

SAFE RETURN TO AURARIA

Training



Updated 8.12.2020

ACKNOWLEDGMENT

Upon completion of this training you will:

1. Understand AHEC's Safe Return to Auraria protocols
2. Agree to follow AHEC's Safe Return to Auraria protocols
3. Direct any questions or concerns regarding AHEC's Safe Return to Auraria protocols to your Supervisor, Director, or Human Resources



Introduction

We appreciate your dedication to the Auraria Campus and we're grateful for everything you're doing to help ensure the safety of your colleagues and the campus community. During this challenging time, the health and safety of the Auraria Campus community is a shared responsibility.

The Safe Return to Auraria Training is mandatory for all AHEC employees. This training will give you the foundational knowledge and skills to help you protect yourself and others against the spread of coronavirus. Your health and safety are important, and your commitment to these new "rules of the road" will be essential in maintaining the health of our entire Auraria Campus community.

Our new normal is likely to be with us for the foreseeable future. Rest assured, we will continue to adjust our guidelines to meet any challenge we may face along the way. The most up-to-date information will be posted on the Safe Return to Auraria page on the AHEC website. It will also be shared through frequent "All Team" emails, "All Team" meetings, and through your supervisors. We appreciate your patience as we work together to ensure our work environment and campus community are both healthy and productive.

WHAT YOU'LL LEARN

- Coronavirus 101: What We Know About COVID-19
- What's Required Before & Throughout Every Workday
- If You're Exposed, Get Sick, or One of Your Close Contacts Tests Positive for COVID-19
- Links to Additional Information & Resources for Staying Safe
- Returning to Work After COVID-19 Related Leave

STAY TUNED, STAY FLEXIBLE

The Safe Return to Auraria protocols in this training will likely be revised over time:

- As federal, state, and local public health guidance changes
- As more students, faculty, and staff return to campus
- If coronavirus infection and hospitalization rates rise significantly

Check the AHEC website often for updated COVID-19 resources. Module 4 includes a link to the website. Watch for "All Team" emails with important coronavirus updates.



Module 1

Coronavirus 101:
What We Know
About COVID-19

CORONAVIRUS 101: WHAT WE KNOW ABOUT THE CORONAVIRUS (COVID-19)

You've heard a lot about the coronavirus since March. Here's a quick review of the coronavirus-related challenges we face and the protocols we all need to follow to return to campus safely:

- The primary way the virus spreads is from person to person, when someone who is infected sheds virus particles by coughing, sneezing, talking or exhaling. These particles are launched into the air and can land in the mouths or noses of people nearby.
- The risk of transmission increases the closer we are to an infected person and the longer we are near them.
- If you are infected with the coronavirus you may be shedding virus particles without realizing it. Some research studies have suggested that viral shedding can reach peak levels a day or two before symptoms occur, so pre-symptomatic people can pose a big risk to others without anyone being aware of the danger they pose to others.
- While some infected people begin experiencing symptoms 2 to 14 days after they've picked up the virus, many others will remain asymptomatic (meaning they do not experience symptoms) despite shedding virus particles.
- The only safe strategy is to make two assumptions every time you leave your home:
 - Some of the people you will encounter on and off campus will be asymptomatic or pre-symptomatic "shedders" of virus particles
 - You might be an asymptomatic or pre-symptomatic shedder
- Some people are in much greater danger of developing a serious – even fatal – case of the virus if they become infected. They include people who:
 - Are 65 or older
 - Have chronic lung disease or moderate to severe asthma
 - Have serious heart conditions
 - Are immunocompromised (many conditions can compromise your immune system including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications)
 - Are severely obese (with a body mass index of 40 or greater)
 - Have diabetes
 - Have chronic kidney disease and are undergoing dialysis
 - Have liver disease
 - Are pregnant
 - Are determined to be high risk by a licensed healthcare provider

IMPORTANT NOTE:

If you fall into one of these categories, please contact your supervisor and/or Human Resources to discuss your safe return.

Module 2

What's Required
Before & Throughout
Every Workday

YOUR RESPONSIBILITY TO PROTECT YOURSELF AND OTHERS

All of us are eager to settle into a new normal. To accomplish this, every member of the Auraria Campus community will need to adopt the six safety measures described in this module.

BEFORE YOU GO TO WORK EVERY DAY:

1. Daily Health Assessment

Before reporting to campus each day, all AHEC staff are required to perform a daily health assessment through a web-based app. The app can be accessed on a smartphone or computer, or the daily health assessment can be completed by picking up paper copies from your department supervisor to be filled out at home and turned in at the beginning of your daily shift.

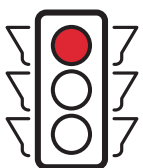
- **Web Version:** You can find the web-based app at healthcheck.ahec.edu as of Friday, August 14th.
- **Print Version:** You can download and print a paper copy of the form www.ahec.edu/files/general/SRA_DailyHealthAssessment_COVID-19.pdf.



After completing and submitting the Daily Health Assessment you will receive an email confirmation.



If you answer **“NO”** to **all** of the questions, you will receive an email confirming that you have been granted access to campus for that day. The email will have a green background with the current date boldly displayed. This qualifies as your Daily Health Screening proof of completion.



If you answer **“YES”** to any question, you will receive an email confirming that you intended to answer **“YES”** and then you will be instructed to contact the **Heath Center at Auraria (303-615-9999)** for a phone consultation. You will be denied access to campus for that day. The email will have a red background with the current date boldly displayed.

WHILE ON CAMPUS EVERY DAY:

2. AHEC ID badge required while on campus

All AHEC employees must visibly wear their AHEC ID badge while on campus. Your ID badge will grant you access to campus buildings. Access to campus buildings will be restricted to students, staff, faculty, and invited guests only, including the Tivoli Student Union, and the Auraria Library.

You'll want to make sure your ID badge is activated and that you have permissions for the buildings you need to access. For questions about your access permissions, contact accesscontrol@ahec.edu.



3. Maintain a distance of at least six feet between yourself and others

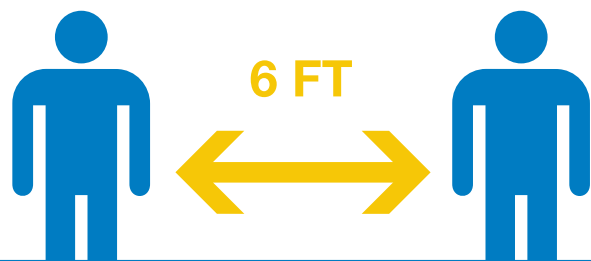
Keeping at least six feet of space between yourself and others is important. Here are several ways to make physical distancing easier:

- Use stairs whenever possible, giving elevator priority to those with mobility limitations.
- While near or inside buildings:
 - Follow signs that indicate dedicated building entrances and exits. Each building will have one entry point and one exit point, except in the case of an emergency.
 - Floor markings will indicate where lines should form and how to maintain safe social distancing.
 - You'll see reminders to maintain social distancing in lounges/commons areas, near entrances, in restrooms, and in other high traffic areas.
 - Signs that specify the occupancy limit for elevators (assume the limit is two people unless the sign indicates a different number).

The campus has instituted a “stay to the right” protocol for moving around campus and in buildings:

- Stay to the right on paths and walkways when moving around campus and between buildings.
- Stay to the right in the direction of travel in hallways when moving through buildings, and when ascending or descending a stairwell.
- Chairs, tables and workstations may have been rearranged to create a safe zone or marked to prevent their use. Avoid moving furniture closer together and don't sit in seats or at workstations if markings indicate that they should be vacant.
- Do not gather in groups and avoid crowded places.

We're also encouraging you to limit your time on campus as much as possible and refrain from gathering in groups.





4. Wear your face-covering

Everyone, with the exception of those with a verified medical or health issue, is required to wear a face-covering while on campus, both inside and outside of buildings. Cloth masks, face coverings and plastic face shields are all acceptable. You are encouraged to bring your own mask or face covering, although AHEC will provide one if you forget to do so (quantities are limited).

Wearing a face-covering is not a substitute for physical distancing.

You may remove your face-covering while alone in your private office if you've closed the door.

The face-covering will only protect you and others if you wear it correctly, and it may become contaminated with virus particles while you wear it, so it's important to follow these guidelines from the Centers for Disease Control and Prevention (CDC) and the Colorado Department of Public Health and Environment (CDPHE):

- Ensure that your face-covering covers your nose and mouth and extends under your chin.
- Your face-covering should fit snugly against the sides of your face.
- Do not pull your face-covering down around your neck or up on your forehead.
- Make sure your face-covering is clean and does not have holes or tears.
- Do not share your face-covering with others.

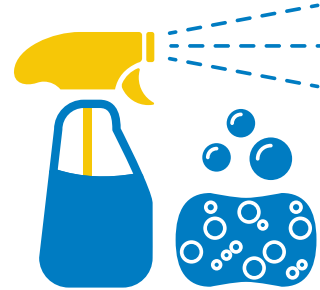




5. Wash your hands – frequently!

Although person-to-person transmission of COVID-19 is the most common way it is spread, medical researchers believe that surface transmission occurs as well. Our hands can pick up and retain virus particles that may enter our bodies when we touch our hands to our faces, and frequent hand washing protects both you and others by removing these particles.

If you're unable to wash your hands at the appropriate moments, use hand sanitizer. Hand sanitizer will be provided in common areas within each building, prioritizing high-traffic, high-touch areas such as entrances and exits, elevator lobbies, and restrooms. It's a good idea to carry a small bottle of hand sanitizer and use it before and after touching high-touch surfaces.



6. Practice area hygiene

Regular cleaning and disinfecting are important parts of COVID-19 safety.

AHEC's Custodial Team regularly cleans and disinfects building entrances and exits, building common areas and lounges, elevators and stairwells, corridors, and restrooms.

You will be responsible for cleaning and disinfecting your personal work space, including reception areas, individual offices, conference rooms, kitchen spaces, and copy/mailrooms, paying special attention to high-touch items such as doorknobs, copy machines, and computers. Your Director or Supervisor will provide cleaning and disinfecting supplies for common areas, and will develop a plan for who and how often communal spaces will be cleaned and disinfected.

Module 3

If You're Exposed, Get Sick, or One of Your Close Contacts Tests Positive for COVID-19



Despite everyone's best efforts to create a safe workplace, it's likely that some members of the Auraria Campus community will contract COVID-19.

In this module, we'll look at three situations you may find yourself in, and what to do in each.

You may not experience these symptoms for up to 14 days after becoming infected, they may be mild and feel like a common cold, or you may not experience them at all. The most reliable way to determine if you have contracted the coronavirus is to be tested.

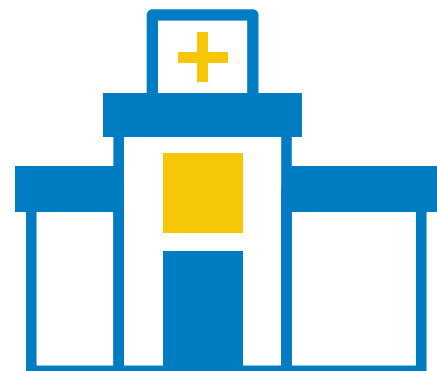
As testing capacity has expanded throughout the Denver metropolitan area, a number of options are available. The CDPHE recommends testing for anyone experiencing symptoms and those who have been in close contact with someone who has been diagnosed with COVID-19.

Unless you're already experiencing symptoms, the CDPHE recommends that you wait seven days after the date you think you were exposed to someone with the coronavirus to get a test. Testing immediately after exposure may be too early in the incubation period and there may not be enough viral material for the test to detect.

SITUATION 1

You experience coronavirus symptoms

- Do NOT come to campus. Any symptomatic constituent MUST remain at home.
- Contact the Health Center at Auraria (303-615-9999) for a confidential COVID-19 assessment.
- Contact your Supervisor or Director and let them know you have not been cleared to be on campus that day. This will help reduce the spread of the virus. If you feel well enough to work, discuss remote work options.
- Self-isolate to protect others. Both the CDC and CDPHE provide information about self-isolating when you're sick.
- Stay home except to get medical care. If you need to visit the Health Center at Auraria, your health care provider in person, or leave your home for any other reason, follow the six-foot physical distancing rule, wear a mask or face covering and wash your hands or use hand sanitizer frequently.



SITUATION 2

You test positive (after learning that you've been exposed to the coronavirus by a close contact) but are not experiencing symptoms

The steps you should follow are nearly identical to those you would follow if you experienced symptoms, since as we've emphasized throughout this course, asymptomatic individuals can transmit the coronavirus to others.

- Do NOT come to campus. Any asymptomatic constituent MUST remain at home.
- Contact the Health Center at Auraria (303-615-9999) for a confidential COVID-19 assessment.
- Contact your Supervisor or Director and let them know you have not been cleared to be on campus that day. This will help reduce the spread of the virus. If you feel well enough to work, discuss remote work options.
- Continue monitoring your symptoms.
- Contact the Health Center at Auraria and your health care provider if you are in a high-risk group.

SITUATION 3

You discover you have been exposed to the coronavirus, when:

- You've been caring for or living with someone who tests positive for the coronavirus
- A public health contact tracer gets in touch with you and tells you you've been exposed to the virus through a close contact
- A friend or other close contact tells you that they've tested positive

Follow these steps:

- Do NOT come to campus.
- Contact the Health Center at Auraria (303-615-9999) for a confidential COVID-19 assessment.
- Contact your Supervisor or Director and let them know you have not been cleared to be on campus that day. This will help reduce the spread of the virus. If you feel well enough to work, discuss remote work options.
- Stay home (self-quarantine) for 14 days after your last contact with a person who has COVID-19. AHEC requires a full two-week quarantine and you may not come back in less than 14 days even if you have tested negative one or more times.
- Do not go to work, school, or public areas. Avoid using public transportation, rideshares, or taxis.
- If possible, stay away from others in your home, especially people who are at a higher risk for getting very sick from COVID-19.
- Monitor yourself for COVID-19 symptoms.
- Consider getting tested for the virus.



Module 4

Returning to Work
After COVID-19
Related Leave



CDC RETURN TO WORK CRITERIA

On July 22, 2020, the Centers for Disease Control and Prevention (CDC) released updated guidance for when employees can safely return to work and resume other normal activities after testing positive for COVID-19. The guidance applies to individuals who have had a mild to normal case of the virus. You may safely return to work if:

- It has been at least 10 days since you first began experiencing symptoms of COVID-19 **OR** It has been 10 days since you received an initial positive test for COVID-19 even though you did not experience COVID-19 symptoms
- **AND** you have been fever-free for 24 hours without the aid of fever-reducing medication, such as acetaminophen (Tylenol) or ibuprofen
- **AND** all of your other COVID-related symptoms continue to improve

AHEC SAFE WORKPLACE REQUIREMENTS

The following AHEC administrative steps must be completed before returning to work:

- 1 Obtain a note from the Health Center at Auraria confirming that you are medically released to return to work and email it to your Department Head and Human Resources.
- 2 Contact your Department Head and/or Human Resources to notify them that you are cleared to return to work. Email or deliver this form to your Department Head and/or Human Resources when you arrive to work.
- 3 Review AHEC's Safe Return to Auraria Training and sign the Acknowledgement and Agreement confirming that you understand and agree to follow AHEC's Safe Return to Auraria requirements.

SEVERE CASES OF COVID-19

Employees who experience severe to critical cases of COVID-19 may remain infectious for up to 20 days after symptoms first begin. If you experience a severe to critical case of COVID-19, you must work with the Health Center at Auraria, your physician, and Human Resources to create an individualized safe return to work plan.

RETURN TO WORK GUIDELINE UPDATES

AHEC will continue to update return to work guidelines in compliance with CDC updates.

Module 5

Links to Additional
Resources

LINKS TO ADDITIONAL RESOURCES

Here are some websites that can help you stay current, protect yourself and others, and request assistance.

INFORMATION ABOUT ADA ACCOMMODATIONS OR FMLA LEAVE

The Health Center at Auraria Coronavirus Services:

www.msudenver.edu/healthcenter

Auraria Campus Website:

www.ahec.edu/ahec-staff

Free or Low-cost Telehealth Options and Nurse Lines in Colorado:

COVID19.colorado.gov/COVID-19-in-colorado/about-COVID-19/telehealth-and-nurselines

COVID-19 TESTING SITES

The Health Center at Auraria Coronavirus Services (free testing is available to all Auraria Campus students, faculty, staff, and HCA):

www.msudenver.edu/healthcenter

General Information:

COVID19.colorado.gov/COVID-19-in-colorado/about-COVID-19/testing-for-COVID-19

Statewide Listing of Community Testing Sites:

search.211colorado.org/search?terms=COVID-19%20Testing&page=1&location=Colorado&service_area=colorado

Denver Get Tested Site:

www.denvergov.org/content/denvergov/en/COVID-19/recovery-guidance/testing.html

Additional Testing Resources for Denver:

www.denvergov.org/content/denvergov/en/COVID-19/recovery-guidance/testing/testing-resources.html

The Tri-County Health Department's List of Testing Sites in Adams, Arapaho and Jefferson Counties:

www.tchd.org/827/Testing-for-COVID-19

MORE RESOURCES AND GUIDANCE

The CDPHE Homepage:

COVID19.colorado.gov

The CDC Homepage:

www.cdc.gov/coronavirus/2019-nCoV/index.html

SELF-ISOLATION, SELF-QUARANTINE AND SELF-CARE INFORMATION

CDPHE's How to Isolate:

COVID19.colorado.gov/how-to-isolate

CDPHE's How to Quarantine:

COVID19.colorado.gov/how-to-quarantine#

CDPHE's Do You Have Symptoms?:

COVID19.colorado.gov/COVID19-symptoms

CDC's What to Do If You Are Sick:

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

CDC's Caring for Someone Sick at Home:

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html

ADAPTING TO THE NEW NORMAL

CDPHE's Risks and Benefits of Everyday Activities Page:

COVID19.colorado.gov/risks-benefits

SIMILAR INFORMATION FROM THE CDC

Dining at a Restaurant:

www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html

Deciding to Go Out:

www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/deciding-to-go-out.html

Running Essential Errands:

www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html

Module 6

Forms

Date: _____

TRAINING CONFIRMATION

All Auraria Higher Education Center (AHEC) employees must complete the Safe Return to Auraria Training. Once you have finished the training, please sign and return this form to your Department Head.

Print Name: _____

Signature: _____

DAILY HEALTH ASSESSMENT

All members of the campus community are required to perform a daily health assessment, including a temperature check, before leaving home.

You must answer “NO” to all the questions in this questionnaire in order to enter our physical location. If you are not feeling well or have any of the following symptoms, please do not come to campus.

If you answer “YES” to any of the following symptoms/circumstances, please immediately call the Health Center at Auraria (303-615-9999) for a phone consultation and to receive further instructions. It is also important to notify your supervisor and Human Resources to keep them informed. **Please DO NOT come to campus until you are medically cleared to do so by the Health Center at Auraria.**

1) Have you had any of the following symptoms in the last 24 hours?:	YES	NO
Fever or elevated body temperature (usually 100.4 or higher)	<input type="checkbox"/>	<input type="checkbox"/>
New cough	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath or difficulty breathing	<input type="checkbox"/>	<input type="checkbox"/>
Fatigue	<input type="checkbox"/>	<input type="checkbox"/>
Runny nose	<input type="checkbox"/>	<input type="checkbox"/>
Headache	<input type="checkbox"/>	<input type="checkbox"/>
Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
Muscle pain/body aches	<input type="checkbox"/>	<input type="checkbox"/>
Nausea/vomiting/diarrhea	<input type="checkbox"/>	<input type="checkbox"/>
New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
Chills and/or repeated shaking with chills	<input type="checkbox"/>	<input type="checkbox"/>

2) In the last 14 days have you:	YES	NO
Been in contact with someone who was diagnosed with COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
Been diagnosed with a positive case of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
Been instructed to self-isolate or quarantine by your health care professional?	<input type="checkbox"/>	<input type="checkbox"/>
Been awaiting results from a COVID-19 test advised by your health care professional?	<input type="checkbox"/>	<input type="checkbox"/>

I certify to the best of my knowledge this information is accurate and I will abide by all campus rules regarding wearing of a face covering, adhering to physical distancing and area hygiene.

Print Name: _____

Signature: _____ Date: _____

RETURNING TO WORK AFTER COVID-19 RELATED LEAVE

Any Auraria Higher Education Center (AHEC) employee who has tested positive for COVID-19 and/or taken COVID-19 related leave is required to complete and submit this form to their Department Head and Human Resources before returning to work.

Severe Cases of COVID-19

Employees who experience severe to critical cases of COVID-19 may remain infectious for up to 20 days after symptoms first begin. If you experience a severe to critical case of COVID-19, you must work with the Health Center at Auraria, your physician, and Human Resources to create an individualized safe return to work plan.

CDC Return to Work Criteria

On July 22, 2020, the Centers for Disease Control and Prevention (CDC) released updated guidance for when employees can safely return to work and resume other normal activities after testing positive for COVID-19. The guidance applies to individuals who have had a mild to normal case of the virus. You may safely return to work if:

- It has been at least 10 days since you first began experiencing symptoms of COVID-19 **OR** It has been 10 days since you received an initial positive test for COVID-19 even though you did not experience COVID-19 symptoms
- AND** you have been fever-free for 24 hours without the aid of fever-reducing medication, such as acetaminophen (Tylenol) or ibuprofen
- AND** all of your other COVID-related symptoms continue to improve

I attest that I meet the CDC Return to Work Criteria listed above:

Print Name: _____

Signature: _____ Date: _____

Return to Work Guideline Updates

AHEC will continue to update return to work guidelines in compliance with CDC updates.

AHEC Safe Workplace Requirements

The following AHEC administrative steps must be completed before returning to work:

- 1) Obtain a note from the Health Center at Auraria confirming that you are medically released to return to work and email it to your Department Head and Human Resources.
- 2) Contact your Department Head and/or Human Resources to notify them that you are cleared to return to work. Email or deliver this form to your Department Head and/or Human Resources when you arrive to work.
- 3) Review AHEC's Safe Return to Auraria Training and sign the Acknowledgment and Agreement confirming that you understand and agree to follow AHEC's Safe Return to Auraria requirements.

I attest that I acknowledge, understand and agree to follow AHEC's Safe Workplace Requirements:

Print Name: _____

Signature: _____ Date: _____