

**CORONAVIRUS PROTOCOL**  
**March 9, 2020**

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**Statement from the Administration to all Students and Employees of HCI College**

The Administration of HCI College is closely monitoring the public health concern created by COVID-19, better known as the Coronavirus.

We want to assure our students and our employees that we are taking the proper precautionary measures necessary to make our campus and workplace as healthy and safe as possible. We are following the guidance as provided by the Centers for Disease Control (CDC) and local government agencies.

In this document, we outline the measures that we are taking. We encourage you to read the document and to follow any additional preventative steps that the college recommends.

We will keep you updated with any new developments. Please continue to check your e-mail regularly for any updates related to your campus.

## Background Information

- The CDC is responding to an outbreak that was first detected in China and which has now been detected in almost 70 locations internationally, including in the United States. The virus has been named “COVID-19” and the disease it causes has been named the Coronavirus Disease. The complete clinical nature regarding the Coronavirus is not fully understood. Reported illnesses have ranged from mild to severe, including illness resulting in death.
- Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal Coronaviruses can infect people and then spread between people such as with the Coronavirus.
- Coronavirus is easily spread between people in close contact with each other, usually within six feet. It is spread by respiratory droplets, caused by coughing or sneezing.

## Students and Employees on Campus

- Employees and students who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Employees should follow the current leave policy, notify their supervisor, and stay home if they are sick.
- If you are sick (flu-like symptoms), seek medical consultation before returning to regularly scheduled lectures, labs, clinicals, and ride-alongs (doctor’s note will be required).
- Employees who are well, but who have a sick family member at home with Coronavirus, should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- Students who are well, but who have a sick family member at home with Coronavirus, should notify the Administration at their respective campus.
- If an employee or student is confirmed to have Coronavirus, the Campus President/Director, with guidance from the college Administration, will inform employees and/or students of their possible exposure to Coronavirus, but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employees or students exposed to a co-worker or student with confirmed Coronavirus, should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. The link is <https://www.cdc.gov/coronavirus/2019-ncov/summary.html#risk-assessment>

## **Students & Employees on Clinical Sites and Ride-alongs**

- All students and employees will wash their hands often, and after contact with every patient, and/or after every call.
- Students and employees will use respiratory protection when caring for individuals with flu-like symptoms. If no respiratory protection is available at the clinical site, the student/employee may choose to avoid contact with the patient until respiratory protection is available, or the patient is cleared of the Coronavirus.
- Always practice proper sterilization and infection control measures.
- Encourage frequent and thorough handwashing with soap and water.
- Hand sanitizer, with at least 60% alcohol content, is a secondary option.
- Remind everyone to keep noses and mouths covered when coughing or sneezing. Avoid touching these areas, as well as in and around the eyes, with unwashed hands.
- Everyone who has not yet had a flu shot, should get one as soon as possible.
- Sick HCI staff, instructors, and students should stay home.
- HCI staff, instructors, and students who are sick, should not come to the college, should not do any clinical externship, and should avoid contact with others.
- If any HCI staff, instructors, and students have any concerns about Coronavirus, advise them to see a doctor for evaluation immediately.
- HCI staff, instructors, and students who have been sick, should be fully recovered before returning to school.

*In the event a student or employee becomes exposed to a patient with confirmed Coronavirus, follow these guidelines:*

- The student or employee shall notify the Nursing or EMS Clinical coordinator immediately.
- Follow the agency or clinical sites' protocols regarding exposure.

\*All information will be kept confidential.

## **Returning to School**

All students and employees will need to bring proof of clearance by a physician before they will be allowed to return to campus at HCI College.

If you have any additional questions, please visit the CDC site for the most up-to-date information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Please take all precautions necessary to protect yourself, your loved ones, and the general public.



# What to do if you are sick with coronavirus disease 2019 (COVID-19)

**If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.**

## Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

## Separate yourself from other people and animals in your home

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

## Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

## Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

## Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands 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 covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

## Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

## Clean your hands often

Wash your hands often 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, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

## Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

## Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

## Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



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For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)



# What you need to know about coronavirus disease 2019 (COVID-19)

## What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

## Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

## Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

## How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

## What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath



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## What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

## How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

## If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

## What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

## Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

## Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)