
CAMPUS HEALTH AND SAFETY REOPENING PLAN FOR AMERICAN NATIONAL UNIVERSITY

1813 E Main St, Salem, VA 24153

June 30, 2020

A. Repopulation of the Campus

1. Establishment of a COVID-19 coordinator/campus team

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are strategies that we should follow in order to completely eliminate the risk of transmission within a school population. The goal is to keep transmission as low as possible to safely continue school activities. In doing so, American National University (ANU) has established the following COVID-19 campus team to help develop our re-opening plan and/or part of response efforts in the event of a confirmed positive case or exposure among staff and students.

- **Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan.
- **Response Team:** Individual will play a role in response efforts in the event of a confirmed positive case or exposure among staff and students.

Individual	Title	Pandemic Team Roles and Responsibilities
Brenda Brown	Director of Health Science Education/Site Manager	Plan Development and Response Team
Dr. Corina Langford	Executive Director of ANELI/APDC	Plan Development and Response Team
Shawn Hershey	Vice President of Academic Affairs	Plan Development and Response Team
Dr. James Emerson	Dean of Nursing	Response Team
Walter Nelson	Maintenance	Response Team
Vanessa Tohe	Federal Work Study	Response Team
Mariko Miglionico	Financial Services Officer	Response Team
Juan Carlos Alvarez	ESL Admissions Rep	Response Team
Amina Ochirbat	International Admissions	Response Team

2. Contact information and procedures for reaching the local health department.

In the event of a confirmed positive case or exposure among staff and students, a member of the response team will call the local health department:

*Roanoke County/Salem Health Department
105 E Calhoun St, Salem, VA 24153
Phone: (540) 387-5530*

3. Students' initial return to campus (such as initial screening, move-in)

Building Preparation:

The ANU campus will be cleaned and sanitized thoroughly by maintenance staff prior to opening. All student and staff areas will be properly disinfected before their arrival, following the CDC guidelines.

Adequate Disinfection Supplies:

The ANU campus has started to and will continue to accumulate adequate disinfection and cleaning supplies. Inventory of supplies will be taken weekly and ordered as needed.

Implementation:

The ANU campus has instituted a COVID-19 plan (attached), which includes cleaning and disinfecting student and staff areas (desk, doorknobs, water fountains, stair handrails, and doors) daily,

following CDC guidelines. In addition, restrooms will be cleaned and disinfected daily. Hand sanitizing stations will be placed throughout the building, and signage will be posted to encourage proper hygiene. All students will be provided hand sanitizer before entering the building and entering a classroom. Prior to class(es) ending, students/staff will clean the learning areas and their hands. Signage will also be posted to encourage proper cleaning of learning areas.

Initial Screening Entry for Students and Staff:

Students and staff will be asked to stop at the main entrance in the rear of the building. Upon entering the building, all students and staff will be asked a series of questions (Entrance Questionnaire attached) pertaining to potential exposure to COVID-19. Temperatures will be taken using an infrared forehead thermometer. The name of the student, date, and time of temperature check will be entered into a daily log.

Students or faculty members who express having symptoms related to the COVID-19 virus will not be allowed to enter or remain in the building. The process in Phase I: Administrative Reopening Plan American National University (located in attached Standard Operating Procedures).

4. Education/training of students: consider COVID-19 prevention education as part of student orientation. (hand washing, staying home if ill, etc.)

Students will participate in the orientation process for the safety, cleaning, and sanitation measures of the instructional stations in classrooms, laboratories, and educational settings. Orientations provided using Zoom and on-ground. The faculty assigned to the students' courses will also be assigned to provide the orientation. The institution will retain evidence of student and faculty personnel participation. All students and faculty members will go through the station provided for disinfection when they enter or exit the instructional area. (Orientation PowerPoint attached)

5. Physical Distancing, according to CDC guidance:

a) Strategies to allow physical distancing in classrooms/learning environments. (e.g. occupancy, staggered schedules, classroom layouts, workspace distancing, etc.)

The maximum number of students and faculty in courses at any given time will be no more than 50 people, based on Executive Order 65 of Virginia's Higher Education Reopening Guidance. Each student will have a space and placement of 6 feet between the workstations. Signage will be posted throughout the campus and classrooms to remind student/staff participation.

b) Social distancing considerations outside the classroom (e.g. limiting visitors, changes to dining services, extracurricular activities, sorority/fraternity life, etc.)

- 1. Designate a single, specific area for entering the facility and another area for leaving the facility.*
- 2. Assign a security employee for access control.*
- 3. Maintain a social distance of approximately 6 feet from other people.*
- 4. Deny access to the facility to people with flu or symptoms such as fever, cough, or other symptoms.*
- 5. Grant people access to the facilities according to the courses being offered during that day and time (request attendance sheet and student/staff ID). All others will not be granted entrance unless a predetermined time has been scheduled.*
- 6. Prepare a student list by course with specific days and hours with the purpose of granting access to the facilities only to students enrolled in those specific courses during the days and hours in which their courses are being offered.*

c) Restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls, etc. to ensure physical distancing. Occupancy must be consistent with any active Executive Orders.

Not applicable. We will not open communal, shared spaces on campus such as the student lounge and café.

d) Limitations on size of gatherings and/or strict physical distancing to be in place during gatherings.

The maximum number of students and faculty in courses at any given time will be no more than 50 people, based on Executive Order 65 of Virginia's Higher Education Reopening Guidance. Each student will have a space and placement of 6 feet between the workstations. Signage will be posted throughout the campus and classrooms to remind student/staff participation.

e) Strategies for food/dining services should be consistent with plans to optimize physical distancing. Plans regarding dining services should consider strategies such as requirements for face coverings, policies to encourage staff to stay home if ill, ensuring adequate hand hygiene, routine cleaning/disinfection, and health screenings for staff. Implement engineering controls including: limiting the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating buffet-style or self-serve food, and take out/delivery options.

Not applicable as the café will not be open to students/staff.

6. Hygiene practices and cleaning/disinfecting protocols.

a) Cleaning and disinfection protocols to include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage

The ANU campus has instituted a COVID-19 plan (attached), which includes cleaning and disinfecting student and staff areas (desk, doorknobs, water fountains, stair handrails, and doors) daily, following CDC guidelines. In addition, restrooms will be cleaned and disinfected daily. Hand sanitizing stations will be placed throughout the building, and signage will be posted to encourage proper hygiene. All students will be provided hand sanitizer before entering the building and entering a classroom. Prior to class(es) ending, students/staff will clean the learning areas and their hands. Signage will also be posted to encourage proper cleaning of learning areas.

b) Provisions for hand sanitizer/handwashing stations

The ANU campus has started to and will continue to accumulate adequate disinfection and cleaning supplies. Inventory of supplies will be taken weekly and ordered as needed.

c) Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).

Prior to the start of academic operations, a sanitation plan for the Institution and its units will be developed.

It will include, but will not be limited to:

- *Sanitation of locks, handrails, knobs, elevator buttons, light switches, window frames, all kinds of surfaces, keyboards, computers, desks, phones, file handles, drawers, chairs, control buttons, photocopiers, fax machines, bathrooms, etc.*
- *Coordination of the installation of paper towel dispensers and hand sanitizer dispensers.*
- *Coordination of the maintenance and cleaning of air conditioner systems.*

During academic operations

1. *Make hand-cleaning supplies readily available.*
2. *At the end of each course session, ensure that the following are cleaned: Door locks, knobs, light switches, surfaces, keyboards, computers, anatomical models, file handles, drawers, tables, desks, and chairs.*
3. *Ensure frequent sanitation of elevator switches, handrails, common areas, bathrooms, and surfaces.*

At the end of daily academic operations

1. *Disinfect high-touch surfaces such as handrails, knobs, and surfaces of doors that open manually, elevator buttons, light switches, manual control equipment, dispensers, trash bins, seat armrests, desks, tables, equipment, and any other high touch surface used by students.*
2. *Disinfect equipment frequently touched by employees: phones and their components, computers and their components, and any articles related to the employee and their work area.*
3. *Disinfect bathrooms, common areas, rest areas, and conference rooms.*

7. Housing: it is difficult to maintain physical distancing in on-campus housing, even with modifications. Plans should consider strategies to decrease the risk such as requirements for face coverings in shared spaces, reminders of proper hand hygiene, enhanced cleaning, training for residential advisors/live in staff, restrictions on events/social activities in housing facilities, establishment of occupancy limits, restrictions on building access, etc. IHEs may want to require training and document training of certain staff.

Not applicable as there is no student housing available for students.

8. Consideration of vulnerable individuals (e.g. 65 years or older, underlying health conditions):

- a) Policy options to support those at higher risk for severe illness to mitigate their exposure risk (e.g. telework, modified job duties, virtual learning opportunities).

It is especially important for people who are at higher risk from contacting COVID-19, and those who live with them, to protect themselves from getting COVID-19. All courses that can be delivered via distance education will be delivered as such. If any individual who is at a higher risk for severe illness is needing to come to the university for lab/clinical classes, the university will take the necessary precautions to mitigate their exposure to illness.

The best way to protect yourself and to help reduce the spread of the virus that causes COVID-19 is to:

1. *Limit your interactions with other people as much as possible.*

2. Take precautions to prevent getting COVID-19 when you do interact with others (Wash your hands often, maintain social distancing and avoid close contact, cover your mouth and nose with a cloth face cover when around others, cover coughs and sneezes, clean and disinfect, and monitor your health).

If someone with a higher risk for severe illness starts feeling sick, a member of the response team will isolate this individual and will contact the local healthcare provider.

- b) Implement flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.

A flexible PTO policy is in place for those staff and faculty that may need to stay home or self-isolate. We also have substitute faculty in place as needed. As for students, any/all work that can be done via distance education will remain distance education. If a student is unable to come to the campus to complete necessary lab/clinical work, then the university can follow their current incomplete process to allow the student more time to complete necessary course work on campus.

- c) Develop policies for return to class/work after COVID-19 illness.

The university will follow the recommendation of local public health officials and CDC guidelines, as well as requiring documentation from a physician indicating that the staff/student is able to safely return to the building. The university will adhere to all local and federal laws to accommodate staff who are unable/uncomfortable to return to work in accordance with the Families First Coronavirus Response Act (FFCRA). The student will work with the Site Manager and Student Services in obtaining and reviewing the necessary documentation before approval to return to the campus.

9. International student considerations (e.g. COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.)

When speaking with international students who may have classes on campus at the university, ANU personnel will provide link to CDC (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>) which describes considerations and best practices for those who are traveling. Once the student is at the campus, we would ensure that International students follow the same safety protocols for all students/staff.

10. Partnership and communication/information sharing with the local community, health systems and other stakeholders.

Students and staff will be notified of confirmed illnesses/exposure of a staff member or student upon proper confirmed documentation. Notification and resulting changes will be shared via email. If there is a change in the plan of instruction, the university will also use the aforementioned communication process.

11. Face coverings.

- a) Plans submitted by each institution should include information on how it intends to teach/reinforce use of face coverings among students, faculty and staff.

Staff - *All staff are required to wear face mask/shield in common areas, hallways, restrooms, and during transitions. Additionally, all faculty will be required to wear facemasks in the classrooms where the 6 foot physical distancing cannot be maintained.*

Students- All students are required to wear a face mask/shield in common areas, hallways, restrooms, and during transitions. Additionally, under the maximum population option, students will be strongly encouraged to wear face mask/shields while in the classroom.

Training on wearing facemasks will be provided to staff, faculty, and students during the orientation. Facemasks will be provided free of charge to all who enter the building, and signage reminding staff, faculty, and students will be posted throughout the building.

b) For Faculty cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained. For example, an instructor standing in a classroom seven feet from students could teach without a face covering. During meetings or gatherings or in narrow hallways or other settings where physical distancing may not be easy to maintain, a face covering would be prudent to wear. Other considerations such as speaking loudly, singing, etc., should be considered and may require additional distance.

c) Students should be encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.

Face coverings will be required to enter the building and are required to be worn at all times while in the facility. If a student or staff member is not wearing a mask, ANU will provide to them prior to enter.

d) Institutions should consider adopting relevant business-sector guidance for staff regarding the use of face coverings (e.g. fitness center, dining, student services, etc.). Face coverings should be worn in public facing areas and in office spaces where six feet of physical distance cannot be maintained.

Staff - All staff are required to wear face mask/shield in common areas, hallways, restrooms, and during transitions. Additionally, all faculty will be required to wear facemasks in the classrooms where the 6 foot physical distancing cannot be maintained.

Students- All students are required to wear a face mask/shield in common areas, hallways, restrooms, and during transitions. Additionally, under the maximum population option, students will be strongly encouraged to wear face mask/shields while in the classroom.

Training on wearing facemasks will be provided to staff, faculty, and students during the orientation. Facemasks will be provided free of charge to all who enter the building, and signage reminding staff, faculty, and students will be posted throughout the building.

12. Student Health Services (SHS):

e) Assurance of provision of medical-grade PPE for health services staff

Not applicable

f) Maintenance of typical (non-COVID-19) health services

Not applicable

g) Mental health services

Any student, staff, or faculty member in need of immediate mental health services will be provided the following information:

Get immediate help in a crisis

- *Call 911*
- *[Disaster Distress Helpline](#): 1-800-985-5990 (press 2 for Spanish), or text [TalkWithUs](#) for English or [Hablanos](#) for Spanish to 66746. Spanish speakers from Puerto Rico can text [Hablanos](#) to 1-787-339-2663.*
- *[National Suicide Prevention Lifeline](#): 1-800-273-TALK (8255) for English, 1-888-628-9454 for Spanish, or [Lifeline Crisis Chat](#).*
- *[National Domestic Violence Hotline](#): 1-800-799-7233 or text [LOVEIS](#) to 22522*
- *[National Child Abuse Hotline](#): 1-800-4AChild (1-800-422-4453) or text 1-800-422-4453*
- *[National Sexual Assault Hotline](#): 1-800-656-HOPE (4673) or [Online Chat](#)*
- *[The Eldercare Locator](#): 1-800-677-1116 [TTY Instructions](#)*
- *[Veteran's Crisis Line](#): 1-800-273-TALK (8255) or [Crisis Chat](#) or text: 8388255*

Find a health care provider or treatment for substance use disorder and mental health

- *[SAMHSA's National Helpline](#): 1-800-662-HELP (4357) and TTY 1-800-487-4889*
- *[Treatment Services Locator Website](#)*

h) SHS facility considerations such as waiting areas, signage, environmental management/cleaning, IT considerations, etc.

Not applicable

i) SHS administrative/staff considerations such as PPE, employee health program protocols, education/training of staff, billing/charges, staff scheduling, etc.

Not applicable

j) SHS patient care considerations such as online appointments, strategies to limit shared objects (e.g. pens, keypads), triage protocols, screening forms, patient screening procedures (e.g. for symptoms/temperature checks before entering the clinic).

Not applicable

13. Large events, including athletic events, and others such as ceremonies or performances

Not applicable as we will not be holding such events

14. Communications strategy

Communication regarding the reopening plan of American National University will be emailed to students, faculty, and staff. The plan will also be available on our website at www.an.edu.

15. Orientation and education/training, including anti-stigma training

Students will participate in the orientation process for the safety, cleaning, and sanitation measures of the instructional stations in classrooms, laboratories, and educational settings. Orientations provided using Zoom and on-ground. The faculty assigned to the students' courses will also be assigned to provide the orientation. The institution will retain evidence of student and faculty personnel

participation. All students and faculty members will go through the station provided for disinfection when they enter or exit the instructional area. (Orientation PowerPoint attached)

B. Monitoring Health Conditions to Detect Infection

1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population.

Upon entering the building, students and staff will be asked to stop at the main entrance in the rear of the building. There all students and staff will be asked a series of questions (Entrance Questionnaire attached) pertaining to potential exposure to COVID-19. Temperatures will be taken using an infrared forehead thermometer. The name of the student, date, and time of temperature check will be entered into a daily log.

2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.

The campus will follow the COVID Tracer via CDC.gov- https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/COVID_TracerManual-508.pdf and Virginia Health Department COVID Data Insight - <https://www.vdh.virginia.gov/coronavirus/covid-19-data-insights/>

3. Establishment of a testing strategy. Testing strategies should consider testing for all students, faculty or staff with symptoms and access to testing for close contacts of cases as recommended by public health. Institutions may consult with their local health department, local health systems and other relevant partners.

If a student or staff member becomes sick, staff at ANU will follow the CDC Guidelines for What To Do If You Are Sick (attached) and Quarantine and Isolation (attached). ANU will establish a quarantine location that will be monitored by assigned staff. The building Site Manager, in consultation with the local public health officials, will be the responsible parties for making decisions regarding quarantine/isolation. If warranted, emergency care services will be contacted. Local emergency care services are the Salem City Health Department and/or Carilion Clinic.

C. Containment to Prevent Spread of the Disease When Detected

1. Partnership with VDH for contact tracing

In the event of a confirmed positive case or exposure among staff and students, a member of the response team will call the local health department:

*Roanoke County/Salem Health Department
105 E Calhoun St, Salem, VA 24153
Phone: (540) 387-5530*

2. Quarantining and isolating (provision of housing, basic needs, medical case management)

If a student or staff member becomes sick, staff at ANU will follow the CDC Guidelines for What To Do If You Are Sick (attached) and Quarantine and Isolation (attached). ANU will establish a quarantine location that will be monitored by assigned staff. The building Site Manager, in consultation with the local public health officials, will be the responsible parties for making decisions regarding quarantine/isolation. If warranted, emergency care services will be contacted.

3. Campus outbreak management

It's understood that ANU may need to implement short-term building closure procedures regardless of community spread if an infected person has been on campus. If an infected person has been

on campus, CDC recommends coordinating with local health officials. Once learning of a COVID-19 case in someone who has been on the campus, immediately reach out to local public health officials. These officials will help administrators determine a course of action. If a student or staff member becomes sick, ANU will follow the CDC Guidelines for What To Do If You Are Sick (attached) and Quarantine and Isolation (attached). ANU will establish a quarantine location that will be monitored by assigned staff. The building Site Manager, in consultation with the local public health officials, will be the responsible parties for making decisions regarding quarantine/isolation. If warranted, emergency care services will be contacted. Local emergency care services are the Salem City Health Department and/or Carilion Clinic.

4. Partnership with local health systems to assure care for symptomatic individuals as needed. (e.g. a local health system representative could serve on the COVID-19 team)

In the event of a confirmed positive case or exposure among staff and students, a member of the response team will call the local health department:

*Roanoke County/Salem Health Department
105 E Calhoun St, Salem, VA 24153
Phone: (540) 387-5530*

D. Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance

1. Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.

Work with local public health officials to determine cancellation of classes and closure of buildings and facilities. ANU administrators will work closely with the local health officials to determine if a short-term closure (for 2-5 days) of the campus building and facilities is needed. This allows the local health officials to help determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

- *Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, and event and activity cancellations should be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.*
- *Discourage students, staff, and faculty from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local coffee shop.*

Communicate with students, staff, and faculty. Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- *This communication to the ANU community would align with the communication plan in the emergency operations plan, while ensuring the privacy of the student or staff member is kept confident as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.*

Clean and disinfect thoroughly.

- *Close off areas used by the patient. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.*
- *Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.*
- *If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.*
- *For disinfection most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).*
- *Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).*

Make decisions about extending the class suspension and event and activity cancellation. *Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities.*

- *When classes are suspended, ANU administrators will work closely with local public health officials to determine if the campus and facilities may stay open for staff or faculty that are not ill while students temporarily stop attending in-person classes.*
- *ANU administrators will work in close collaboration with local public health officials before making any decisions about suspending or cancelling classes.*
- *Administrators will seek guidance from local health officials to determine when students, staff, and faculty should return to campus and what additional steps are needed for the ANU campus. In addition, students, staff, and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.*

Implement strategies to continue education and other related supports for students.

- ***Ensure continuity of education and research.***
 - *All classes (outside of the required labs/clinical) have been converted to distance learning modality inside our Canvas LMS system and video-conferencing resources such as Zoom. All faculty have had training in utilizing the LMS and Zoom resources in order to deliver course content via distance education*
 - *Students who need the required lab/clinical but are not able to attend at the campus due to a COVID-19 outbreak will be given the opportunity to continue additional classes needed in their program via distance education. If the only classes needed by the student to complete the program are the required lab/clinical courses, the student will receive an incomplete for the course until we are able to open the campus.*

2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance.

Outside of labs/clinical on campus, we hold no other campus activities. In the event of severe conditions/public health direction or guidance and all students are no longer coming to the campus for labs/clinical, all operations will transition to remote positions.

3. Considerations regarding student health and safety on campus versus returning home.

In the event that ANU administration and local health officials agree to keep the campus open for labs/clinical versus having the students return home, designated campus staff (response team members) along with the maintenance crew will conduct a thorough cleaning of the building, which includes cleaning and disinfecting student and staff areas (desk, doorknobs, water fountains, stair handrails,

bathrooms, desks, tables, shared medical equipment, and doors). A detailed log will be kept as to what has been cleaned and when.

4. Communications plan for dismissals/shutdowns.

In the event a decision is made to dismiss students, faculty, and staff from the building and shutdown ground courses, the Site Manager will notify everyone in the building immediately. Furthermore, email communication will go out to all students and staff affected by the decision to close the campus until further notice.

Health and Safety Reopening Plan President Affirmation Statement

The President of American National University reviewed and approved the Health and Safety Reopening Plan on June 5, 2020.

Affirmed on: June 5, 2020.

By: 

(Signature of President)

Frank Longaker

(Print Name of President)

TO: ALL CUSTODIAL, MAINTENANCE, SUPPLY PERSONNEL
FROM: Brenda Brown, DHSE/Site Manager
SUBJECT: Disinfecting
DATE: July 13, 2020

Increased disinfecting measures at the campus will begin immediately and will continue until further notice.

The purpose is to be “proactive” in order to combat the COVID-19. Effective today, all maintenance crew are to disinfect desk, doorknobs, water fountains, stair handrails, doors, and bathrooms **DAILY** until further notice.

As a reminder, listed below are the proper steps while completing this task:

- ✓ Use a properly mixed all-purpose cleaner.
- ✓ Use a properly mixed disinfectant cleaner.
- ✓ Use a disinfectant deodorant spray.
- ✓ Use disposable gloves.
- ✓ Stay on a daily schedule, following CDC guidelines, until directed otherwise.

Thank you in advance for your cooperation in this matter, and for going the extra mile to ensure the safety and well-being of employees and students at American National University.

Please take precautions to keep yourself healthy. Please feel free to direct any questions or concerns to my office.

Entrance Questionnaire to Campus Buildings

During times of potential health risk or modified access, staff should pose the following questions to determine if a visitor should come into the office or work area:

If the individual responds NO to all questions in the following table, he/she may enter.

If the individual responds YES to any questions in the following table, he/she may not enter. Call Supervisor and Recommend the individual stays home until well.

Do you have or have you had any of the following symptoms NOW or in the PAST 14 DAYS?

Symptom	No	Yes
Temperature of 100.4°F or greater sustained for several hours or days	<input type="checkbox"/>	<input type="checkbox"/>
Sustained temperature of 100.4°F or lower with additional symptoms below	<input type="checkbox"/>	<input type="checkbox"/>
Cough (new issue; more than just occasional or asthma related)	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath (new issue, not a diagnosed medical issue)	<input type="checkbox"/>	<input type="checkbox"/>
Not feeling well; shaking/chills; feeling feverish	<input type="checkbox"/>	<input type="checkbox"/>
Headache (not just occasional; if accompanied with other symptoms no entry should be considered)	<input type="checkbox"/>	<input type="checkbox"/>
Muscle pain all over body (new issue, not a diagnosed medical issue)	<input type="checkbox"/>	<input type="checkbox"/>
Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
Vomiting today or within the last three days	<input type="checkbox"/>	<input type="checkbox"/>
Diarrhea today or within the last three days (new issue, not a diagnosed medical issue)	<input type="checkbox"/>	<input type="checkbox"/>
Close contact with someone who has tested positive for COVID-19 or the flu in the last 14 days OR suspected positive but not tested	<input type="checkbox"/>	<input type="checkbox"/>

REMINDERS for visitors. Please share during both the initial scheduling call and the check-in when the visitor calls upon arrival. Discuss social distancing and the need for wearing a mask throughout the building.

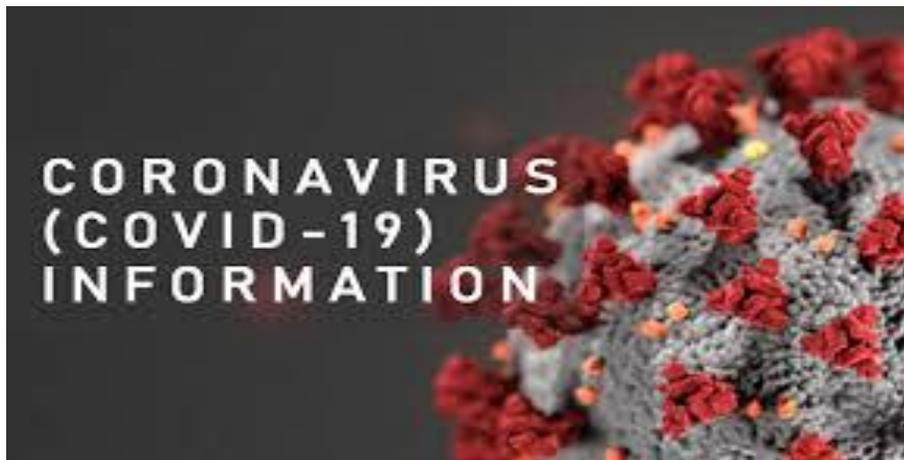
1. You are required to wear a face mask at all times while in the building and or offices.
2. Please use hand sanitizer before arriving and after leaving this office.

5/13/2020



Standard operating procedures.

An interactive guide for COVID-19 Pandemic Preparedness and Response.





Introduction

American National University established a protocol for planning, disclosing, and managing the gradual reintegration process for on-ground academic operations. This protocol covers the processes and actions to safeguard a safe partial return to the facilities of the campuses in VA, in accordance with the recommendations of the academic offering.

Purpose and Scope

This procedure launches the method that enables the University and its units to renew academic operations in a safe, organized, and gradual manner in response to the coronavirus pandemic (COVID-19). It also establishes the support processes for students and staff who have to reintegrate into their studies and offers a specific guide for reintegration into academic and administrative activities, in accordance with the guidelines established in the Temporary Guidance for Administrators of US Institutions of Higher Education (COVID –19). In addition, it establishes the actions to be followed in the period of reintegration into the facilities, the distribution of responsibilities within the process, the continuity of the training processes, and the evaluation of the processes in general.

The Protocol for Planning, Disclosing, and Managing the Gradual Reintegration of On-Ground Academic Operations covers and develops the following priority areas:

1. Cleaning and Sanitation process before, during, and after the reintegration process
2. Management of student community, faculty, and administrative staff (internal and external)
3. Processes and procedures for reintegrating the academic community into laboratories

- a. Before classes start: Reintegration of the academic community into classrooms, Laboratories, grounds, and spaces reserved for academic instruction
- b. Reintegration of the on-ground instructional method by the academic community into classrooms, laboratories, grounds, and spaces reserved for academic Instruction
- c. Safety and hygiene procedures at the end of each session in classrooms, laboratories, and spaces reserved for academic instruction
- d. Roles and duties of all responsible parties during the academic management

Management and Controls in the Academic University Environment

Virginia	March 26, 2020 at 8:00 p.m.	<ul style="list-style-type: none"> • Until the emergency concludes • Phased opening as of June 11, 2020 	<ul style="list-style-type: none"> • Press Release Executive Order 63
----------	-----------------------------	---	--

To contribute to the efforts to slow the spread of COVID-19, US campuses operations transitioned to remote on March 26, 2020 in response to Executive Order Number 63. On March 26, 2020, Governor Ralph Northam directed all individuals in the state of VA to limit their movements and personal interaction outside of their home to only those necessary to obtain or provide essential services in accordance with the federal guidance on essential infrastructure. Essential Workers document, the college’s operations listed under “Other Community – Or Government-Based Operations and Essential Functions which state:

Educators supporting public and private K-12 schools, colleges, and universities for the purposes of facilitating distance learning or performing essential functions.

Operations will reopen in phases in accordance with the Ralph Northam’s Plan for Virginia’s Recovery and Safe, Smart, and Step by Step guide. All courses will continue to be offered via distance education. However, in order to ensure student’s academic progression and continuity, American National University will coordinate a gradual reintegration of students to complete their labs and practicum in order of priority:

1. Pending Grads and students pending laboratory, competencies, services and skills check that cannot be completed via distance education.

2. Students who requested an Incomplete and are pending Labs and CPR certification
3. Current term students pending laboratory, competencies, services and skills check that cannot be completed via distance education.

As of June 22, 2020, designated American National University campuses and Learning sites will begin implementing their plans for Phase I in accordance with the Safe, Smart, and Step-by-Step Plan for Virginia Recovery, Center for Disease Contract (CDC) Guidance for Institutes of Higher Education, and Virginia of Health guidelines.

1. General Procedure/ Steps

	Action	Responsible Parties
I	Sanitation of Learning sites and janitorial will develop a cleaning plan that includes thorough cleaning and disinfecting of work and instructional areas that meet CDC recommendations.	Site manager, Maintenance Personnel.
II	Prior to the start of academic operations, a sanitation plan for the Institution and its units will be developed. (Reference SOP Phase I: Administrative Reopening Plan It will include, but will not be limited to: <ul style="list-style-type: none"> ➤ Sanitation of locks, handrails, knobs, elevator buttons, light switches, window frames, all kinds of surfaces, keyboards, computers, desks, phones, file handles, drawers, chairs, control buttons, photocopiers, fax machines, bathrooms, etc. ➤ Coordination of the installation of paper towel dispensers and hand sanitizer dispensers. ➤ Coordination of the maintenance and cleaning of air conditioner systems. ➤ Coordination for ensuring the proper functioning of A/C systems at the learning sites. 	Site manager, Maintenance Personnel.
III	During academic operations <ul style="list-style-type: none"> ➤ Make hand-cleaning supplies readily available. ➤ At the end of each course session, ensure that the following are cleaned: Locks, knobs, light switches, surfaces, keyboards, computers, anatomical models, file handles, drawers, and chairs. ➤ Ensure frequent sanitation of elevator switches, handrails, common areas, bathrooms, and surfaces. 	Site manager, Maintenance Personnel.
IV	At the end of daily academic operations	Site manager, Maintenance Personnel.

	<ul style="list-style-type: none"> ➤ Disinfect high-touch surfaces such as handrails, knobs, and surfaces of doors that open manually, elevator buttons, light switches, manual control equipment, dispensers, trash bins, seat armrests, desks, tables, equipment, and any other high touch surface used by students. ➤ Disinfect equipment frequently touched by employees: phones and their components, computers and their components, and any articles related to the employee and their work area. ➤ Disinfect bathrooms, common areas, rest areas, and conference rooms. 	
--	--	--

B. Management of Student Community, Faculty, and Administrative Staff (Internal and External)

	Action	Responsible Parties
I	Designate a single and specific area for entering the facility and another area for leaving the facility.	Site Manager, Faculty or Receptionist.
II	Assign a security employee for access control.	Site Manager, Faculty or Receptionist.
III	Face coverings will be required to enter and required to be worn at all times while in the facility. Use their uniform at all times, if applicable.	Site Manager, Faculty or Receptionist.
IV	Maintain a social distance of approximately 6 feet from other people.	Site Manager, Faculty or Receptionist.
V	Deny access to the facility to people with flu or symptoms such as fever, cough, or other symptoms.	Site Manager, Faculty or Receptionist.
VI	Grant people access to the facilities according to the courses being offered during that day and time (request attendance sheet and student ID).	Site Manager, Faculty or Receptionist.
VII	Prepare a student list by course with specific days and hours with the purpose of granting access to the facilities only to students enrolled in those specific courses during the days and hours in which their courses are being offered.	Receptionist.
VII	After any contact with the student, faculty member, or administrative employee, ensure proper use of hand sanitizer or hand washing: <ul style="list-style-type: none"> • Apply hand sanitizer with at least 70% of alcohol to students, faculty, and administrative staff and/or wash hands often with soap and water for 20 seconds. 	Site Manager and Maintenance Personnel

	<ul style="list-style-type: none"> • Students, faculty, and administrative staff must cover all hands surface with hand sanitizer and rub their hands thoroughly until they feel dry. 	
IX	Make hand-cleaning supplies readily available. Cleaning supplies must follow requirements for disinfection. In specific areas of the facilities, hand sanitizer containing at least 70% alcohol should be available.	Site Manager and Maintenance Personnel
X	Clean contact surfaces once you finish a lab session, including shared desks, keyboards, desks, chairs, electronics, and any other high-contact surface.	Site Manager and Maintenance Personnel

C. Processes and Procedures for the Reintegration of the Academic Community into Laboratories

Before the start of classes in on-ground learning modality: Reintegration of the academic community into classrooms, laboratories, auditorium, and spaces reserved for academic instruction.

	Action	Responsible Parties
I	The university community will be informed through the institutional email and publications on the official institutional webpages, of the plan for the reintegration of students, faculty, laboratory, and our AMAZING staff into the spaces assigned to the academic instruction.	President
II	The Academic Calendar for the Coronavirus (COVID-19) Emergency will remain in effect in all units of the University. The calendar establishes the following academic activities: <ul style="list-style-type: none"> ➤ Date(s) for habitual to on-ground learning environments ➤ Official periods for making up classes impacted by COVID-19 	Academic Affairs/Academic Directors
III	The Academic Organization and Special Course Programming Plan will come into force to address safety measures and protocols to prevent the spread of COVID-19, including: <ul style="list-style-type: none"> ➤ Theoretical based courses will continue to be offered in distance education during the periods declared as emergency by the U.S. Department of Education (USDE) and the academic terms included in this declaration for 	Academic Affairs/Academic Directors

	<p>the purposes of maintaining eligibility for student financial aid.</p> <ul style="list-style-type: none"> ➤ Inclusion of new study sections that limit the number of students in courses that require practical instruction and that must be offered in classrooms, laboratories, and spaces assigned to academic instruction. ➤ The maximum amount allowed in classrooms, laboratories, and educational spaces will be 10 people (including students and faculty) during Phase I of reopening plan. ➤ During the first two weeks of returning to on ground environments, special schedules (shorter class periods) will be established. 	
IV	A Deep Cleaning and Hygiene Plan and Instructions for the classrooms, laboratories, and spaces will be created and assigned to academic leadership to be implemented.	Academic Affairs/Academic Directors
V	<p>Revision and official disclosure of academic regulations in response to the COVID-19 emergency will be shared with the team and students.</p> <ul style="list-style-type: none"> ➤ School Hours ➤ Preventive protocols for the management of students and faculty affected by the COVID19 emergency ➤ Specialized COVID-19 safety protocols according to the nature of the specialized laboratory and educational space ➤ Cleaning, hygiene, and sanitation of specialized laboratories ➤ Use of uniforms in programs that require them ➤ Correct use of face masks, gloves, safety goggles, and other safety accessories in laboratories ➤ Reasonable accommodation in the face of COVID-19 emergency 	Academic Affairs/Academic Directors

D. Reintegration of academic community to the on-ground learning modality for classrooms, laboratories, auditoriums, and spaces designated for academic instruction.

	Action	Responsibility
--	--------	----------------

I	The faculty, laboratory personnel will participate in an orientation process on safety, cleaning, and sanitation measures of the instructional stations in classrooms, laboratories, and educational settings. Orientation will be provided using zoom. The institution will maintain evidence (Certificates, email of completion, sign in sheets) of student and faculty personnel participation.	Vice President of Academic Affairs, Dean of Academic Affairs, Program Directors.
II	Students will participate in the orientation process for the safety, cleaning, and sanitation measures of the instructional stations in classrooms, laboratories, and educational settings. Orientations provided using zoom and on-ground. The faculty assigned to the students' courses will also be assigned to provide the orientation. The institution will retain evidence of student and faculty personnel participation.	Program Directors and Faculty
III	The maximum number of students in courses that require lab will be 10 people. Each student will have a space and placement of 6 feet between the workstations.	Faculty, Students
IV	All students and faculty members will go through the station provided for disinfection when they enter or exit the instructional area.	Faculty, Students
V	All students and faculty members must use the uniforms required in the programs (if applicable) and include face covering or masks, according to the Health Department Protocol and its instances.	Faculty, Students
VI	Students or faculty members who express having symptoms related to the COVID-19 virus will not be allowed to enter or remain in the laboratories. The process in Phase I: Administrative Reopening Plan American National University.	Site Manager, Program Director.

E. Safety and sanitation procedures after each class period in classrooms, laboratories, and spaces designated for academic instruction.

	Action	Responsibility
I	The faculty will assign and supervise the assignments distributed to the students according to their accommodation and the cleaning of stations applying	Faculty, Students

	the special protocols for safety and sanitation of the laboratory, as corresponds to each program.	
II	The faculty will keep a special log of the execution of the cleaning protocol and the identification of emergency situations that occur in the laboratory, according to each program. The special log will be sent daily to the Program Director or Campus Director/ Site Manager in absence of a leader, it will be sent to the Vice President of Academics Affairs. The special log will be filed digitally and classified with the COVID-19 code.	Director or Campus Director/ Site Manager
III	Trash and solid waste collection will take place daily in classrooms, laboratories and instructional spaces. The Handling and Disposal of Waste Protocol will apply.	Maintenance personnel

Roles and Responsibilities

Title	Description of Responsibilities
Student	Adhere to the stipulations established in the SOP Protocol for Planning, Disclosing, and Managing the Gradual Reintegration of On-Ground Academic Operations, as established.
Faculty	Instruct the student on the stipulations established in the SOP Protocol for Planning, Disclosing, and Managing the Gradual Reintegration of On-Ground Academic Operations, as established. Comply with their responsibilities to ensure clear compliance from part of their students. Comply with the stipulations established in the faculty personnel plan.
Campus Directors/ Site Manager and Program Directors	Supervise the work outlined in the SOP Protocol for Planning, Disclosing, and Managing the Gradual Reintegration of On-Ground Academic Operations. Ensure the faculty comply with the established plan.
Campus Directors/ Site Manager	Activates the plans and protocols related to the SOP Protocol for Planning, Disclosing, and Managing the Gradual Reintegration of On-Ground Academic Operations. Supervises that the established plan for handling emergencies is being followed in all departments, specialized schools, and academic programs with on-ground and blended learning environments. Stores the academic documents cited and required in this plan to evidence the compliance of the process, policies, and curricular content in the courses.
President and Vice President of Academic Affairs	Establish organized rules and procedures to follow to ensure that the University responds and manages coronavirus (COVID-19) pandemic situations quickly and safely while safeguarding the quality of educational processes.



Re-Opening Cleaning Checklist

Date:	
Campus:	
Signature of all Task Completed:	

High Touch Surfaces	Cleaned	Not Cleaned	Signature
Female Restrooms (sinks, toilet handles, doors, counter tops)			
Male Restrooms (sinks, toilet handles, doors, counter tops)			
Stair Rails			
Doorknobs (hallways, classrooms, restrooms, entrance & exit)			
Light switches			
Reception Area			



**COVID-19 PROTOCOLS
FOR RETURNING TO CAMPUS**

PROTOCOLS FOR RETURNING TO CAMPUS

American National University has developed and implemented a number of mitigation strategies to reduce potential exposure and spread of COVID-19.

ANU is following all public health guidance from the [CDC](#) and local health authorities.

The following slides highlight some of the things we are putting in place to promote a healthy campus community.

CREATING A CULTURE OF CARE

Our goal is to support the health, well-being, and safety of all members of the American National University community. We have carefully reviewed and adjusted policies, procedures, and systems that affect students, faculty, and staff across our campuses.

We will support community members (including students, faculty, and staff who are in self-isolation or quarantine) who need to stay home due to illness or family needs through working and learning remotely, when possible.

We will hold each other accountable to behaviors that promote safety and a healthy community.

REDUCED DENSITY IN CLASSROOM AND CAMPUS SPACES

In –person classroom instructions shall not exceed 50 people. Most classes will not exceed 25 people.

The physical layout of the classrooms will be modified to at least 6 feet of distance between students and the instructor. Modifications will include desk and chair arrangements and maximum room capacity.

Other settings such as laboratories and computer labs will see enhanced measures like greater physical distancing and enhanced cleaning measures.

Each classroom and campus space will have clear markings and /or signage to indicate physical distancing requirements.

PHYSICAL CHANGES TO SPACES ON CAMPUS

Upon your return to campus you will see a number of changes to physical spaces designed to reduce the spread of the virus, including:

- Plexiglass Barriers
- Water fountains will be turned off
- Sanitizing stations will be prominent at the campus entrance and high traffic areas of the campus
- Accessible and prominently posted signage to identify physical distancing expectations, room capacity, and face coverings requirements

SOCIAL DISTANCING

CORONAVIRUS DISEASE 2019
(COVID-19)

Social distancing means



The illustration shows two stylized human figures standing side-by-side with a noticeable gap between them. The figure on the left is wearing a red coat over a yellow shirt and blue pants, and has a blue face mask. The figure on the right is wearing a dark grey t-shirt and yellow pants, and has a yellow face mask. The background is a solid teal color.



cdc.gov/coronavirus

SOCIAL DISTANCING

If you are feeling sick, you are expected to stay home and seek medical care as needed.

Maintain a distance of 6 feet from other people in public spaces.

Use only non-contact methods of greeting (no hugs, handshakes, high fives or kisses).

Cover your coughs/sneezes with tissue or using sleeves at the elbow.

Wash hands with soap and water or use hand sanitizer after coughing or sneezing.

Use disposable wipes to clean any surfaces (including keyboards, desk, tabletops, cellphones and remote) before and after use.

Do not share food or beverages.

MASK POLICY

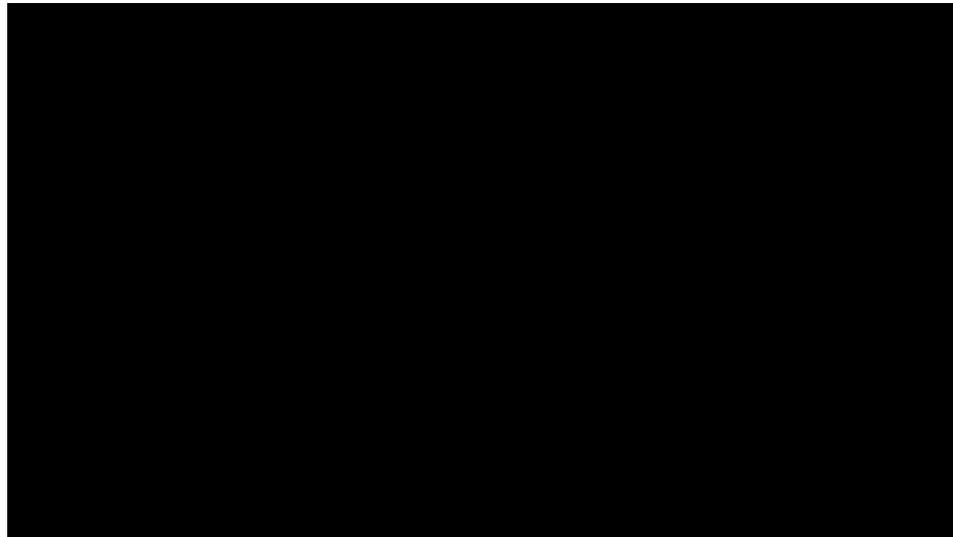
American National University requires that face coverings be worn by anyone inside the campus (including classrooms, workspaces, meeting rooms, etc.) and in settings where 6 feet of physical distancing between people is difficult to maintain, both inside and outside.

American National University recommends the use of face coverings for all students, faculty, and staff in accordance with local public health, VDH and [CDC guidelines](#).

HANDWASHING

All students, staff, and faculty are expected to wash hands with soap and water for at least 20 seconds or use hand sanitizer 70%+ alcohol when entering and leaving spaces, before handling food, after eating, and after using the restroom.

Hand sanitizing stations are available in high traffic areas on campus.



ENTERING AND EXITING THE CAMPUS

All students, staff, and faculty will enter the main entrance daily for a COVID-19 screen of questions and temperature check.

Please follow signage!

If the temperature is 100.3 or higher, contact a medical doctor and exit the campus.

Please [click here](#) for additional information on symptoms of Coronavirus.

Please use only the campus designated exit!

ADDITIONAL INFORMATION

Roanoke County/Salem Health Department
105 East Calhoun Street
Salem, VA 24153
Phone: (540)387-5530

Coronavirus Disease 2019 (COVID-19)

Quarantine and Isolation

Updated May 6, 2020

[Print Page](#)

How are quarantine and isolation different?

Quarantine

Quarantine is used to **keep someone who might have been *exposed* to COVID-19 away from others**. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation

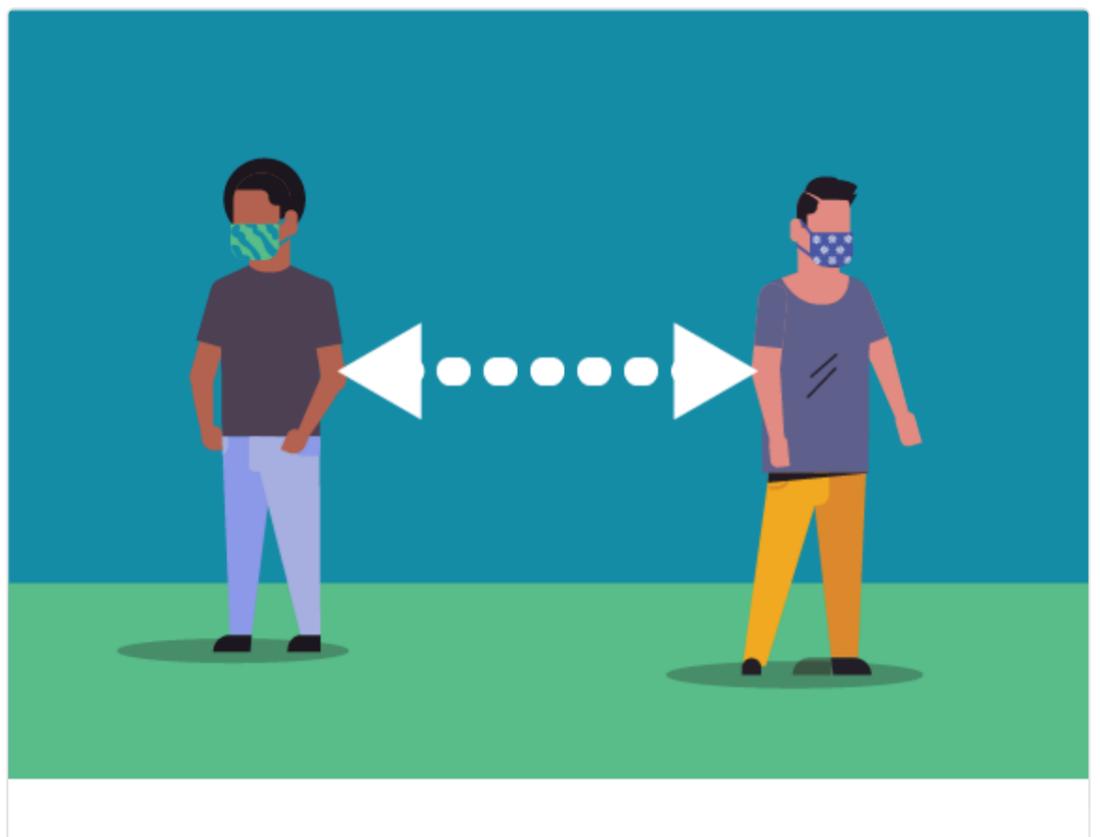
Isolation is used to **separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected**. People who are in isolation should stay home until **it's safe for them to be around others**. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

How are quarantine and isolation similar?

Both quarantine and isolation:

- involve separation of people to protect the public
- help limit further spread of COVID-19
- can be done voluntarily or be required by health authorities

How do I know if I need to be in isolation or quarantine?



If you...

If you live in a community where COVID-19 is or might be spreading (currently, that is virtually everywhere in the United States)

Steps to take...

Watch Your Health

Be alert for symptoms. Watch for **fever, cough, shortness of breath, or other symptoms** of COVID-19.

- Take your temperature if symptoms develop.

- Practice [social distancing](#). Maintain 6 feet of distance from others, and stay out of crowded places.
- Follow [CDC guidance](#) if symptoms develop.

If you feel healthy but:

- [Recently had close contact](#) with a person with COVID-19

Stay Home and Monitor Your Health

(Quarantine)

- Stay home until 14 days after your last exposure.
- Check your temperature twice a day and watch for symptoms of COVID-19.
- If possible, stay away from people who are at [higher-risk](#) for getting very sick from COVID-19.

If you:

- Have been diagnosed with COVID-19, or
- Are waiting for test results, or
- Have cough, fever, or shortness of breath, or [other symptoms](#) of COVID-19

Isolate Yourself from Others

(Isolation)

- [Stay home until it is safe to be around others](#).
- [If you live with others, stay in a specific “sick room” or area](#) and away from other people or animals, including pets. Use a separate bathroom, if available.
- Read important information about [caring for yourself](#) or [someone else who is sick](#), including when it’s safe to end home isolation.

If you:

- Recently traveled from somewhere outside the United States or on a cruise ship or river boat

Follow CDC Guidance for:

- [returning from international travel](#) [returning from cruise ship or river voyages](#)

More Information

[Quarantine vs. Isolation](#)  [925 KB]

[How to Protect Yourself](#)

[Cleaning and Disinfecting Your Home](#)

[Gatherings and Community Events](#)

Page last reviewed: May 6, 2020

COVID-2019 Menu

-  [Coronavirus Home](#)
-  [Your Health](#)
-  [Community, Work & School](#)
-  [Healthcare Workers](#)
-  [Laboratories](#)
- 

 Health Departments

 Cases, Data & Surveillance

 More Resources

Steps to help prevent the spread of COVID-19 if you are sick

[If you are sick with COVID-19 or think you might have COVID-19](#), follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#).
- **Avoid public transportation**, ride-sharing, or taxis.

Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

- Additional guidance is available for those living in [close quarters](#) and [shared housing](#).
- See [COVID-19 and Animals](#) if you have questions about pets.

Monitor your symptoms

- **[Symptoms](#) of COVID-19 fever, cough, or other symptoms.**
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

mobile light icon

Call ahead before visiting your doctor

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

If you are sick wear a cloth covering over your nose and mouth

- **You should wear a [cloth face covering](#), over your nose and mouth** if you must be around other people or animals, including pets (even at home)
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under 2 years of age, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

Cover your coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw away used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water** are the best option, especially if hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.
- [Handwashing Tips](#)

Avoid sharing personal household items

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put in the dishwasher.

Clean all "high-touch" surfaces everyday

- **Clean and disinfect** high-touch surfaces in your "sick room" and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).
 - [Complete Disinfection Guidance](#)

When it's Safe to be Around Others After Being Sick with COVID-19

Deciding when it is safe to be around others is different for different situations. Find out when you can [safely end home isolation](#).

Coronavirus Disease 2019 (COVID-19)

What to Do If You Are Sick

Updated May 8, 2020

[Print Page](#)

If you have a fever, cough or [other symptoms](#), you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.

- Keep track of your symptoms.
- If you have [an emergency warning sign](#) (including trouble breathing), get emergency medical care immediately.



Self-Checker

A guide to help you make decisions and seek appropriate medical care.

Steps to help prevent the spread of COVID-19 if you are sick

If you are sick with [COVID-19](#) or think you might have [COVID-19](#), follow the steps below to care for yourself and to help protect other people in your home and community.



Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#).
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

- Additional guidance is available for those living in [close quarters](#) and [shared housing](#).
- See [COVID-19 and Animals](#) if you have questions about pets.



Monitor your symptoms

- **Symptoms** of COVID-19 fever, cough, or other symptoms.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.



Call ahead before visiting your doctor

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.



If you are sick wear a cloth covering over your nose and mouth

- **You should wear a cloth face covering, over your nose and mouth** if you must be around other people or animals, including pets (even at home)
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



Cover your coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw away used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.

- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water** are the best option, especially if hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.
- [Handwashing Tips](#)



Avoid sharing personal household items

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put in the dishwasher.



Clean all “high-touch” surfaces everyday

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#) .
 - [Complete Disinfection Guidance](#)



When it’s Safe to be Around Others After Being Sick with COVID-19

Deciding when it is safe to be around others is different for different situations. Find out when you can [safely end home isolation](#).

For any additional questions about your care, contact your healthcare provider or state or local health department.



For healthcare professionals

There is no specific antiviral treatment recommended for COVID-19. People with COVID-19 should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

- [Evaluating and Testing Patients for COVID-19](#)
- [Infection Prevention and Control in Healthcare Settings](#)
- [Discontinuing Isolation Guidance](#)

Print Resources



Caring for yourself at home: 10 things to manage your health

What you can do if you have possible or confirmed COVID-19:

- [English](#) [1 page]
- [Spanish](#)
- [Chinese](#)
- [Vietnamese](#)
- [Korean](#)

More information

[Travelers](#)

[Households](#)

[People Who Need Extra Precautions](#)

[People Who Are Sick](#)

[Caregivers](#)

[Schools](#)

[Businesses](#)

[Healthcare Professionals](#)

[Health Departments](#)

[Laboratories](#)

[ASL Video Series: Use the Coronavirus Self Checker](#)

Page last reviewed: May 8, 2020

COVID-2019 Menu

- [Coronavirus Home](#)
- [Your Health](#)
- [Community, Work & School](#)
- [Healthcare Workers](#)
- [Laboratories](#)
- [Health Departments](#)
- [Cases, Data & Surveillance](#)
- [More Resources](#)

