



ARKANSAS STATE UNIVERSITY - NEWPORT

NEWPORT • JONESBORO • MARKED TREE



COVID-19 GUIDE

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A LETTER FROM THE CHANCELLOR

August 19, 2021

Dear ASUN Community,

While the past year has been full of unexpected obstacles, one thing that has remained steady is the strength and commitment of our community. I have been inspired by the way ASUN has worked together to combat COVID-19. From our students and employees to our local and national public health experts, together we have continued to deliver on our mission to provide an accessible, affordable, quality education that transforms the lives our students, enriches our communities, and strengthens the regional economy – all while ensuring the safety, health, and well-being of our constituents. I am grateful for every one of our team members who work tirelessly to ensure our campuses remain safe for teaching and learning.

At ASU-Newport and across our state, nation and world, the story of COVID-19 is far from over. But this Fall, we are even better prepared for the events and fluctuation that will inevitably occur throughout the next year. We are also more resolved than ever to protect the health and welfare of our people, limit the spread of the virus on our campuses, and maintain excellence in academics and student support services.

To ensure that ASUN can safely start and finish this Fall 2021 semester in person, ASUN is implementing a mask requirement for all students, employees and visitors in indoor facilities on ASUN's campuses. Please review this Guide for more details.

ASUN will be reviewing public health data (including CDC risk level) and campus cases on a regular basis. ASUN will lift the mandate when health conditions permit. We are also closely monitoring legal proceedings that may impact the status of this mandate. Should something change, I will communicate those changes as soon as possible.

I value the health and safety of each member of the ASUN community. I also know the importance of in-person working and learning. While it's not always comfortable or convenient, I am confident that a mask mandate, along with vaccination and social distancing, are our best methods to ensure that we can move beyond this health crisis and have a successful Fall 2021 semester. As we prepare for what is ahead, let us come together and renew our commitments to health, to hope, and to each other. I appreciate every one of you for your diligence in following these procedures. Every member of our community must do their part to battle this pandemic – we are all in this together.

Go Aviators!

Sincerely,

A handwritten signature in blue ink that reads "Johnny M. Moore". The signature is fluid and cursive, with the first name "Johnny" being more prominent.

Dr. Johnny M. Moore

Disclaimer

This guide provides information specific to minimizing exposure to SARS-CoV-2, the virus that causes COVID-19. ASUN's response to the COVID-19 pandemic seeks to protect the health of our community while continuing our vital missions of teaching, workforce training and community service.

ASUN's plans will be aligned and consistent with local orders and ordinances of the communities we serve including Newport, Jonesboro, Marked Tree, Jackson County, Craighead County and Poinsett County. ASUN's procedures will be based upon recommendations from the federal government, Centers for Disease Control and Prevention, the Arkansas Department of Health and the ASU System.

As the pandemic progresses, officials will closely monitor and assess the potential spread of the virus and existing policies and procedures. If localized outbreaks emerge, tighter restrictions may be put in place and limitations to staff and students on campus may be re-implemented. As best practices surrounding COVID-19 continue to emerge, we will update this Guide accordingly.

Please understand these policies and procedures do not ensure safety or protection from COVID-19. These guidelines are in place to provide the safest working and learning environment possible.

Return to Campus

Symptom and Exposure Monitoring

All employees and students must monitor symptom onset and exposure daily to lessen the community spread of COVID-19. All employees and students must complete the ASUN COVID-19 Reporting form if symptoms or exposure occur.

Steps for Symptom and Exposure Monitoring and Reporting:

1. Each day before coming to campus, employees and students must review the Going to Campus Daily Checklist (Appendix A) which requires them to take their temperatures and answer a short list of questions about potential COVID-19 symptoms and exposure. Anyone who answers “yes” to any of the questions should not come to campus and should follow the steps indicated.
2. If you develop symptoms while on campus, leave campus immediately and complete the [ASUN COVID-19 Reporting Form](#) as soon as possible.
3. Any employee or student that returns to campus following an illness and has a recurrence of symptoms should update the [ASUN COVID-19 Reporting Form](#).
4. When a form is initiated or updated, the ASUN COVID Liaison will be notified immediately and will initiate internal safety protocols.

For more information about COVID-19, please call the Arkansas Department of Health COVID-19 Hotline at 1-800-803-7847. For testing information, please call the Arkansas Department of Health. Jackson County Unit- 870-523-8968; Poinsett County Unit- 870-578-4480; Craighead County Unit- 870-933-4585. If you are feeling ill or need immediate medical assistance, please call your healthcare provider.

Process for Returning to Campus Following Isolation/Quarantine

ASUN will conduct internal case investigation and contact tracing when an employee or student has been exposed to COVID-19 or exhibits symptoms. The Arkansas Department of Health (ADH) will also conduct case investigation and contact tracing when an employee or student tests positive for COVID-19.

Upon completing the COVID-19 Reporting Form, you should expect a telephone call. ASUN’s COVID liaison will conduct a short interview to determine whether you need to remain off campus and to determine your potential return date. For those who have tested positive, you will also receive a call from the ADH.

On the last day of your isolation or quarantine, the ASUN COVID Liaison will contact you to via email to determine if you are eligible to return to campus. You are not allowed to return to campus until approved by the COVID Liaison. The COVID Liaison will notify your supervisor/faculty when you are approved to return.

Employees/students are responsible for communicating with their supervisors/faculty members regarding absences.

Health and Safety

Personal Safety Practices

The COVID-19 pandemic requires multiple layers of protection to serve as safeguards for our community. When used together consistently, the holes (or weaknesses) in any single layer of protection may be reduced by the strengths of multiple layers of protection.

Vaccination

While ASUN encourages employees and students to receive the COVID-19 vaccine, it is not mandatory. Your vaccination status will not impact your insurance coverage or employment/student status. Please note that even once you have been fully vaccinated, you must continue to adhere to the procedures outlined in this Guide including the reporting requirements. For more information about vaccination, visit:

<https://www.healthy.arkansas.gov/programs-services/topics/covid-19-vaccine-faqs>
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

Face Masks

Face masks are recommended by the Centers for Disease Control and Prevention (CDC) to help to slow the spread of COVID-19 and help prevent asymptomatic carriers from unknowingly transmitting it to others.

Face masks must be worn by **all** employees, students and visitors in campus buildings in shared spaces (e.g., common workspaces, meeting rooms, shared offices, breakrooms, hallways, bathrooms, etc.) when social distancing is not possible.

- While masks are recommended in indoor spaces at all time, if all individuals in an office/meeting/classroom are socially distanced, they may remove their masks.
- Faculty will not be required to wear a face mask while lecturing as long as they are at least 6 feet from all students.

Anyone refusing to wear a mask (who does not have an ADA accommodation) will be denied campus access.

Wearing a mask is not a substitute for social distancing. Please be aware that you may be subject to quarantine if you are exposed to an individual infected with COVID even if you are wearing a mask. You should, therefore, continue to practice social distancing when possible.

Social Distancing

Keeping space between you and others is one of the best tools we have to avoid COVID-19 exposure and to slow its spread. Because people can spread the virus before they know they are sick, or without ever developing symptoms, it is important to keep your distance from others, even if you have no symptoms or are wearing a face mask or covering. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. ASUN recommends that employees and students on campus follow these physical distancing practices:

- Stay at least six feet (about two arms' lengths) from other people at all times.
- Stay out of crowded places and avoid large gatherings.
- Eliminate all physical contact including handshakes, fist bumps and hugs.
- Wear a mask when social distancing is not possible.

Due to the high demand for in-person classes and the nature of many of our offerings, ASUN cannot ensure social distancing in all classroom settings. ASUN has temporarily converted available spaces into classrooms to provide more opportunity for distancing. ASUN will also implement seating charts so that classroom contacts are limited.

Cleaning/Disinfecting

Institutional Services will have primary responsibility for cleaning offices, workspaces, classrooms, and other high touch point surfaces on campus based on Department of Health guidelines for disinfection. Although Institutional Services will have primary responsibility for disinfecting surfaces, employees and students should assist:

- It will continue to be the responsibility of building occupants to clean their own, non-public spaces such as cubicles and offices.
- Building occupants should wipe down their own frequently used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface.
- Please frequently wipe down work surfaces, doorknobs, and any other high touch surfaces including shared-space equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, lab and office light switches).
- Institutional Services will provide the materials necessary for cleaning.
- Classrooms, the Hub and the Delta Grill will be stocked with supplies for self-cleaning of individual spaces.

Handwashing/Hand Sanitizing

Washing your hands is one of the easiest things you can do to stay healthy and stop the spread of bacteria and viruses.

- You should wash your hands with soap and water for at least 20 seconds:
 - after touching eyes, nose or mouth;
 - after blowing nose;
 - after sneezing or coughing into the hand;
 - after touching contaminated surfaces;
 - after using a disinfectant product;
 - before preparing food;
 - before and after eating;
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes/nose/mouth. Wash hands after touching your face.
- Institutional Services will maintain hand-sanitizing stations in all buildings on campus (subject to the availability of hand sanitizer) and ensure bathrooms are adequately stocked for regular handwashing.

Guidance for Specific On-Campus Spaces

Office Environments

Individuals in open office environments must wear face coverings unless they are properly distanced from others. This applies to all shared spaces, even when office areas are separated by partitions. This applies to the shared faculty office (Room 218) on the Jonesboro campus. Desks have been assigned to provide for social distancing to the extent possible.

For single occupancy offices, if more than one person is in the office, masks should be worn unless social distancing is practiced. A mask or face covering is not required if you are working alone in a confined office space unless someone else enters the room and does not maintain 6 feet of distance.

Offices in the Hangar meet the guidelines for a single occupancy office if plexiglass prevents exposure. Those working in the Hangar should wear a face mask whenever they are outside their personal workspace and whenever an employee or student enters their workspace.

While each campus has dedicated space with plexiglass dividers for employees and students to conduct business in person, face masks should still be worn when distancing is not possible.

Meetings

Convening in groups increases the risk of viral transmission. In-person meetings should

only take place if individuals can maintain six feet of separation. While in-person meetings are permissible, individuals should continue to consider the extensive range of virtual options (e.g., Microsoft Teams, GoToMeeting, Zoom, etc.), especially for meetings involving multiple people. Conference calls by telephone are also a good option.

ASUN encourage advisors and faculty members to meet with students in-person in a safe manner. Find a space where social distancing is possible and wear your masks!

On-Campus Dining

Recognizing the need to eat on campus, ASUN has established the following guidelines and best practices:

- Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.
- You are required to wear mask until you are sitting down and ready to eat.
- Before you leave the dining area, clean your individual space with the supplies provided.
- Employees and students are encouraged to practice social distancing in the Hub/Delta Grill service and seating areas. Employees are encouraged to take food back to their office area. Employees and students are encouraged to eat outside when practical.

Gym and Workout Facilities

The gym, lockers and workout facilities will remain open, but employees should consider the risk of exposure when utilizing these spaces. Social distancing is recommended. Individuals should clean any equipment they use prior to leaving. Cleaning supplies will be provided. Masks are required in indoor workout facilities when social distancing is not possible.

Mental and Emotional Wellbeing

ASUN recognizes that COVID-19 creates stress from fear of becoming ill or loved ones becoming ill, financial insecurity, and changes to our normal routines, including wearing masks and having to practice social distancing. We want, therefore, to make sure that all employees are aware of ASUN's support resources.

ASUN offers free and confidential support through the Employee Assistance Program (EAP). To request assistance, call the St. Bernard's Counseling Center at 870.930.9090 or toll-free at 1.800.346.0183. The professionally trained staff will request information about your specific needs so that an assessment can be scheduled for you.

Appendix A

Going to Campus Daily Checklist

****REVIEW DAILY****

SYMPTOMS/EXPOSURE	YES	NO
Do you have symptoms of COVID-19 that are not related to a chronic condition? <ul style="list-style-type: none"> Fever or chills (check your temperature daily) Cough Shortness of breath or difficulty breathing Fatigue Muscle or body aches Headache Loss of taste or smell Sore throat Congestions or runny nose Nausea or vomiting Diarrhea 	<p>Do not come to campus.</p> <p>Complete the COVID-19 Reporting Form here.</p> <p>Notify your supervisor or faculty member, but direct your questions to covid@asun.edu or call 870-512-7850.</p> <p>Update the Form as your health status changes.</p>	Report to work/class.
Have you tested positive for COVID-19?	<p>Do not come to campus.</p> <p>Complete the COVID-19 Reporting Form here.</p> <p>Notify your supervisor or faculty member, but direct your questions to covid@asun.edu or call 870-512-7850.</p>	Report to work/class.
Have you been in direct contact with a COVID-19 positive person? <ul style="list-style-type: none"> Within 6 feet for at least 15 minutes Provided in-home care Direct physical contact (i.e. hug, kiss) Shared eating/drinking utensils Been coughed on, sneezed on, etc. <p><small>*this includes individuals with a clinical diagnosis and/or a confirmed test result</small></p>	<p>Do not come to campus.</p> <p>Complete the COVID-19 Reporting Form here.</p> <p>Notify your supervisor or faculty member, but direct your questions to covid@asun.edu or call 870-512-7850.</p> <p>Update the form as your health status changes.</p>	Report to work/class.
Have you been in direct contact with a person exhibiting symptoms of COVID-19 but who has not been confirmed positive? <p><small>*see symptom list above</small></p> <p><small>*see definition of “direct contact” above</small></p>	<p>Do not come to campus.</p> <p>Email covid@asun.edu or call 870-512-7850.</p> <p>Notify your supervisor or faculty member, but direct your questions to covid@asun.edu or call 870-512-7850.</p>	Report to work/class.

Note Regarding Quarantine Post-Vaccine and Post-COVID-19 Infection

If you have exhibited symptoms or been exposed, you must complete the form regardless of vaccination status and regardless of whether you have been recently infected. The COVID Liaison will consider these factors when determining your eligibility for return to campus.

Appendix B

TEMPERATURE SCREENING

Daily temperature screenings will take place in the following programs:

- Newport
 - Commercial Driver Training
 - IGNITE
 - High Voltage Lineman Technology
 - Licensed Practical Nursing
 - ARNEC
 - Traditional Registered Nursing
 - Surgical Technology
 - Diesel Technology
 - Agriculture Technology
- Jonesboro
 - Welding
 - Industrial Maintenance
 - Advanced Manufacturing
 - Licensed Practical Nursing
- Marked Tree
 - Licensed Practical Nursing
 - ARNEC
 - Energy Control Technology
 - Automotive Service Technology
 - Collision Repair and Refinishing Technology
 - Computer Networking Technology
 - Cosmetology/Aesthetics
- All locations
 - Adult Education

Any student or faculty member that registers a temperature of 100.4 or higher will be instructed to:

- Leave campus immediately
- Email covid@asun.edu as soon as possible
- Do not return to campus until cleared by covid@asun.edu
- Check CANVAS for further instructions from faculty (where applicable)

Any screener who detects a temperature of 100.4 or higher should:

- Document the student's name, date and temperature
- Provide the student with the instructions above
- Email the student's name, program and campus to covid@asun.edu
- Work with the student on remote instruction until they can return to campus (where applicable)
- Ensure the student does not return to campus without clearance from covid@asun.edu

This process is intended to supplement to the Going to Campus Daily Checklist found in Appendix A. All students must continue to review the Checklist and follow the instructions listed therein before coming to campus each day.

Appendix C

TRACKING OF CAMPUS/PROGRAM OPENING/CLOSURE

Campus/Program	Status
All campuses/programs	Remote 3/20/2020
All campuses/programs	Phase 1 5/4/2020
All campuses/programs	Phase 2 7/13/2020
All campuses/programs	Phase 3 8/3/2020
Marked Tree Cosmetology	Remote 9/29/20-10/13/2020
Marked Tree Practical Nursing	Remote 9/29/20-10/13/2020
All campuses/programs	Phase 2 11/30/20
All campuses/programs	Phase 3 1/4/2021
Newport Traditional Registered Nursing Year 1	Remote 3/11/21-3/18/21

**Additional resources can be found at
www.asun.edu/coronavirus.**