



# APPALACHIAN COLLEGE *of* PHARMACY

## **Fall 2020 Academic Calendar and Course Delivery Plan**

Prepared June 30, 2020

Revised and Resubmitted July 16, 2020

### Academic Calendar

The Fall 2020 Academic Calendar has been revised with didactic classes set to begin on August 3, 2020. Fall Break (October 8-9) has been eliminated, and Thanksgiving break has been shortened. The last day of in-person classes is November 20. Remote course work, remote final exams, and experiential education will begin November 23 and conclude on December 18. The Spring 2021 Academic Calendar remains unchanged at this time.

### Course Delivery Plan

The Fall 2020 course delivery model is one in which the courses at the beginning of the term are planned to take place in-person with some classes near the end of the term delivered in a hybrid format (in-person, online) to allow for flexibility. Laboratory and clinical experience courses are prioritized, since these cannot be accomplished via virtual education. Therefore, these courses are frontloaded at the beginning of the semester: Advanced Pharmaceutics Laboratory (August 5 – September 30) and EPPE Skills and Training (August 17 – August 19; virtual portion in December). All classes will be designed with a contingency to move online in short order should the College have to curtail normal operations due to the COVID-19 pandemic.

With respect to experiential education, students must complete the College's "Assumption of Risk Notice" form (see Appendix) prior to experiential rotations. Any delays (voluntary or

involuntary) in completing ACPE accreditation requirements for clinical rotations may delay a student's graduation and eligibility to sit for the NAPLEX and MPJE exams.



# APPALACHIAN COLLEGE *of* PHARMACY

## Plan for Reopening Campus

Prepared June 30, 2020 (Revised July 15, 2020)

This document represents the best practices for both reopening and sustaining a safe residential campus model. Best practices will be updated and communicated as information and additional guidelines are made available.

- Recommendations are based on guidance from the following:
  - [Governor's "Higher Education Reopening Guidance"](#)
  - [VDH "COVID-19: Role of Public Health and Colleges/Universities in Preparedness and Response Efforts"](#)
  - [VDH "Contact Tracing as a Partnership between VDH and Institutes of Higher Education"](#)
  - [VDH "Interim Guidance for Daily COVID-19 Screening of Employees \(Non-healthcare Workers\)"](#)
  - [CDC Guidance for "Colleges, Universities, and Higher Learning"](#)
  - [CDC Guidance "Considerations for Institutions of Higher Education"](#)
  - [CDC Guidance "Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes"](#)
  - [ACHA Guidelines "Preparing for COVID-19"](#)
  - [ACHA Guidelines "Considerations for Reopening Institutions of Higher Education in the COVID-19 Era"](#)
  - [ACHA "COVID-19 Testing"](#)

## Phased Approach for Repopulation of Campus

### **Phase 1: Essential Only (March 30 – June 12)**

The College will operate under requirements outlined in the Governor's [Executive Order 55](#) and [Executive Order 61](#), as well as ["Phase 1: Guidelines for all Business Sectors"](#).

- Remote instruction
- Essential personnel working on campus, remote work for most faculty and staff
- Events and gatherings limited to 10 individuals with social distancing
- No travel, events, or visitors

### **Phase 2: Pilot (June 15 – July 24)**

The College will operate under requirements outlined in the Governor's [Executive Order 65 \(amended\)](#) and ["Phase 2: Guidelines for All Business Sectors"](#).

- A limited number of students (<15) return for pilot activities in experiential education/simulation
- Didactic classes continue remotely
- Most campus-based faculty and staff return to campus
- Faculty and staff training on health and safety protocols
- Continued restrictions on travel, events, and visitors
- Virtual meetings remain highly encouraged
- Events and gatherings limited to 50 individuals with social distancing

### **Phase 3: Phased Return of Students to Campus (July 27 – August 14)**

The College will operate under requirements outlined in the Governor's ["Phase 3: Guidelines for All Business Sectors"](#).

- Students arrive on campus in phases: P3 students (rotation students only July 27), P2 students (August 3), P1 students (August 12)
- Most campus-based faculty and staff on campus
- Faculty, staff, and student continue training on health and safety protocols
- Continued restrictions on travel, events, and visitors
- Virtual meetings remain highly encouraged
- Events and gatherings limited to 250 individuals with social distancing

#### **Phase 4: Fall Semester in Session (August 17 – December 18)**

The College will operate under requirements outlined in the Governor's ["Phase 3: Guidelines for All Business Sectors"](#).

A compressed fall term will be used with a hybrid model of instruction (online and in-class) with the ability to move to all online if needed.

- Most students on campus
- Most staff and faculty on campus
- Virtual meetings remain highly encouraged
- Continued restrictions on travel, events, and visitors
- In-person classes to end on November 20
- Remote classes & final exams, and experiential rotations November 23 – December 18
- Events and gatherings limited to 250 individuals with social distancing

## Plan for Monitoring Health Conditions to Detect Infection

### COVID-19 Team and Health Department

The College has established a COVID-19 coordinator and campus team to assist with the organizational response to COVID-19. This team will work closely with the local Virginia Department of Health (VDH) regarding reporting cases and outbreaks, the management of outbreaks, as well as decisions such as campus shutdown if necessary.

#### Appalachian College of Pharmacy COVID-19 Team

Ed Talbott - Coordinator	Susan Mayhew	Michael Deel
Ted Hagen	Holli Harman	Marcy Hernick
Michael Justice	Wade McGeorge	

**Local Health department:** Buchanan County is part of the Cumberland Plateau Health District. The Buchanan County Health Department is located at *1051 Rosebud RD, Grundy, VA 24614*, and if needed can be reached by phone ([276-935-4591](tel:276-935-4591)). Local COVID-19 Call center available Monday - Friday 8 AM - 6 PM ([276-415-3430](tel:276-415-3430)).

### Screening

- Employees should self-monitor their symptoms by self-taking temperature periodically to check for fever and monitoring for symptoms as directed in the [VDH Interim Guidance on Screening Employees](#).
- Temperature checks will be taken for students, employees, contractors, vendors and visitors entering campus facilities. Anyone with a temperature reading over 100.4°F will be sent home. Positive screens will be reviewed by a COVID-19 Team member to determine if isolation, quarantine, or testing is required prior to returning to campus.

- All students, employees and visitors will be asked to complete a COVID-19 Screening Questionnaire prior to entering campus facilities. Anyone answering “yes” to an item on the screening form will be questioned by a COVID-19 Team member to determine if isolation, quarantine or testing is needed prior to returning to campus.
- It is considered best practice to encourage students and employees, to routinely self-monitor for COVID-19 symptoms.
  - Anyone with a fever or symptoms should not report to work or school.
  - Temperature checks will be implemented for students, employees, and visitors using no-contact thermometers prior to entering a campus building. Anyone with a temperature over 100.4°F will be sent home.
  - Designated entrances and exits will be used for campus facilities. Stairways and hallways will be marked for directional pedestrian flow. All safety and fire doors will be respected and operational, although preferred pathways will be identified for each building.
  - Resources for anyone with COVID symptoms:
    - [CDC: Symptoms of Coronavirus](#)
    - VDH resource for checking symptoms: [COVIDCHECK](#)
    - Employees and students are instructed to contact their PCP if they think they are having symptoms.
- Students on experiential rotations must follow all federal, state, and institutional policies pertaining to COVID-19. These may include limited travel, self-isolation, COVID-19 testing, providing own PPE, and submitting to daily screenings which may include temperature checks and questionnaires. If you feel sick or come in contact with anyone who has tested positive we ask you to notify your preceptor immediately.
- Students must also complete the College’s “Assumption of Risk Notice” form (see Appendix) prior to experiential rotations.

### **Access to Testing**

- Anyone with a suspected exposure is required to isolate and obtain a diagnostic test.
- Currently, employees and students have access to testing through the Virginia Department of Health, Appalachian Family Care Clinic, Town Center Urgent Care, and Buchanan General Hospital.

- Employees and students should contact their primary care provider or local health department and inform the college COVID-19 Coordinator if they experience symptoms of COVID-19.

## Plan for Community Mitigation Strategies

### **Educate College Community**

This campaign is coordinated through the COVID-19 campus team. A training session will be provided to all employees remotely through SafeColleges on: Coronavirus Awareness, Coronavirus: Cleaning and Disinfecting Your Work Environment, and Coronavirus: Managing Stress and Anxiety. An anti-stigma training session will also be provided. Training sessions will be provided by the COVID19 Coordinator and Team to incoming students during their first week on campus and will also include anti-stigma training.

Various posters and signage will be posted in buildings on campus to help mitigate COVID-19.

### **Physical Distancing Practices**

- Facilities
  - When walking on campus sidewalks, please always stay to the right side of the walkway to provide at least 6-feet of distance from pedestrians walking in the opposite direction.
  - Be aware that buildings may have doors designated to be “Enter” or “Exit” only in order to avoid congestion.
  - Workstations and classroom seating will be designed to allow for 6-foot physical distancing. Chairs and desks will be removed to ensure proper configuration for the physical distancing.
  - Physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart.
  - If necessary, breakout rooms can be physically partitioned to both minimize the number of individuals in the room and ensure 6-foot physical distancing.
  - Students will have required seating arrangements and tracking of in-person attendance to facilitate contact tracing in the event of an exposure.
  - When possible laboratories will be moved to the gymnasium to allow for 6-foot physical distancing. For laboratories where 6-foot physical distancing is compromised, all individuals will be required to wear face coverings at all times.

The class size for laboratories where 6-foot physical distancing may be compromised will be limited to 20 participants.

- Occupants navigating through building corridors and hallways should follow the right side of these passageways and should avoid congregating.
- Occupants are encouraged to use stairs for vertical circulation through buildings and should follow the right side of stairways and should avoid congregating.
- Where needed, signage will be placed on sidewalks, entrances/exits, and hallways indicating how to proceed.
- Maximum occupancy will be posted in conference rooms and lounge areas. Chairs and desks will be removed to configure these areas to accommodate appropriate physical distancing.
- Elevator use is restricted to one person at a time.
- Staggered class schedules (see below) will be used to minimize crowding at entrances and exits. Students must leave campus immediately when their class or exam ends.
- Students must remain seated in the classroom following the completion of quizzes.
- Pursue virtual group events, gatherings, or meetings, if possible.
  - Gatherings that are held will be limited to the lesser of 50% occupancy of space or 50 people with 6 feet physical distancing. Limit will increase to 250 people with 6 feet physical distancing in Virginia Phase 3.
  - Large gatherings of up to 250 people will take place outdoors with 6 feet physical distancing.
  - Replace in-person meetings with video- or tele-conference calls to the greatest extent possible.
  - Provide student support services virtually.
- It is expected that employees and students will not gather in groups and will stay out of crowded spaces and mass gatherings.

	P1 Students	P2 Students
Arrive	8:00–8:20 AM	8:45 AM–9:30 AM
Class 1	8:20–11:20 AM	9:30 AM–12:30 PM
Lunch	11:20AM-12:20 PM	12:30 PM-1:30 PM
Class 2	12:20-3:20 PM	1:30-4:30 PM
Depart	3:20 PM	4:30 PM (if no evening course)
Evening course	N/A	4:30 – 6:30 PM
Depart		6:30 PM

- Employees may use the employee exercise room; however, limited to one person at a time and any used equipment must be disinfected before and after use.
- Student use of indoor facilities for exercise, will not be allowed.
- Student organizations, including fraternities, are expected to hold gatherings outdoors and maintain appropriate physical distancing for their activity.
- Dining – students may only dine inside at their assigned classroom seat; otherwise they may leave campus or dine outside.

## **Visitors**

- Visitation to campus is discouraged unless invited by for a specific and necessary reason and approved by the Dean or President.
- Security will be notified of expected visitor(s).
- Visitors that have been invited should be notified in advance of face-covering policy and should communicate on the day of arrival the answers to COVID-19 Screening Questionnaire and obtain a temperature prior to entering campus facilities.
- Security can provide visitors with face covering, if needed.
- Visitors will be asked to leave if they have a temperature of over 100.4°F.
- Visitors will be questioned by a member of the COVID-19 Team if they have a response of “yes” for any item on the COVID-19 Screening Questionnaire.

## **Face Coverings**

- Cloth face coverings are an effective tool to protect against the spread of the virus, especially by asymptomatic individuals.
- All students and employees will be provided two cloth face coverings. Individuals should not to touch the face covering and should wash their hands frequently.
- Cloth face coverings are required at all times in interior public areas, including rest rooms.
  - Face covering may be removed when alone in a private office. Regardless of office size, when two or more people are in an office all occupants must wear a face covering.

- It is not required to wear a mask when exercising; however, 10 ft physical distancing must be observed.
- It is acceptable to remove the face covering when eating or drinking; however, 6 ft physical distancing must be observed. Outside eating is encouraged and preferred over indoor eating.

## **Hygiene Practices and Environmental Cleaning**

- It is recommended that employees and students frequently use handwashing with soap and water for at least 20 seconds.
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Students, faculty, and staff are encouraged to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Follow [CDC Reopening Guidance for Cleaning and Disinfection](#) and use an EPA-approved disinfectant to clean. For high-contact areas, routinely disinfect high touch surfaces at least every two hours.
- Additional hand sanitizer stations will be placed in high-traffic areas and at entrances/exits.
- Work spaces (desks, lab benches, meeting tables, etc.) should be cleaned prior to use; wipes will be provided.
- Faculty and staff will be responsible for cleaning their office (wipes will be provided) and should place trash outside their office door for pickup.
- All students and staff are provided their own laptops and/or desktop computer, which minimizes shared objects. Students, faculty, and staff should keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean.
- Use of shared objects (e.g., lab equipment, desks) should be limited when possible, or cleaned between uses. Wipes will be provided.
- Students will not be allowed to use shared copy machines/printers. Instead requests should be made to College support staff for printing and pickup.
- The Business office is responsible for ensuring that there is an adequate supply of cleaning supplies and face coverings.

## **Housing**

- The Appalachian College of Pharmacy does not have student housing.

## **Policies to Protect Vulnerable Groups**

- All employees have their own private workspace. The large shared faculty office space is limited to two occupants at a time.
- Student Mandatory Attendance Policy will be temporarily relaxed during fall semester to allow students to stay home if sick or if they need to self-isolate due to exposure. All in-person classes will be delivered synchronously online.
- The college's existing leave policy allows employees to stay home if they are sick or need to self-isolate. Work from home will be allowed on a case-by-case basis.
- Employees and students are required to have a negative COVID-19 test prior to returning to class/work after COVID-19 illness, retesting on Day 14. If test on Day 14 is positive, they will retest again on Day 21.

## **International Student, Faculty, and Staff Considerations**

- All new or returning international travelers should refer to CDC returning travelers guidelines and review the [CDCs "Travelers Prohibited from Entry to the US"](#).
- Existing international students, faculty, and staff currently in the US who are considering travel to their home countries should review global travel restrictions as noted by the US State Department and CDC.
- Before returning to campus, those traveling will be required to contact the COVID-19 Coordinator to determine whether any measures may be required to help safeguard our campus community. Depending on the nature of travel and status of the pandemic at the locations and time of travel, there may be testing or quarantine requirements before returning to campus.
- Those contemplating travel with subsequent return to the US must seriously consider:
  - Current COVID-19 travel health risks and the possibility of significant unexpected changes in risks during their travels.
  - Potential for abrupt disruption, cancellation, or other serious complications of planned return to the US due to the COVID-19 pandemic.

- Rapidly changeable re-entry restrictions (including at any intermediate points in itinerary).

## **Communications**

- The COVID-19 Team is responsible for the development of communications related to COVID-19.
- The COVID-19 Coordinator will communicate to the community via website and email.

## **Student Health Services**

- Student health services are available through several of community health partners of the college such as Appalachian Family Care Clinic, Town Center Urgent Care Clinic, and Buchanan General Hospital and their primary care clinics.

## **Travel**

- College-related travel will be strictly limited to essential travel, regardless of whether the college is paying for it. Permission for all college-related travel must be approved by the Dean. Requests for such travel should include an explanation of why the travel is essential, the dates, destinations, transportation plans and lodging involved in the trip, as well as the steps that will be taken to maximize physical distancing and to adhere to CDC guidelines and local health recommendations at the destination.
- Before returning to campus after approved travel, those traveling will be required to contact the COVID-19 Coordinator to determine whether any measures may be required to help safeguard our campus community. Please be aware that depending on the nature of any approved travel, there could be testing or quarantine requirements either upon arrival at the destination or upon return, depending on the status of the pandemic at the time of travel.
- The College expects that students, faculty and staff will avoid personal travel away from campus, their homes, or the local area during the fall 2020 semester except under exceptional circumstances (e.g., sick family member). This expectation is based on our need to work together for the safety of the entire community.
- Faculty, staff, or students who travel to COVID-19 hot spots are asked to notify the COVID-19 Coordinator to determine whether any measures may be required to help

safeguard the campus community. Depending on the nature of travel and status of the pandemic at the locations and time of travel, there may be testing or quarantine requirements before returning to campus.

## Plan for Detection and Containment of Disease

### Screening

- Employees should self-monitor their symptoms by self-taking temperature periodically to check for fever and monitoring for symptoms as directed in the [VDH Interim Guidance on Screening Employees](#).
- Temperature checks will be taken for students, employees, contractors, vendors and visitors entering campus facilities. Anyone with a temperature reading over 100.4°F will be sent home. Positive screens will be reviewed by a COVID-19 Team member to determine if isolation, quarantine, or testing is required prior to returning to campus.
- All students, employees and visitors will be asked to complete a COVID-19 Screening Questionnaire prior to entering campus facilities. Anyone answering “yes” to an item on the screening form will be questioned by a COVID-19 Team member to determine if isolation, quarantine or testing is needed prior to returning to campus.
- It is considered best practice to encourage students and employees, to routinely self-monitor for COVID-19 symptoms.
  - Anyone with a fever or symptoms should not report to work or school.
  - Temperature checks will be implemented for students, employees, and visitors using no-contact thermometers prior to entering a campus building. Anyone with a temperature over 100.4°F will be sent home.
  - Designated entrances and exits will be used for campus facilities. Stairways and hallways will be marked for directional pedestrian flow. All safety and fire doors will be respected and operational, although preferred pathways will be identified for each building.
  - Resources for anyone with COVID symptoms:
    - [CDC: Symptoms of Coronavirus](#)
    - VDH resource for checking symptoms: [COVIDCHECK](#)
    - Employees and students are instructed to contact their PCP if they think they are having symptoms.
- Students on experiential rotations must follow all federal, state, and institutional policies pertaining to COVID-19. These may include limited travel, self-isolation, COVID-19 testing,

providing own PPE, and submitting to daily screenings which may include temperature checks and questionnaires. If you feel sick or come in contact with anyone who has tested positive we ask you to notify your preceptor immediately.

- Students must also complete the College's "Assumption of Risk Notice" form (see Appendix) prior to experiential rotations.

### **Access to Testing**

- Anyone with a suspected exposure to COVID-19 is required to obtain a diagnostic test.
- Currently, employees and students have access to testing through the Virginia Department of Health, Appalachian Family Care Clinic, Town Center Urgent Care Clinic or Buchanan General Hospital.
- Employees and students should contact their primary care provider or local health department and inform the ACP COVID-19 Coordinator if they experience symptoms of COVID-19.

### **Surveillance and Containment to Prevent Spread of Disease Once Detected**

- COVID-19 surveillance and contact tracing will be carried out by the local Virginia Department of Health (VDH), a long-standing partner of the college. The college will follow the guidance provided by the local health department and its director, Dr. Sue Cantrell. Dr. Cantrell is a long-standing member of the college's Board of Trustees.
- In the event that multiple cases of COVID-19 are found on campus, the college's COVID-19 Team will collaborate closely with the local health department to use the aggregate surveillance data to make informed decisions regarding the need to reduce activity on campus and transition to remote learning. Again, the college will follow guidance provided by the local department of health.
- Infected individuals will be required to quarantine and self-isolate under the surveillance of the local health department until they are cleared to return to campus following a negative COVID-19 test

- Local care for infected individuals can be provided by health partners of the college such as Appalachian Family Care Clinic, Buchanan General Hospital and its associated clinics, or Clinch Valley Hospital.

## Reduced Activity and Shutdown Considerations

The College is prepared to reduce activity on campus and transition to remote learning and work under the following conditions:

- Executive Order by the Governor of Virginia
- Recommendation of Virginia Department of Health due to local increase in number of cases.

The “Reduced Activity” plan detailed below aligns with the plan the college implemented in March 2020.

- Transition to remote learning for students.
- Transition to remote work for most faculty and staff.
- Continue essential employees on campus in accordance with the college’s aforementioned disease mitigation strategies (e.g. screening, hygiene, and social distancing expectations).
- Rotate college administrators on campus as directed by the ACP President or Dean.

This information will be communicated by the COVID-19 Team via email and webpage.

## Appendix

### **Assumption of Risk Notice** Appalachian College of Pharmacy

This notice is an important legal document regarding the risks you assume should you choose to continue participation in clinical rotations during the Coronavirus (COVID-19) pandemic. It is important that you read and understand this notice completely. You may seek medical advice and legal advice prior to signing this form.

Your continued participation in clinical rotations during the Coronavirus pandemic presents a risk of infection with Coronavirus (COVID-19).

You may choose to continue participation in clinical rotations or choose to postpone completing clinical rotation site requirements until risk levels from the Coronavirus (COVID-19) pandemic decrease.

You are advised to consider the risk of possible infection with Coronavirus (COVID-19), the risk of illness or possible death from Coronavirus (COVID-19), and the available treatment options.

"Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases. The following symptoms may appear 2-14 days after exposure.\*

- Fever
- Cough
- Shortness of breath

\*This is based on what has been seen previously as the incubation period of MERS-CoV viruses."

[https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html)

If you choose to postpone completion of clinical rotation site requirements until risk levels from the Coronavirus (COVID-19) pandemic decrease, then your graduation and eligibility to sit for the NAPLEX and MPJE exams will be delayed. ACPE has informed the college that the required experiential components of the 300 IPPE and 1440 APPE hours cannot be waived as these have licensing implications. Should you choose to continue participation in clinical rotations, then you acknowledge that you understand the risk of infection with Coronavirus (COVID-19) and the risk of illness and possible death from Coronavirus (COVID-19). Should you choose to continue participation in clinical rotations you voluntarily agree to assume the risk of infection for Coronavirus (COVID-19).

After carefully evaluating the risks of completing your clinical rotation requirements during the Coronavirus (COVID-19) pandemic, please indicate one of the choices below.

**Option 1 - Discontinue Clinical Rotations Until After Coronavirus (COVID-19) Pandemic**

I, \_\_\_\_\_, choose not to continue participation in clinical rotations during the Coronavirus (COVID-19) pandemic. I acknowledge and agree that by choosing to discontinue my participation in clinical rotations that fulfilling the ACPE accreditation requirements for clinical rotations will be delayed and that my graduation and eligibility to sit for the NAPLEX and MPJE exams will be delayed.

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Participant's signature

Date

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Please print name

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**Option 2 - Informed Consent and Assumption of Risk to Continue Clinical Rotation**

I, \_\_\_\_\_, voluntarily choose to continue my participation in clinical rotations. I ACKNOWLEDGE THAT I UNDERSTAND THE RISK OF INFECTION WITH CORONAVIRUS (COVID-19) AND I VOLUNTARILY ASSUME THE RISK OF INFECTION WITH CORONAVIRUS (COVID-19) WITH ANY RESULTING ILLNESS AND POSSIBLE DEATH.

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Participant's signature

Date

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Please print name