-19 pandemic with a complete understanding of the risks of COVID-19 infection.

Dated: __________________________

Signature/Digital Signature

________________________________________
Printed Name
I am scheduled to take an Introductory or Advanced Pharmacy Practice Experience (“I/APPE”) class during the ____________ semester. I have decided not to complete this requirement now due to the coronavirus (“COVID-19”) pandemic. I understand Ferris State University is not requiring me to participate in this experiential learning experience at this time and that I am voluntarily making the decision based upon the risks associated with COVID-19 infection while taking into account my unique circumstances.

I understand I/APPEs are required for graduation and my decision not to enroll in the I/APPE at this time may reduce the I/APPE options available to me and may delay my graduation from the College of Pharmacy until I complete this I/APPE requirement.

I am opting out of enrolling in the scheduled I/APPE for this semester based upon consideration of the risks of not completing the I/APPE during the COVID-19 pandemic.

_____________________________  Dated: ________________
Signature

_____________________________
Printed Name

Please return to Amie Quist via email (AmieQuist@ferris.edu)
FERRIS STATE UNIVERSITY COLLEGE OF PHARMACY
UNIVERSITY APPROVED COVID-19 SAFETY PROGRAM ADDENDUM
BRX BUILDING RE-ENTRY PLAN (PHASE 3)

When returning before July 13, 2020, seek approval from divisional VP and submit this plan for comments to Safety, Health, Environmental and Risk Management. Contact mickemckay@ferris.edu for assistance.

1. Building/Department: College of Pharmacy - Hagerman building (BRx) – Big Rapids, MI

1.1. Building Environment – COP Hagerman building (BRX) is located at 220 Ferris Dr. Big Rapids, MI
   - The Hagerman building has public spaces, including the Pharmacy Care Clinic (PCC) that may pose an increased risk of exposure.
   - To access the building, it is required that students/faculty/staff utilize one of the two (2) entry points:
     o East end door or the west end door
   - Within the building, to access labs/classrooms/offices/care clinic, students/faculty/staff utilize elevators or two stairwells within the facility.

2. Building Environment - The Hagerman building
   The Hagerman Building is comprised of several areas that result in various levels of exposure based on their usage.

2.1. Office Environment – Lower Risk Exposure
   - Staff job expectations within the BRX facility do not require contact with people known or suspected of being infected with the coronavirus.
   - The facility allows for minimal contact with co-workers through social distancing.
   - Necessary spaces within the facility are identified as classrooms (PHR101, 112, 116, 303, 305, 314), restrooms, administrative suite, research labs (PHR 013, 206, 206 A, 212, 205, 302, 303A), sterile lab (PHR 114) and care clinic (PHR 111, 111A).
   - All unnecessary spaces (student lounge, quiet study, small study rooms, reflection room) will be closed unless otherwise noted.
     o Lobby and student lounge - A limited amount of space is available in-between lectures to accommodate social distancing of at least six feet. Users of these spaces will need to wipe down any counters/tables used.
     o Requests for access to small study rooms and reflection room spaces will be evaluated on as needed basis.
   - Faculty, staff and students within the BRX facility are expected to avoid frequent close contacts (within 6ft) with others through social distancing.

2.2. Lab Environment – Medium Risk Exposure
   - For research laboratories, prior approval is required (see department lab entry policy - https://ferrisstateuniversity.sharepoint.com/w:r/sites/COPSafetyCommittee2020/_layouts/15/Doc.aspx?srcourcedoc=%7BD4878103-7AB4-46EE-AAFB-B4A08CB01587%7D&file=PSD%20Lab%20ReEntry%20Plan_Jun11.docx&action=default&mobileredirect=true)
   - Faculty, currently enrolled students working in the labs, and COP guests are expected to avoid frequent close contacts (within 6ft).
   - Faculty and currently enrolled students are expected to avoid frequent close contacts (within 6ft) with the general public.
   - The lab co-workers are to maintain minimal contact through social distancing and follow protocols outlined to sanitize shared equipment/spaces.

2.3. Classroom Environment – Medium Risk Exposure
   - Faculty, currently enrolled students, and COP guests are expected to avoid frequent close contacts (within 6ft).
   - Faculty and currently enrolled students are expected to avoid frequent close contacts (within 6ft) with the general public.
   - Faculty, currently enrolled students, are expected to follow social distancing, promote healthy behaviors, perform cleaning and disinfection as directed in sections 3.3 and 3.4
   - Face coverings are a crucial part of preventing transmission. As indoor spaces, face coverings are required in all classrooms (section 3.3).

2.4. The Rowe Pharmacy Care Clinic (PCC) – Medium Risk Exposure
   - The PCC provides medication to members of the public adding additional risk to the facility.
   - Faculty with staffing responsibilities within the PCC may require contact with people known or suspected of being infected with the coronavirus.
   - Further details are provided in the Rowe PCC Safety plan.

3. Purpose of re-entry
   - Re-entry for faculty, staff, and students for the Fall semester.
   - Patient access to the Pharmacy Care Clinic
   - The BRx facility will officially be open to faculty, staff, and students on August 29th

3.1. Training
   - Faculty, staff, and student employees are required to complete COVID-19 training.
   - Website: https://www.ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/pdfs-docs/FSUOnlineEmployeeTrainingByGCN.pdf
   - Titles:
     - COVID-19: Plan, Prepare and Respond
     - COVID-19: Workplace Guidelines
     - COVID-19 Video: How to wear a Mask (OSHA) -or-
     - COVID-19 Video: Wear a Cloth Face Covering (CDC)
     - COVID-19: Proper Handwashing (CDC)

3.2. Symptom Checking
   - If you are sick or caring for someone who is sick, stay home.
   - Complete a symptom self-check before beginning work and entering buildings. The electronic symptom checker starts on 8/19/2020.

Ferris State University
Approved by COP Safety/Building Re-Entry Task Force (8/18/20)
3.3. Social Distancing, Promoting Healthy Behaviors and Physical Barriers

- Maintain a Social Distancing of a minimum of 6ft.
- There will be signage/tape on the floor to demarcate socially distanced workspaces and to create one-way traffic flow.
- Implement remote work practices where possible.
- All in-person work must adhere to social distancing practices and measures.
- Provide demarcation lines and restrict gatherings.
- Install physical barriers between customers and/or employees.
- All students, faculty, staff may be given a Ferris State University issued mask in their mailbox or upon arrival on campus.
- All students, faculty, staff and essential visitors will be required to wear a face covering inside University buildings and in any situation where social distancing is difficult. (Non-essential visits are suspended until further notice.)
- If you are unable to wear a cloth face-covering, notify the supervisor to review with Human Resources to determine if an alternate work arrangement is necessary.

3.4. Cleaning and Disinfection

- Faculty, staff, and student employees should routinely clean and disinfect all areas such as personal offices, common touchpoints, and shared electronic equipment after use.
- Physical Plant will supply disinfectants by request.
- Disinfecting supplies will be provided for employees to wipe down their workstations at least twice daily.
- If a sick employee is suspected or confirmed to have COVID-19, Custodial staff will perform enhanced cleaning and disinfection of all frequently touched surfaces in the workplace.
- Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., required PPE, concentration, application method, and contact time).
- Evaluate procedures to ensure no new hazards are created (e.g., dermatitis from new disinfectant).
- Campus custodial procedures will be followed.

4. Schedule and remote work opportunities

- Faculty and staff needing remote work opportunities should follow the FSU COVID-19 return to in-person work exception flow procedures in the:

5. Signs and messages

- FSU/KCAD branded sign links:
  - Stop the Spread poster:
  - Wash your Hands poster:

6. Preparing for when someone tests positive for COVID-19

Employees who have tested positive for COVID-19 need to report this information to the COVID-19 Portal at https://www.ferris.edu/administration/reportcovid19

Faculty, staff and student employees who test positive for COVID-19 must self-isolate at home until they have fully recovered and have been fever free for at least 3 days. You must also report your positive test result using the COVID-19 report portal link provided above.

FSU and/or public health officials will conduct a phone interview with the individual who has tested positive to help determine the risk of potential exposure to coworkers and others on campus. The Birkam Health Center will coordinate contact tracing with the local health department. Once completed, a timely communication will be released depending on the situation.

The local public health department may contact an employee’s supervisor if further contact tracing of the COVID-19 positive individual is needed; however, the actual test result and all other protected health information will not be disclosed.

Permission to return to campus will be given when these three conditions are met:
- The individual remains fever-free without the use of fever reducers for 72 hours.
- The individual shows improvement in respiratory symptoms (e.g., cough, shortness of breath).
- It has been at least 10 days since their symptoms first appeared.

At the direction of Human Resources, employees may be required to provide documentation from their health care provider before returning to work.

7. Summary

- If you are sick or caring for someone who is sick, stay home.
- No need for additional PPE beyond what is typically used for job tasks.
- Face coverings are required inside University buildings and in any situation where social distancing is difficult.
- If you are concerned regarding return to work, contact Human Resources.
FERRIS STATE UNIVERSITY COLLEGE OF PHARMACY
UNIVERSITY APPROVED COVID-19 SAFETY PROGRAM ADDENDUM
GRX BUILDING RE-ENTRY PLAN (PHASE 3)

When returning before July 13, 2020, seek approval from divisional VP and submit this plan for comments to Safety, Health, Environmental and Risk Management. Contact mikenckay@ferris.edu for assistance.

Building/Department: 25 Michigan ST NE, Grand Rapids (GRx)/Pharmacy

Building Environment – 25 Michigan ST NE - Medium Risk Exposure
- In general, the safety policies of Spectrum Health will be observed for the GRx facility.
- GRx is located on the 7th floor of a healthcare facility.
- To access the 7th floor, it is required that students/faculty/staff utilize elevators or one of two stairwells within the facility.
- The 25 Michigan facility has public spaces including restaurants that may pose an increased risk of exposure.

7th Floor/Office Environment – Lower Risk Exposure
- Faculty and staff job expectations within the GRx facility do not require contact with people known or suspected of being infected with coronavirus.
- Within the facility there are no frequent close contacts (within 6ft) with the general public other than the students currently enrolled in the COP or COP guests.
- The facility allows for minimal contacts with co-workers through social distancing.
- Essential spaces within the facility are identified as room 713, room 712, restrooms, and the administrative suite.
- All non-essential spaces (student lounge, quiet study, small study rooms, reflection room, smaller classrooms) will be closed unless otherwise noted.
- Requests for access to these spaces will be evaluated on as needed basis

Purpose of re-entry
- Re-entry for faculty, staff, and students for the Fall semester.
- The GRx facility will officially be open to faculty, staff, and students on August 29th

Training
- Faculty, staff, and student employees are required to complete COVID-19 training.
- Website:https://www.ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/pdfs-docs/FSUOnlineEmployeeTrainingByGCN.pdf
- Titles:
  - COVID-19: Plan, Prepare and Respond
  - COVID-19: Workplace Guidelines
  - COVID-19 Video: How to wear a Mask (OSHA) -or- COVID-19 Video: Wear a Cloth Face Covering (CDC)
  - COVID-19: Proper Handwashing (CDC)

Symptom Checking
- If you are sick or caring for someone who is sick, stay home.
- Complete a symptom self-check before beginning work and entering buildings. Starting 8/19/20
- Self-monitoring symptoms
  - https://covid19symptomchecker.spectrumhealth.org
  - https://ferrisstateuniversity-my.sharepoint.com/:w:/g/personal/mckaym_ferris_edu/EasRp1qNzRFMr-8EcKiCC2MBefeh3Zbohe1PqK1Lz2i9q7e=cEqOHy
- If you have symptoms, notify supervisors and stay home.

Social Distancing, Promoting Healthy Behaviors and Physical Barriers
- Maintain a Social Distancing of a minimum of 6ft.
- Implement remote work practices where possible.
- All in-person work must adhere to social distancing practices and measures.
- Only 1 person should occupy the faculty lounge/kitchen at a time.
- Provide demarcation lines and restrict gatherings.
- Install physical barriers between customers and/or employees.
- All students, faculty, staff and visitors will be required to wear a face covering inside University buildings and in any situation where social distancing is difficult
- If you are unable to wear a cloth face-covering, notify the supervisor to review with Human Resources to determine if an alternate work arrangement is necessary.

Cleaning and Disinfection
- Faculty, staff, and student employees should routinely clean and disinfect all areas such as personal offices, common touchpoints, and shared electronic equipment after use.
- Physical Plant will supply disinfectants by request.
- If a sick employee is suspected or confirmed to have COVID-19, Custodial staff will perform enhanced cleaning and disinfection of all frequently touched surfaces in the workplace.
- Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., required PPE, concentration, application method, and contact time).
- Evaluate procedures to ensure no new hazards are created (e.g. dermatitis from new disinfectant).
- Custodial cleaning protocols are available upon request.

Schedule and remote work opportunities
Faculty and staff needing remote work opportunities should follow the FSU COVID-19 return to in-person work exception flow procedures in the:

https://www.ferris.edu/HTMLS/administration/adminandfinance/human/ReturnToWorkExceptionProcessMap.pdf

Signs and messages
- FSU/KCAD branded sign links:
- Stop the Spread poster:
- Wash your Hands poster:

Ferris State University
Approved by COP Safety/Building Re-Entry Task Force (8/18/20)
Preparing for when someone tests positive for COVID-19

Employees who have tested positive for COVID-19 need to report this information to the COVID-19 Portal at https://wwws.ferris.edu/administration/reportcovid19

Faculty, staff and student employees who test positive for COVID-19 must self-isolate at home until they have fully recovered and have been fever free for at least 3 days. You must also report your positive test result using the COVID-19 report portal link provided above.

FSU and/or public health officials will conduct a phone interview with the individual who has tested positive to help determine the risk of potential exposure to coworkers and others on campus. The Birkam Health Center will coordinate contact tracing with the local health department. Once completed, a timely communication will be released depending on the situation.

The local public health department may contact an employee's supervisor if further contact tracing of the COVID-19 positive individual is needed; however, the actual test result and all other protected health information will not be disclosed.

Permission to return to campus will be given when these three conditions are met:
- The individual remains fever-free without the use of fever reducers for 72 hours.
- The individual shows improvement in respiratory symptoms (e.g., cough, shortness of breath).
- It has been at least 10 days since their symptoms first appeared.

At the direction of Human Resources, employees may be required to provide documentation from their health care provider before returning to work.

Summary
- If you are sick or caring for someone who is sick, stay home.
- No need for additional PPE beyond what is typically used for job tasks.
- Face coverings are required inside University buildings and in any situation where social distancing is difficult.
- If you are concerned regarding return to work, contact Human Resources.
When returning before July 13, 2020, seek approval from divisional VP and submit this plan for comments to Safety, Health, Environmental and Risk Management. Contact mikemckay@ferris.edu for assistance.

Building/Department: College of Pharmacy, Pharmacy Practice Faculty with work assignments at non-FSU Clinical Practice Sites (including student precepting responsibilities)

Office Environment – Medium to High Risk Exposure

- Health care delivery to known or suspected COVID-19 patients
- Frequent and/or close contact (within 6 feet) with people who may be infected with COVID-19 but are not known or suspected COVID-19 patients.
- Contact with International travelers from location with widespread COVID-19 transmission
- Contact with the general public (high-population-density work environments)

Purpose of re-entry

- Faculty are at non-FSU clinical sites providing direct patient care and precepting of College of Pharmacy students as part of the experiential curriculum.
- Students on experiential rotations that are engaged in essential services related to patient care at non-FSU clinical sites.

Training

Faculty
- Faculty, staff, and student employees are required to complete COVID-19 training.
- Website: https://www.ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/pdfs-docs/FSUOnlineEmployeeTrainingByGCN.pdf
- Titles:
  - COVID-19: Plan, Prepare and Respond
  - COVID-19: Workplace Guidelines
  - COVID-19 Video: How to wear a Mask (OSHA) -or- COVID-19 Video: Wear a Cloth Face Covering (CDC)
  - COVID-19: Proper Handwashing (CDC)
- Additionally, faculty will participate in training as required by their individual clinical site.

Students
- Students will participate in training as required by their individual clinical site. Most affiliation agreements contain language related to training and orientation. Examples:
  - The University shall instruct all of its students assigned to the Facility of the importance of compliance with all rules, regulations, policies and procedures of the Facility.
  - Site shall provide orientation to all students and onsite faculty.
  - Orientation will include policies and procedures, including safety, infection control, and documentation guidelines.
  - Site will provide or otherwise make available information for the student prior to beginning rotation. The information will include, but is not limited to, information on policies, rules and regulations.

Symptom Checking

Faculty
- If you are sick or caring for someone who is sick, stay home.
- Complete the required FSU COVID-19 Symptom Checker daily.
- Complete a symptom check as required by individual clinical site.
- If you have symptoms, notify supervisors and stay home.

Students
- If you are sick or caring for someone who is sick, stay home.
- Complete a symptom check as required by individual clinical site.
- If you have symptoms, notify preceptor as indicated in the experiential manual and stay home.

Social Distancing, Promoting Healthy Behaviors and Physical Barriers
- Maintain a Social Distancing of a minimum of 6ft.
- Implement remote work practices where possible.
- All in-person work must adhere to social distancing practices and measures.
- Wear cloth face coverings or face mask as required by clinical site when social distancing is NOT possible.
- Students and faculty will be provided with ASTM 1 face masks by FSU if not provided by clinical site.
- Utilize multiple methods to engage with students on rotation.
  - Wear face masks when interacting.
  - Identify an area to meet where social distancing is possible.
  - Utilize phone and/or virtual platforms to meet with students.
- Faculty unable to wear a cloth face-covering or mask should notify the supervisor to review with Human Resources to determine if an alternate work arrangement is necessary.
- Students needing an exception or accommodation related to wearing PPE should contact Educational Counseling and Disabilities Services.

Cleaning and Disinfection
- Faculty and students should routinely clean and disinfect all areas such as personal or shared office space, common touchpoints, and shared electronic equipment after use. This can be done in addition to the custodial services provided by the clinical site.

Schedule and remote work opportunities

Faculty
- Faculty will follow social distancing protocols per individual clinical sites.
- Faculty will develop any remote work plans with appropriate Department Chair for times when not in attendance at the individual clinical site.
- Faculty will comply with individual clinical site procedures for re-entry.

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• If an employee has a concern regarding returning to work, please contact Human Resources HR@ferris.edu.

Students
• Students will follow social distancing protocols per individual clinical sites.
• Students will sign an acknowledgement of risk during the COVID-19 pandemic form or a practice experience opt-out form.

Signs and messages
• As provided or required by clinical site.

Preparing for when someone tests positive for COVID-19

Faculty
• Faculty who have tested positive for COVID-19 need to report this information to the COVID-19 Portal at https://wwws.ferris.edu/administration/reportcovid19
• The Health Center Director will contact the local or state health department as needed when a worker has reported they have tested positive for COVID-19.
• Human Resources will work with the employee during the home isolation and will share with the supervisor when the employee is allowed to return to work.
• Employees should not to return to work at the clinical site until cleared from Human Resources.
• Human Resources will instruct areas on how to inform other employees of possible workplace exposure (ADA & HIPAA compliant –keep confidentiality).
• When home isolation affects student placement at clinical sites, the faculty will notify the Department Chair and Director of Experiential Education.

Students
• Students should contact their assigned preceptor and the Director of Experiential Education immediately. Both preceptor and the Director of Experiential Education will work with the student to develop an individual plan for meeting the requirements of the rotation either during or after self-isolation.

Summary
• If you are sick or caring for someone who is sick, stay home.
• No need for additional PPE beyond what is typically used for job tasks.
• Face coverings are required inside FSU University buildings and in any situation where social distancing is difficult.
• If you are concerned regarding return to work, contact Human Resources.
**ROWE PHARMACY CARE CLINIC’S PROCEDURES FOR CORONAVIRUS (COVID-19)**

**FERRIS STATE UNIVERSITY COLLEGE OF PHARMACY**

**UNIVERSITY APPROVED COVID-19 SAFETY PROGRAM ADDENDUM**

**GUIDANCE FOR FACILITY AND PERSONNEL**

**Purpose**

Since March 17, 2020, all patients have been provided new prescriptions and refills through either “curbside” delivery or mailing. No patients have entered the pharmacy, and vaccine administration and point of care testing activities have been suspended. This document will detail appropriate measures to restore normal clinic operations with safety at the forefront.

**Clinic Overview**

The Rowe Pharmacy Care Clinic provides free medication, vaccines, and select lab testing to patients seen at the Hope House Free Medical Clinic. The clinic sees 5-10 patients a week during operational hours of Tuesday 3-5pm, Wednesday 11am-2pm, and Thursday 3-5pm.

**Exposure Risk**

The clinic has a medium exposure risk to the facility, students, and faculty since patients will be coming from the public. Exposure is increased with minor procedures such as vaccine administration, taking a blood pressure/pulse, or finger sticks to perform lab testing.

**Risk Mitigation Procedures**

1. All faculty and student volunteers will follow the most up-to-date requirements and policies set by the University.
   a. All faculty and student volunteers will complete a daily entry self-screening protocol as distributed by the University and follow University guidelines on leaving and re-entering work based on symptoms, exposure, and testing.

2. Require face masks to be worn while indoors and encourage everyone on the worksite premises to keep at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
   a. University provided barriers have been installed at the pharmacy pick up window and in each consultation room.
   b. University provided signage to require face masks and social distancing has been installed.
   c. Face shields should be worn by the pharmacist while performing activities with close contact to the patient (ie vaccines, POCT).

3. Continue to provide curbside delivery and mailing of medications to reduce foot traffic within the building and minimize risks to patients. A brief information sheet will be included with prescriptions and posted on the building doors to update patients on current pharmacy procedures. For patients that must enter the building, faculty or student volunteers will ask the patients to wait in their car until everything is ready and verbally respond to the COVID-19 questionnaire before entering the building (via phone confirmation prior to arrival). Face masks will be required to be worn by patients.
   a. Screen everyone for symptoms of COVID-19 upon their arrival at the facility
      i. Body temperature will be determined using infrared thermal scan
      ii. Assess whether they have experienced any recent cold/flu symptoms (Chills, Sneezing, Coughing, Sore Throat, Nausea, Loss of smell or taste)

4. Support and supplement Physical Plants’ increased facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
   a. Sanitation log will be kept for areas of the pharmacy and consultation rooms.
   b. Exam rooms will be cleaned between patients and deep cleaned if patients with respiratory symptoms are encountered.

5. Additional Pharmacy Safeguards
   a. There are no cash transactions or signing of medication pick up
   b. Limited waiting-area to two individuals and ask patients to wait in cars for their appointment to be called.
   c. Times when elderly and those with chronic conditions need to be in the pharmacy, other patients will be asked to remain in their cars during that time.
   d. Telehealth and phone appointments will be used to the greatest extent possible.
   e. Appointments will be limited to maintain social distancing and allow adequate time between appointments for cleaning.

6. Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
   a. Positive COVID-19 patient will be asked to reschedule care, mail medications, or have someone else pick up their medications.
      i. Interaction with non-essential personnel will be minimized.
   b. Positive COVID-19 staff or clinician will be isolated, then sent home to confer with physician.
   c. After affected individual leaves, all surfaces in proximity to affected person’s path of travel will have appropriate surface disinfectant applied immediately.

7. Support making cleaning supplies available to faculty and student volunteers upon entry and at the worksite and provide time for faculty, staff and student volunteers to wash hands frequently or to use hand sanitizer.
   a. At a minimum, hand hygiene should be performed before and after each patient encounter.
   b. Hand sanitizer is available for patients, student volunteers, and faculty members.

When a faculty or student volunteer is identified with a confirmed case of COVID-19, the most current University guidance will be followed. Faculty, staff and student employees who test positive for COVID-19 must self-isolate at home until they have fully recovered and have been fever free for at least 3 days.
3 days. You must also report your positive test result using the COVID-19 report portal link. FSU and/or public health officials will conduct a phone interview with the individual who has tested positive to help determine the risk of potential exposure to coworkers and others on campus. The Birkam Health Center will coordinate contact tracing with the local health department. Once completed, a timely communication will be released depending on the situation. The local public health department may contact an employee’s supervisor if further contact tracing of the COVID-19 positive individual is needed; however, the actual test result and all other protected health information will not be disclosed. Permission to return to campus will be given when these three conditions are met:

- The individual remains fever-free without the use of fever reducers for 72 hours.
- The individual shows improvement in respiratory symptoms (e.g., cough, shortness of breath).
- It has been at least 10 days since their symptoms first appeared.

At the direction of Human Resources, employees may be required to provide documentation from their health care provider before returning to work.

Returning to Normal Operations
Proposed dates:
- 8/24/20: Patients allowed to enter pharmacy building to receive vaccinations, screenings, and point-of-care testing
- 9/14/20: Student volunteers may be allowed to return. A maximum of 2 student volunteers may work in the pharmacy after reading this procedure and adhering to all University policies.
INTRODUCTION

On May 15, 2020 Governor Gretchen Whitmer signed Executive Order 2020-90 authorizing the limited reopening of research activities. In response, the College of Pharmacy’s Pharmaceutical Sciences Department (PSD, Chair: Dr. Jennifer Lamberts) has developed a plan outlined below that will resume lab research operations in a strategic, phased approach that is compliant with state regulations while honoring FSU commitment to the health and well-being of our students, faculty, and staff.

GUIDING PRINCIPLES FOR RAMPING UP LAB RESEARCH

Government Guidance. Decisions on how DPS will safely ramp up research activities are guided by the Executive Orders of the Governor of the State of Michigan and recommendations from regional county public Health Officers and Center for Disease Control.

Person-first Approach. No student, staff, or faculty researcher shall be required to conduct research activities on campus, or in the field, if they are concerned about their health or working conditions.

Rigorous Safety Practices. Safe practices within laboratories and in shared areas must be carefully planned and maintained, with adequate access to Personal Protection Equipment (PPE), utilization of social distancing, and other safety-related practices and supplies.

Research Community Commitment. Our ability to sustainably return all of our research activities to “normal” will depend on the dedication of researchers to actively implement physical distancing and other safety measures, both inside and outside of the FSU work environment.

Continuation of Remote Operations. Some research activities have successfully and safely transitioned to being fully remote, requiring infrequent or no access to university spaces. Those activities are considered important and essential; however, they should continue remotely in order to limit the number of individuals on our campus.

PROCESS FOR RE-ENGAGING WITH RESEARCH

1. On-site laboratory research activities are permitted only with permission of the Provost and Vice President for Academic Affairs (VPAA). To provide notification of intent to return to research complete the Research Ramp-Up Questionnaire (see attached). Send the completed Questionnaire to the Department Chair for initial review. The Department Chair will then forward a copy to COP Dean and the Provost for final approval. For single brief visits to campus notify the Department Chair for access requirements.

2. Read and be prepared to comply with the provisions of the PSD COVID Preparedness and Response Plan (PRP) for Research Activities (see section D below) and Executive Order No. 2020-90 Resumption of Laboratory Research Activities.

3. Once lab access is approved by Provost, complete the Lab Specific Infection Control and Response Procedures (see attached form) and complete the COVID-19 Training via GCN in accordance with the SHERM campus safety plan. The following training modules are to be completed online:
   - COVID-19 Plan, Prepare and Respond (Educational Institutions)
   - COVID-19 Video: How to wear a Mask (OSHA)
   - COVID-19 Video: Proper Handwashing (CDC)
   - COVID-19 Workplace Guidelines

Submit the lab specific procedures form and evidence of COVID training (screenshot of completion screen) to Department Chair for approval.

4. Each individual entering the COP building must receive permission from the Department Chair or Dean based on completing a daily health questionnaire. (See section E below)

COVID Preparedness and Response Plan for PSD Research Activities

Standard procedures:
The safety and well-being of the FSU community and the general public are the guiding principles for this Plan. If resumption of research activities present unreasonable risks, they may be terminated without warning.

The provisions outlined in this plan are based upon current public health guidance and the developing understanding of disease transmission.

Access to campus will be permitted only where it is essential for the research activity. Wherever possible, minimize the time on campus and work remotely.

General Procedures:
- All faculty are required to complete the Research Ramp-Up Questionnaire and receive approval from the Department Chair, Dean, and Provost/VPAA to enter campus for research. Only approved personnel will be granted access.
- If research can be done remotely, the work must continue to be done remotely until the University has implemented a campus-wide return to work plan.
- Faculty must provide Research-specific Infection Control and Response Procedures to the Department Chair and Dean.
- COVID-19 training must be completed by all faculty and staff associated with research activities.
- Guests, visitors or anyone else not affiliated with FSU may not access the COP (unless required for clinical studies as approved by IRB). Undergraduate research assistants who are currently getting paid
for their work are employees of the University and are allowed to engage in the research. Student volunteers or students taking research course credit are not permitted to be on-campus during this transition period until approved by a Governor’s Executive Order.

- In-person human subjects research is prohibited unless the Institutional Review Board has evaluated and approved infection control plans.
- Common areas and office spaces may not be used unless the faculty office is the only space the research can be conducted (specialized technology, sensitive data, etc).
- Use of shared equipment and lab supplies must be approved by the Department Chair and coordinated with the Laboratory Supervisor.
- Failure to follow policies and procedures outlined in this Plan, University guidelines or the Executive Order will result in loss of access to research and could be subject to criminal charges.

GUIDELINES FOR BUILDING ACCESS AND USE

Individuals entering university buildings for any purpose must complete the following:

- Approval of each individual from the Department Chair, Dean and Provost (see Questionnaire). This is inclusive of the faculty researcher and any student employees who need access to the space.
- Individuals’ names will be registered with the COP and will enable appropriate keycard access (where applicable).
- Prior to entering the COP building each day, each entrant must comply with the following:
  - Verify proper face covering and proper handwashing/sanitization practices.
  - Access only the spaces which you have been given permission to enter and use. Enter and exit the labs using the flow patterns either previously designated or as approved in your lab-specific plan. Use restrooms designated by Facilities Services for routine cleaning.
  - When returning to work in the lab for the first time, complete the Lab Entry Checklist (see attached) to ensure the lab can be safely used. Report any problems to the Department Chair.

GUIDELINES FOR INDIVIDUAL WORK PRACTICES

The following are minimum standards for working safely in research. Each Principal Investigator will develop research-specific safe work practices specific for their work.

- Physical Distancing - Physical distance of at least 6 feet when more than one person occupies a room. Room capacities will be adjusted to accommodate the increased spacing requirements, typically one person per research bay. Lab specific capacities are available through the Director of Lab Services.
  - Researcher Scheduling – Where possible, schedule researchers in a way that minimizes the number of people in the space at one time.
  - Face Coverings – Cloth face coverings should be worn whenever possible. Face coverings will be provided to occupants upon request. Face masks are not considered respirators under OSHA’s Respiratory Protection Program.
  - Personal Protective Equipment (PPE) - Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks. Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with SARS-CoV-2, the virus that causes COVID-19, should wear respirators. Jobs with this type of exposure should complete a PPE Risk Assessment with the Director of Laboratory Safety.
  - Handwashing - Hand hygiene that removes or kills microorganisms on the hands is the single most effective way to prevent the spread of communicable diseases and infections. Use of alcohol-based hand sanitizers are effective where hands are not visibly soiled. Once hands have been cleaned, keep your hands away from your eyes, nose and mouth.
  - Disinfection – Lab staff are responsible for disinfecting equipment and surfaces in labs. Workstations should be disinfected at least twice daily. All shared equipment should be disinfected before and after use. Follow CDC Guidelines for disinfection procedures and products.

COMPLIANCE AND RECORDKEEPING

- Work-related COVID-19 illnesses should be reported to FSU Human Resources.
- Access records and health screenings will be maintained in the COP Dean’s Office.
- Lab Specific Infection Control and Response Procedures will be reviewed and approved by the Department Chair and COP Dean, and maintained in the COP Dean’s office safety records.
- Each lab will be subject to compliance audits by the COP Dean, Department Chair or safety designee to ensure that infection control procedures are being followed.
- COVID-19 Safety Training records will be maintained by SHERM.
- PI’s must maintain records of training of lab staff on the Lab Specific Infection Control and Response Procedures.
Ferris State University Re-Entry Plan as of August 13th

Re-engagement Planning Outcomes
The Ferris State University Re-entry Committee includes representatives from every division and is working collaboratively to develop plans for a prudent and sustainable public re-engagement based on several key outcomes relative to the preparations and implementations necessary, including:

• Create a comprehensive plan that guides when and how to safely re-open and/or deliver in-person campus operations and activities.
• Ensure the plan is inclusive and supportive of the high-quality teaching and engagement opportunities while operating in a safe manner consistent with federal and state mandates and/or guidelines.
• Promote the use of the plan across all the University to ensure consistent application of actionable items as appropriate within various divisions and units.

Preliminary planning is underway for a safe and gradual public re-engagement of University operations. These plans are fluid and will continue to be influenced by local, state and federal guidance.

The Three Ps: Policies, Protocols and Procedures
To align with guidance from U.S. Centers for Disease Control and Prevention and state regulations, Ferris State University is enacting new practices, policies and procedures throughout campus.

All faculty, staff and student employees are expected to adhere to the new practices, policies and procedures outlined in this document. Failure to do so may result in corrective or disciplinary action.

Please note: Guidelines and recommendations are subject to change based on internal and external developments related to COVID-19.

Cloth Face Coverings
All students, faculty, staff, and visitors will be required to wear a face covering inside University buildings and in any situation where social distancing is difficult. Students needing an exception or accommodation should contact Educational Counseling and Disabilities Services.

Employees needing an exception or accommodation should contact Human Resources.

Ferris State University is asking everyone to accept the responsibility of protecting themselves and others.

All students, faculty and staff will be provided with an FSU-branded cloth face mask. Recognizing that cloth face masks should be washed after each use, faculty and staff may also wear other cloth face coverings throughout the work week, such as homemade cloth face coverings or those purchased from a store. Additional branded masks will be available for a nominal fee at retail locations across campus.

Required self-screening
Before reporting to work all faculty, staff and student employees will be required to complete a daily COVID-19 Symptom Checker. Symptoms of COVID-19 as identified by the CDC include:

• Fever or chills
• 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

If you have any of the symptoms of COVID-19, do not come to work. Instead, stay home and call your supervisor. If you have symptoms, please contact your local healthcare provider for medical advice or schedule a virtual visit through Spectrum Health NOW (Priority Health members) or Amwell (Blue Cross/MESSA members). If you are currently in Michigan and would like a free COVID-19 screening from Spectrum Health call 833.559.0659.

If you test positive for COVID-19 you must report your positive test result on the COVID-19 report portal.

Employees Who Become Sick While at Work
Supervisors may direct an employee to go home if they show symptoms of COVID-19 while at work. Paid time off or sick leave will be utilized. Other options are available if eligible. Please contact Human Resources for more information. It is the responsibility of the employee to contact their health care provider for assessment and treatment. If a COVID-19 test is warranted and administered, and results in a positive case, the employee must inform Human Resources at (844) 721-0285 or HR@ferris.edu to determine the appropriate course of action and follow-up based on CDC guidance.

COVID-19 Testing
Individuals with symptoms related to COVID-19 or who believe they need to be tested based on potential exposure are encouraged to contact their primary care physician. If you require emergency care, please call 911 for immediate help. Individuals who have symptoms or who may have been
exposed to COVID-19 and are off campus may contact their local health department or primary care provider to locate COVID-19 testing sites in their area.

The University has partnered with Spectrum Health Big Rapids for COVID-19 screening and testing. If you are experiencing symptoms of COVID-19, or believe you have come in contact with someone who has tested positive for COVID-19, please contact the Spectrum Health COVID-19 Hotline at (833) 559-0659 to be screened for potential testing. You can also visit the Spectrum Health website for more information.

When there is a confirmed or suspected direct COVID-19 exposure on campus, supervisors are to immediately contact Human Resources at (844) 721-0285 or HR@ferris.edu for notification and guidance.

If a faculty or staff member, or student employee believes they have contracted COVID-19 after exposure to a known COVID-19 positive person while working on campus, they must report the exposure to Human Resources at (844) 721-0285 or HR@ferris.edu as soon as possible. If you have been directly exposed to an individual diagnosed with COVID-19, you must leave campus immediately, even if you are not showing symptoms.

Positive Case and Contact Tracing
Faculty, staff and student employees who test positive for COVID-19 must self-isolate at home until they have fully recovered and have been fever free for at least 3 days. You must also report your positive test result using the COVID-19 report portal link provided above.

FSU and/or public health officials will conduct a phone interview with the individual who has tested positive to help determine the risk of potential exposure to coworkers and others on campus. The Birkam Health Center will coordinate contact tracing with the local health department. Once completed, a timely communication will be released depending on the situation.

The local public health department may contact an employee’s supervisor if further contact tracing of the COVID-19 positive individual is needed; however, the actual test result and all other protected health information will not be disclosed.

Permission to return to campus will be given when these three conditions are met:

- The individual remains fever-free without the use of fever reducers for 72 hours.
- The individual shows improvement in respiratory symptoms (e.g., cough, shortness of breath).
- It has been at least 10 days since their symptoms first appeared.

At the direction of Human Resources, employees may be required to provide documentation from their health care provider before returning to work.

Phased Re-engagement for July and August
The University’s re-engagement strategy calls for employees and campus operations to resume in three phases:

**Phase One**
Target Dates: through July 12 Limited, essential services on campus

**Phase Two**
Target Dates: July 13 – Aug. 23
Gradual return of additional staff and faculty as directed by divisions/departments

**Phase Three**
Target Dates: Aug. 24 – Dec. 21
Full return to in-person campus operations

Staff in some areas have continued to perform essential services on campus since the Stay Home, Stay Safe orders began in March. Most departments transitioned to working remotely. As we focus now on returning that remote work to campus, the re-engagement will look different for various areas based on the type of work performed.

Some areas may need to increase staffing density earlier. This suggested schedule generally applies to staff. Faculty are currently delivering remote instruction this summer and have the ability to come to campus as necessary.

Supervisors are responsible for creating a Re-engagement Plan focused on their operations and staffing, and must submit that plan to their vice president and the Office of Safety, Health, Environment and Risk Management for approval. Some staff will be gradually returned in phases to support social distancing. Additionally, supervisors may assign continued remote work, staggered shifts/flexible schedules and rotating scheduling between working on campus/working remote.

To ensure safety, supervisors should plan to phase back employees gradually through July and August. Some anticipated concerns and guidance are outlined in the Re-engagement Planning Tools documents located on the Coronavirus Campus Information and Updates website.

For Individuals at Higher Risk for COVID-19
According to the CDC, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

Faculty, staff and student employees who believe that they may fall into the high-risk category may seek accommodations related to returning to campus by contacting Human Resources and requesting accommodation. Student employees who wish to seek accommodations related to returning to campus should contact their supervisor.
PROTECTING EVERYONE

Practicing Social Distancing
Keeping six feet away from others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since some can spread the virus before they know they are sick, it is important to maintain appropriate physical distance from others when possible, even if you have no symptoms.

Social distancing is important for everyone and helps us all to stay safe, especially those who are at higher risk for getting sick. Ensure meetings are held virtually, or located in rooms where proper social distancing can occur.

Face Coverings
All students, faculty, staff and visitors will be required wear a face covering inside University buildings and in any situation where social distancing is difficult. Students needing an exception or accommodation should contact Educational Counseling and Disabilities Services.

Employees needing an exception or accommodation should contact Human Resources.

Ferris State University is asking everyone to accept the responsibility of protecting themselves and others.

Avoid touching the front of the mask and any part of your face. The face covering is not a substitute for social distancing and helps protect the Ferris State community, our families and the general public. For details regarding face coverings, including how to create, wear and care for homemade face coverings, visit the CDC website.

Hand Washing
Frequent handwashing is one of the most important actions you can take in preventing the spread of COVID-19. Handwashing should occur after touching anything in a public area, after using the restroom, prior to eating, and before and after touching your face or blowing your nose.

The correct handwashing technique should be completed by wetting your hands, applying soap and thoroughly rubbing hands together for at least 20 seconds. You should be sure to clean under your fingernails and in between your fingers. After thorough rinsing, use a paper towel when available to dry your hands. Use the same paper towel to turn off the faucet and to turn the door handle in public restrooms upon exiting. If soap and water are not available, use hand sanitizer with at least 60% alcohol and rub into your hands until dry.

To increase hand sanitizing efforts on campus, Physical Plant staff have identified strategic locations throughout our facilities to place hand sanitizer stations. The University will now have 216 fixed hand sanitizer stations and 32 mobile hand sanitizing stations for use. These will be placed in academic, auxiliary and administrative buildings across campus.

Cleaning/Disinfection
The Custodial department is dedicated to the health and safety of our campus community. Disinfecting protocols have been heightened throughout the entire campus in accordance with CDC guidelines in an effort to make sure all horizontal and vertical surfaces along, with critical touch points, will be addressed on a daily basis.

Enhanced Disinfection Efforts
This daily activity would include but not be limited to:
  * Classrooms and learning spaces
  * Restrooms
  * Corridors and common/public spaces
  * Athletic spaces including locker rooms and showers
  * Residence hall entrances, corridors, public area bathrooms, laundry areas, lounges, stairwells and elevators

To support these efforts, the custodial department has introduced Electrostatic disinfecting application devices. The electrostatic applicator gives a negative charge to the disinfecting solution as it exits the nozzle, allowing an even coat of solution that sticks to a targeted surface with 360-degree coverage.

Additionally, the department has procured a residual polymer based molecularly bonded antimicrobial product called MicrobeCare manufactured by Parasol Medical. This solution creates a barrier that kills 99.99% of microbes and prevents mutation and minimizes the spread of viruses, bacteria, fungi, algae and yeast on a wide variety of products. MicrobeCare is safe and has recorded proven results in highly sensitive healthcare environments.

This product will be applied to all touch points within buildings to include but not limited to door handles, light switches, hand rails, table tops, chairs, computer keyboards, restroom fixtures, etc. to combat the possible exposure to COVID-19.

Public Transportation
If you use public transportation like The Rapid 100 or the DART shuttle, or other shared ride services to come to work, please practice the following safety measures to protect yourself and others:
• Put on a mask or face covering before entering the vehicle.
• Avoid touching surfaces with your hands.
• When you exit the vehicle, wash your hands or use alcohol-based hand sanitizer.

Social Distancing in Buildings
All entrances to campus buildings will have signs to remind the University community of social distancing requirements. Inside facilities, occupants are encouraged to keep right in stairwells and hallways and to make every effort to maintain social distancing.

Workspace Considerations
• Consider making the physical workspace less dense through use of flexible scheduling and modified seating arrangements.
• Consider relocating computers on desks or rotating chairs and desks to face away from nearby co-workers.
• Restrict use of any shared items or spaces.
• Require individuals to disinfect after using shared items such as handles on refrigerators, microwaves and coffeepots.
• Drinking fountains are no longer available for use; however, water bottle filling stations will remain operational.
• Avoid using other employees’ phones, desk, work tools and office supplies.
• Place signs to direct flow of traffic to enforce social distancing and to encourage everyone to keep right in hallways and stairwells.
• Self-limit the number of passengers in elevators to ensure social distancing; two per elevator is recommended. Use the stairs whenever possible.

Gatherings, Meetings and Events
All on-campus gatherings/meetings must limit attendance to ensure ability to maintain social distancing. Meetings should continue to utilize virtual conference tools. Participants who attend in person should meet in a space large enough to support social distancing and wear face coverings.

Motor Pool Vehicles
To maintain social distancing, it is recommended to have only one person per motor pool vehicle. If more than one person is required to travel in a motor pool vehicle to complete assigned work, the following conditions must be met with supervisor approval: maximum two people per vehicle; both passengers must wear a face covering; place the passenger in the back seat when possible; open windows. Vehicles will be cleaned and sanitized after each use.

Travel
Until further notice, faculty and staff travel for University purposes remains suspended, unless it is deemed essential by the appropriate division vice president, dean or supervisor. Travel permissions will follow federal and state restrictions and CDC recommendations, particularly when travel includes visiting any identified high-risk location. Where appropriate, travelers should be prepared to self-quarantine for 14 days after return.

Visitors
Ferris State University takes great pride in welcoming our alumni, friends, community members and many others to our campuses to cheer on our Bulldog athletics teams, enjoy a meal in our dining facilities, and experience our art gallery, museums and cultural programming. We value your patronage and appreciate your support.

As the University actively prepares to safely welcome our students, faculty and staff back onto our campuses this fall, it is likely that many of our facilities and programming will be unavailable to the public. The University is taking this proactive measure to protect everyone’s health and safety.

The University will continue to monitor and evaluate this situation with the sincere hope that we can welcome everyone back onto our campuses soon. To learn more about what facilities and programming may be open to the public, please follow the announcements posted on our website and social media.

Stay Up-to-Date
Please continue to stay informed on the University’s re-engagement efforts by visiting www.ferris.edu/coronavirus.