



# Restart Plan to Return to Campus

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## **I. Introduction and Re-Opening Criteria**

The 2019-20 health pandemic has taught the Eastern School of Acupuncture and Traditional Medicine (ESATM) community many valuable lessons about perseverance, leadership, and the collaborative nature of education. We have both followed the lead of national and state mandates as well as adopted an internal leadership strategy based on public safety and educational innovation. New Jersey state has reported a staged reopening plan based around slowly phasing back business entities until a vaccine or viable medical treatment intervention becomes available that can reasonably ensure public safety. Certain aspects of quarantine such as its physical distancing and PPE, will likely remain in place (in some form) post crisis as the risk for a new wave of coronavirus remains present. ESATM operates under the premise that emergency levels of prevention and security will need to remain in effect for at least one year after the emergency has been lifted (barring any spike recurrence of infection). All colleges and universities are facing the prospect of the liability of reopening campuses and a subsequent pandemic wave with the potential financial collapse a continued mandated campus evacuation could present. Higher Education institution Presidents are reporting a desire to return to campuses for their fall 2020 terms. ESATM, through its careful planning and foresight was able to maintain full operations without any interruption to any class, clinic shift, or lost hours for any of its staff. It is anticipated that the 2020 Fall term and all subsequent terms will occur as scheduled according to the published Academic Calendar. It is in the interest of the Eastern School to first and foremost protect the members of its community while working towards a movement towards transitioning into post-pandemic operations. We recognize that in order to recall our community back to our campus facility we must work hard to ensure that all those visiting our college will both *be* safe and *feel* safe. The following factors must be in place for the Eastern School to consider enacting its reopening plan:

1. New Jersey State must declare that it is safe for educational institutions to begin transitioning students, staff, and faculty back to school campuses.
2. The state borders are open for travel. This is most important between New Jersey, New York, and Pennsylvania where we have students and faculty.
3. ESATM community (students, faculty, and staff) will be surveyed as to their perception of safety and comfortability in regards to returning to campus every month until the re-opening plan is enacted. The level of concern will be addressed and factored into the planning of the re-opening.
4. ESATM campus must be modified and equipped to satisfy the increased demand for protective hygienic measures.
5. ESATM Board of Directors and President must agree to initiate the plan and determine a specific timeline for the implementation of the plan.
6. The President, Dean, and Chair of the Board will do a campus inspection to ensure that the facility is safe to return to.
7. All revised policies will be written and disseminated to ESATM faculty, students, and staff.
8. A ZOOM Town Hall Meeting will be held for ESATM community where the process and plan will be reviewed and outlined with relevant dates provided.
9. A plan must be developed and presented to ESATM Board of Directors including the institution's plan to conduct testing, tracing and treatment of the COVID-19 virus. This plan must include how the institution will maintain and enforce physical distancing under "normal" operations.

## **II. New Jersey Guidelines for Re-Opening**

### **A. Screening**

- a. All persons entering the campus will pass through the triage station which will include a short health questionnaire and touchless fever screen
- b. All school community members will be presented with prescreening information and question surveys that outline guidance as to whether they should avoid being on campus.

All persons who come to campus to visit ESATM triage will be self-assumed that they pose no risk to their fellow community members.

- c. All patients entering for clinical treatment will be prescreened with their questionnaire online and will only sit for the touchless fever screen
- d. The questionnaire will ask a series of health questions which will determine the potential risks to the campus community
- e. At triage, the person entering the campus will also sign a waiver stating that all persons on campus have been screened for obvious infection or symptoms of infection but that their presence on the ESATM campus is at their own risk

#### B. Testing

- a. A list of free testing centers in all local and surrounding communities will be compiled and be available at the triage station, library, clinic reception desk, and with the administrative assistant
- b. All persons screened showing signs of possible infection will be directed to a testing center and followed up with for the results of the test. If a positive test result is found, the contact tracing protocol will immediately put into effect. Students, staff and faculty who have been exposed to or diagnosed with COVID-19 can return to campus either **by *obtaining medical documentation from their health care provider, or when meeting the following CDC criteria*** for discontinuation of transmission-based precautions (self-isolation):
  - At least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory sx (e.g., cough, SOB)
  - and**
  - At least 14 days have passed since symptoms first appeared

#### C. Contact Tracing Protocol

- a. ESATM will work in conjunction with local and state authorities to implement a contact tracing protocol. We will follow all recommended guidelines and post our protocol on the ESATM website and on an information sheet that will be available in the triage station
- b. Upon entry to the campus, all persons will be required to sign into a log book which will document the person's name and purpose for the campus visit.

### III. Steps to Re-Opening:

ESATM will petition Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) to grant permission for continued Distance Education (DE) authorization or a redefinition of hybrid vs. DE to be in line with USDOE programmatic criteria.

Prior to resuming operations and returning faculty and students to campus, training will be provided to all staff and faculty focusing on CDC and New Jersey Department of Health regulations and recommendations for safe practice and operations.

- All persons visiting the ESATM campus must wear a mask while in the facility. Personal masks can be worn in situations which a surgical mask is not indicated ( e.g. a staff member working in the office, or students sitting in a lecture class). Cloth masks are recommended to be regularly cleaned. It is the sole responsibility of the mask owner for the maintenance and cleaning of their masks.

Reopening will happen in stages (tiers):

- a. Tier 1: Modified staff returns to campus offices. Modification of campus facility and stocking necessary supplies (cleaning and PPE)
- b. Tier 2: Clinic Opens Limited / Staff Full return to Campus / Limited on-site or hybrid classes return to campus (according to ESATM revised course outline plan)
- c. Tier 3: Revised Schedule Didactic classes return to campus
- d. Tier 4: Full Clinic on campus

**IV. What will remain remote:**

- a. The President and Board with consideration with the staff will determine how much of each staff position is essential for on-campus presence. Each staff member will work with executive leadership to determine if any of their position will remain remote either temporarily or permanently
- b. Courses will be offered remotely as per the DE/Hybrid plan developed by the Dean with the approval of ACAOM to follow-through with the plan post-pandemic
- c. Large gatherings (General Faculty Meetings, etc.) will be done remotely whenever possible

**V. Plan for Facility Modifications / Disinfecting Measures (Schedule)**

- A. Each space where community members reside will be configured for usage under physical distancing practice
  - a. Clinic Waiting Room will be repurposed into Triage station / Testing station. Because potentially infectious persons may occupy this space, a physical border will be placed between the enclosure and the open spaces surrounding it.
  - b. Additionally, a plexiglass or equivalent border will be placed around the barrier of the administrative assistant's desk for protection during bookstore transactions or student inquiries. Only one person will be allowed to approach the administrative assistant's desk at a given time. Administration will be available via phone and email in lieu of in-person visits as well. All immunocompromised persons will be recommended to meet with staff via ZOOM or phone.
  - c. An area will be designated for student/faculty/staff interviews which will allow staff to comply with current physical distancing recommendations.
  - d. Hepa filters will be placed in each of the clinic treatment rooms. Additionally, hepa filters may be placed in the clinic Intern room, library, each classrooms, student lounge, and centrally in the administrative office. <https://www.nytimes.com/wirecutter/blog/can-hepa-air-purifiers-capture-coronavirus/>  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>
  - e. Classrooms will place chairs for students at a 6 ft distance from each other
  - f. Each classroom will be set up to be able to record classes for broadcast over live-stream for students who are quarantined due to possible infection. Students who are mandated to be away from campus may attend didactic courses remotely without penalty for the time required to allow the student to return safely to campus. Instructors will be trained to operate all recording devices as well as staff. An arrangement can be made with the administrative office as to who will be responsible for the recording set up on a case by case basis.
  - g. A video camera will be set up to monitor the triage area as well as the clinic reception window area
  - h. All unnecessary items or rarely used items (waiting room magazines, etc) will be removed from public areas

- i. The student lounge will have the couch and table removed. The refrigerator and tea station will be placed at opposite ends of the room and the number of people occupying the room will be limited.
  - j. The elevator will have a maximum of two riders at a time. A sign will be placed outside of the elevator doors on all floors. From 9am-5pm, the stairs off of the fourth floor landing will be designated an “up” direction stairs. To exit the building using the stairs, the stairs next to the administrative offices opposite to 510 will be designated the “down” stairs. After 5 pm, the fourth floor stairs will be used for both up and down traffic.
  - k. Posters summarizing campus hygiene etiquette will be posted throughout the campus
  - l. There will be a set limit of people who can occupy the library at the same time
  - m. Staff will reconfigure office desks to have a clear path to the door and be appropriately spaced from each other
  - n. Community clinic will be set up to honor physical distancing and a limit will be set as to how many patients can be treated at the same time. Clinic staff will consider having patients call in to reserve their times to appear in the clinic for treatment
  - o. School will be thoroughly cleaned each day after use
  - p. School clinic will thoroughly clean facility each day and disinfect all equipment on a daily basis
  - q. Clinical students and staff will wear scrubs with ID badges while in the clinic. The scrubs will identify their position by the color of their uniform: Red for clinical reception; Blue for student clinicians; black for Supervisors. Scrubs will be voluntary but strongly recommended for a period of time prior to full implementation for all students and supervisors after the trial period to be set by the Dean and CEO.
  - r. The library will be open for two occupants at a time. All library occupants will be wearing latex rubber gloves. The computer terminals in the library not be available for use. The library catalog will be available via the internet and personal devices (phones and ipad, etc.) can be used to access the library catalog and for book check out reservations. Books can be reserved online and picked up in the library after a designated time granted for the materials to be gathered and placed in the designated pick-up area.
- B. Environmental Exposures and cleaning supplies
- a. ESATM will follow the CDC and EPA guidelines on cleaning:
    - i. <https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>
    - ii. Electrostatic sprayer  
[https://21stcenturygoods.com/products/10l-disinfectant-sterilizing-sprayer?utm\\_medium=cpc&utm\\_source=google&utm\\_campaign=Google%20Shopping&variant=32402740772948](https://21stcenturygoods.com/products/10l-disinfectant-sterilizing-sprayer?utm_medium=cpc&utm_source=google&utm_campaign=Google%20Shopping&variant=32402740772948)
    - iii. Clorox Solution- Total 360 System  
<https://www.cloroxpro.com/products/clorox/total-360/>
  - b. Cleaning agents and disinfectants utilized for cleaning the facility will follow the recommendations of EPA List N:
    - i. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> .
- C. Cleaning stations (including at the very least touchless hand sanitizers, paper wipes, and trash receptacle) will be set up to be convenient for every space where people will be gathered
- a. Locations include, but are not limited to:
    - i. Outside of the elevator
    - ii. Outside of triage
    - iii. Multiple cleaning stations in each classroom

- iv. Inside the library
- v. Inside the student lounge
- vi. In the vicinity of the administrative office door
- vii. At the entrance of the clinic facility
- viii. Multiple stations in the clinic intern room
- ix. A centrally located station near the sink outside of the clinic rooms
- x. Other places may have stations set up as determined
- xi. A functional bottle of a Purell Hand Sanitizer-type disinfectant will be placed in the following places:
  - 1. At the triage desk
  - 2. At the desk of clinical reception
  - 3. On the clinic intern room table
  - 4. In each of the clinic treatment rooms
  - 5. On the librarian's desk
  - 6. On the library study table
  - 7. On the information table in the student lounge
  - 8. On each of the classroom front desks
  - 9. On each staff member's desks
  - 10. In a central location in the bookstore

- D. A space outside of the clinic will be converted into a testing/triage station
  - a. Patients will complete paperwork and interviews via the internet and will go to triage upon arrival and then be immediately escorted into treatment rooms for treatment administration
  - b. Paperwork may be completed by on paper off premises and brought and handed to clinic reception for all persons without access to online means to complete the paperwork
  - c. Health questionnaires and fever screening will occur at the triage station
- E. Disposable masks and disposable gloves will be provided to persons visiting the ESATM campus and be available at the Triage station if needed. Masks should be worn throughout their time on campus and can only be removed temporarily for activities requiring access to the covered areas.
- F. If a COVID-19 infection is confirmed on campus, all spaces where that individual has occupied will immediately go under quarantine for at least 24 hours prior to cleaning and disinfecting as per recommendations from the CDC/EPA. An extended quarantine of the campus will be determined by the President, Dean, and Board, if necessary.

**VI. Steps to secure facility**

- a. The Board will work with the President/CEO and Dean to develop a plan to increase security measures for the campus
- b. Measures will be taken to restrict access to the fifth floor and fourth floor bathrooms by non-ESATM individuals
- c. Additional cameras will be placed in areas not currently covered by surveillance to monitor all possible areas on invader penetration
- d. ESATM Executive leadership will locate and obtain COVID tests to be able to administer to community members if needed, or locate, document, and distribute the location of a free or low-cost testing center for potentially infected individuals. This is in addition to the creation of the triage to be widely utilized to screen individuals for symptomatic COVID infection upon entry to the campus.

**VII. Changes to Clinical Operations**

- a. Personal Protective Equipment Required
  - i. Facemasks required to be worn at all times
    - 1. Masks with facial shields are strongly recommended
  - ii. Scrubs uniforms required while working in the clinic
    - 1. ESATM will provide scrubs for purchase at cost or provide alternative places where they can be purchased
  - iii. Shoe coverings required while working in the clinic
  - iv. Plastic (Vinyl or Nitrile) gloves available upon request
  - v. Hair nets/caps available upon request
  - vi. PPE eyewear available upon request
  - vii. Face Shields may be made available at cost for those who would like to purchase the extra layer of protection
- b. All Supervisors/Students/Patients will be screened through triage prior to being allowed access to the clinic facility
- c. All paperwork will be completed and transacted online.
- d. Payment will be suggested to occur online whenever possible
- e. Patient interviews and tongue diagnosis will occur online prior to patient arrival at the clinic
- f. Patient will be escorted from triage directly to their treatment room where the pulse will be felt, recorded, and the treatment administered
- g. Increased clinic room cleaning protocols will be in effect after every patient treatment by the intern or assistants. Each room will be thoroughly cleaned after every patient. Table paper will be placed over the table prior to each patient and will be disposed of after the patient treatment has been completed. Disposable pillow cases will also be replaced after every patient.
- h. Each clinic room will have a bin lined with a disposable plastic bag for patient incidentals. The patient will be given the plastic liner bag with incidentals at the completion of their treatment.
- i. Community Clinics will reconfigure the clinical room to comply with the current physical distancing recommendations
- j. Community Clinic patients will no longer be walk-in and will be by reservation only

#### **VIII. Physical Distancing Plan**

- a. Markers will be placed in the main campus hallway indicating distances of six (6) feet for reference
- b. All classrooms will have the floors marked to where desks and chairs (treatment tables) are to be placed to ensure consistency in room set up to maintain proper distancing
- c. Bathroom postings will be placed on the wall in the hall to indicate whether restrooms are currently occupied so that incidental close contact does not occur in restroom usage. Postings will either face forward (open) or backwards (occupied) to indicate whether there are facilities open in the restroom for use.
- d. All student meetings will occur in a classroom where the distancing space will be marked.
- e. A line will be marked in the office to keep the appropriate distance between patrons and the administration desk. A physical barrier will also be placed around the administrative assistant's desk for added protection.
- f. Signs will be placed around the campus in conspicuous places as reminders that physical distancing is to be observed whenever possible.

#### **IX. Conditions That May Require Move Back To Remote Operations**

- a. Governor declares state of emergency or creates an Executive Order (EO) mandating schools off campus
- b. COVID-19 infection found among ESATM staff, faculty, or students requiring quarantining the campus space for an amount of time decided by the President and Board of Directors to ensure that the campus is safe for “normal operations”
- c. Infections within the co-habitants of 440 Franklin St. which threaten the safety of the ESATM community.

**X. Quarantine of individuals diagnosed with COVID infection**

- a. The President/CEO will develop a policy regarding staff diagnosed with COVID including length of quarantine, status of pay during quarantine, and usage of sick days for COVID related absence. Eligibility for this policy is at the discretion of the President/CEO.
- b. All staff, faculty, and students will be encouraged to remain at home with any signs of illness and to be tested as soon as possible to rule out COVID infection.

**Additional References:**

1. CDC Best practices for linen (and laundry) handling. Available at: <https://www.cdc.gov/hai/prevent/resource-limited/laundry.html>
2. CCAOM Clinic Infection Control Advisory, April 30, 2020. Available at: [https://www.ccaom.org/images/ccaom/Documents/COVID-19/CCAOM%20Clinic%20Infection%20Control%20Advisory%20\(Updated%204.30.2020\).pdf](https://www.ccaom.org/images/ccaom/Documents/COVID-19/CCAOM%20Clinic%20Infection%20Control%20Advisory%20(Updated%204.30.2020).pdf)
3. Centers for Medicare & Medicaid Services (CMS) Recommendations Re-opening Facilities to Provide Non-emergent Non-COVID-19 Healthcare: Phase I. Available at: <https://www.cms.gov/files/document/covid-flexibility-reopen-essential-non-covidservices.pdf>
4. CCAOM Position Paper on Glove Use during the Practice of Acupuncture. Available at: [https://www.ccaom.org/images/ccaom/Documents/Position-Papers/Position\\_Paper\\_re\\_Use\\_of\\_Gloves.pdf](https://www.ccaom.org/images/ccaom/Documents/Position-Papers/Position_Paper_re_Use_of_Gloves.pdf)
5. Aerosol Filtration Efficiency of Common Fabrics Used in Respiratory Cloth Masks. Abhiteja Konda, Abhinav Prakash, Gregory A. Moss, Michael Schmoldt, Gregory D. Grant, and Supratik Guha. ACS Nano Article ASAP. DOI: 10.1021/acsnano.0c03252. Available at: <https://pubs.acs.org/doi/10.1021/acsnano.0c03252ncov%2Fhealthcare-facilities%2Fguidance-hcf.html>
6. Clean Needle Technique Manual, 7th Edition. Available at: [https://www.ccaom.org/ccaom/CNT\\_Manual.asp](https://www.ccaom.org/ccaom/CNT_Manual.asp)



### **Notes on screening questionnaire:**

All persons will be provided with this questionnaire prior to entering the 440 Franklin Street building.

At minimum 3 hours prior to coming to the facility and not later than 24 hours. (Online or telephone screening assessment questionnaire)

- The health screening assessment will include at a minimum the following questions:
  - Temperature check.
  - Have you had symptoms (see list below) of COVID-19 in the last 14 days?
  - Have you tested positive for COVID-19 in the last 14 days?
  - Have you been in close contact in the last 14 days with someone who has symptoms of COVID-19 or has tested positive for COVID-19?

**If your answer is “yes” to any of the above questions and/or have a self-reported temperature of 100.4 degrees Fahrenheit or higher, please stay home (or return home, if completing the assessment upon arrival).**

- Symptoms (sx) related to COVID-19 include:
  - Fever or chills
  - Cough
  - Shortness of breath (SOB) or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - Runny Nose

**ESATM COVID-19 Travel Information and Quarantine Form**

The State of New Jersey has issued an incoming travel advisory for individuals who have traveled to certain states where there is a higher rate of COVID-19 infections. With the health and safety to the entire ESATM community in mind, all persons who are scheduled to be on campus must notify school officials prior to their return date from one of the states listed below. ESATM community members who have traveled to the states on the NJ Travel Restriction list are required to 1-quarantine for 14 days prior to returning to campus; OR 2-complete a COVID-19 test after the return from the travel restricted state and prior to the return date to campus and provide documentation of a negative result. To notify school officials, please complete and submit this Travel Information and Quarantine form and provide it as well as travel documentation to the administration office prior to the date of return from one of the states listed below.

As of August 4, 2020, New Jersey lists the states/jurisdictions that meet the criteria for quarantine as: Alabama; Alaska; Arkansas; Arizona; California; Florida; Georgia; Iowa; Idaho; Illinois; Indiana; Kansas; Louisiana; Maryland; Minnesota; Mississippi; Missouri; Montana; Nebraska; Nevada; New Mexico; North Carolina; North Dakota; Ohio; Oklahoma; Puerto Rico; Rhode Island; South Carolina; Tennessee; Texas; Utah; Virginia; Washington; and Wisconsin. This list is not exclusive and is subject to change based on shifting data and information on the New Jersey COVID-19 Information (<https://covid19.nj.gov/search.html?query=travel+restrictions>). We will update our lists as soon as we are aware of any changes, however, it is recommended to check the Department of Health’s website prior to any out-of-state travel for the most up-to-date list of states requiring a mandatory quarantine prior to the return to the ESATM campus.

Students who are quarantined due to travel restrictions will continue to take their online courses remotely and need to make-up both their practical class sessions and clinic shifts after their return date.

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Name \_\_\_\_\_ Today’s Date \_\_\_\_\_

I will be traveling to the following state \_\_\_\_\_

from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

14-day quarantine

Please place an [x] on the appropriate line below and fill in required information:

\_\_\_ Final day of quarantine: \_\_\_\_\_

\_\_\_ Documentation of negative COVID-19 test provided (quarantine waived)

Date of Test: \_\_\_\_\_

-----Office Staff Only-----

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



Eastern School of Acupuncture and Traditional Medicine

COVID-19 Screening Questionnaire

**Instructions:** Please fill out survey by placing an [x] in the corresponding box of the best choice that applies to your current status. Thank you for helping us keep you and our community safe and healthy!

Temperature Reading:\_\_\_\_\_ Fever Indicated\_\_\_\_\_ No Fever Indicated\_\_\_\_\_

Question	YES	NO	I DON'T KNOW
Have you or anyone in your household had any of the following symptoms in the last 14 days:			
• Sore Throat			
• Cough			
• Chills			
• Body aches for unknown reasons			
• Shortness of breath			
• Loss of taste			
• Fever of greater than 100 degrees Fahrenheit?			
Have you or anyone in your household been tested for COVID-19 in the last 14 days?			
Have you or anyone in your household traveled in the U.S. in the past 14 days?			
Have you or anyone in your household traveled outside of the U.S. in the past 14 days?			
Are you or anyone in your household a health care provider or emergency responder?			
Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?			
To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19?			
Additional Information or Comments:			

-----REVIEWER INSTRUCTIONS-----

If an ESATM visitor answers “yes” or “I don’t know” to any question, their responses should be reviewed by a Clinical Supervisor or the Dean to assess whether the visitor will be granted access to the campus. All persons with a temperature reading of >100 degrees Fahrenheit should be placed in isolation and a medical staff or faculty member should be notified.

## Ways to manage health at home if suspected or possible COVID-19 infection:

- Stay home from work and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.
- Monitor your symptoms. If your symptoms get worse, call your healthcare provider immediately. For medical emergencies, call 911 and notify the dispatch personnel that you have or may have COVID-19.
- Remember to get rest and stay hydrated, cover your cough and sneezes, wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- If you have an acupuncture appointment, call the clinic ahead of time and tell them that you have or may have COVID-19.
- As much as possible, stay in a specific room, away from other people in your home and use a separate bathroom, if available. If you need to be around other people, wear a facemask if you are symptomatic. Avoid sharing personal items with others like dishes, towels, and bedding.
- Clean all surfaces that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.

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