

FALL 2021 GUIDE



MOUNT CARMEL
College of Nursing

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Information in this guidebook is accurate as of August 16, 2021. For the most up-to-date COVID-19 information pertaining to Mount Carmel College of Nursing, visit mccn.edu and click “COVID-19 Information and Resources” or contact the MCCN COVID-19 Response Coordinator listed below.



COVID-19 POINT OF CONTACT

As required by the State of Ohio’s Responsible Restart plans for Higher Education, the following individual has been named the point of contact for MCCN COVID-19 and Reopening plans:

Mitch Joseph-Kemplin
Director of Compliance and Safety
mjoseph-kemplin@mccn.edu
614-234-2341

OUR MISSION, CORE VALUES, AND VISION

Mission

In the spirit of the Catholic tradition, we welcome a diverse population of students from all faiths, to prepare them academically and professionally as competent and compassionate nurse leaders, who are lifelong learners, and who possess the moral courage to continuously promote the health of individuals and communities.

Core Values

- Academic Excellence
- Respect
- Compassion
- Social Responsibility
- Diversity

Vision

Be THE innovative academic center preparing nurses as the most trusted partners in health care.

MESSAGE FROM PRESIDENT AND DEAN DR. WILLIAMSON

Dear Mount Carmel College of Nursing Community:

Mount Carmel College of Nursing is committed to creating a safe and healthy learning experience for all of our students, faculty, and staff. We have worked diligently to create this environment alongside leaders from Mount Carmel Health System, and guidance from the Centers for Disease Control and Ohio's Responsible Restart Higher Education Guidance.

We want to provide our students and colleagues with a meaningful learning experience while limiting exposure to this virus. Reopening our campus to limited in-person learning is the first step in redefining the "new normal" for our community.

While on campus, in clinical settings, and in all our endeavors it is important to remember our duty as competent and compassionate nurse leaders. Understanding the COVID-19 risks to our peers is simply not enough. It is our responsibility to do all that is in our power to stop the spread. As our mission says, we must possess the moral courage to continuously promote the health of individuals and communities. We fully believe that our return to education plan balances the need for in-person experiences and promoting the health of our community.

This short-term sacrifice helps us all in our long-term health. Wear your mask, practice healthy hygiene habits, get vaccinated, and maintain appropriate social distance to protect yourself and others. We're all in this together, Nightingales.

Stay safe,



Kathleen Williamson, PhD, MSN, RN
President and Academic Dean



FALL 2021 REOPENING

We are excited to announce that we will be welcoming all students, faculty and staff back on-site for classes this fall semester! All of our Fall operations are based on local, state, and CDC best practices and guidance for higher education.

You'll find helpful information throughout the rest of our updated Guidebook to assist in your return to the office and in-person classroom environment.

COVID-19 SELF-SCREENINGS

In our efforts to provide a safe and healthy college community, we have put several safety measures in place for the benefit of our faculty, staff, and students. Students, faculty, and staff are encouraged to perform daily COVID-19 Symptom Self-Screenings. **This is a personal self-check for each individual to monitor their own wellbeing.** The screening should not be used as a class requirement, graded/for points/credit, or uploaded.

Website for Self-Screening: <http://tinyurl.com/MCCNCOVID>

If at any time you feel ill, do not come to campus.

If you think you have been exposed to COVID-19 and develop any symptoms, contact the Director of Compliance and Safety who will refer you to Colleague Health (<http://atmountcarmel.org/contact-employee-health>) or your PCP as appropriate

Watch for COVID-19 Symptoms:

 FEVER OR CHILLS	 MUSCLE ACHES	 SORE THROAT
 COUGH	 DIARRHEA	 LOSS OF SMELL OR TASTE
 SHORTNESS OF BREATH	 FATIGUE	 CONGESTION/RUNNY NOSE
 DIFFICULTY BREATHING	 HEADACHE	 NAUSEA OR VOMITING

 For the most up-to-date symptom list, visit [cdc.gov](https://www.cdc.gov)

In more detail, stay home if you display:

One of the Following Symptoms:

- Dry, persistent cough
- Shortness of breath or difficulty breathing
- Fever > 100.4
- Sudden loss of sense of taste and/or smell

Two or More of the Following Symptoms:

- Gastrointestinal symptoms (diarrhea or vomiting)
- Sore throat
- Headache
- Body aches

Following COVID-19 vaccination, mild side effects such as fever, muscle aches, headache, joint aches or chills have been reported. The standard COVID-19 screening has been updated to reference the vaccine and these possible side effects.

If you notice a cough, shortness of breath, runny nose, sore throat or loss of taste or smell:

- These are NOT side effects of the vaccine and the colleague/student should follow the established rubric above for reporting to in-person work/learning.

If you experience fever, muscle aches/joint aches, chills or headache:

- If yes, these are likely vaccine side effects.
- If the individual feels well enough, they may be permitted to attend in-person work/learning.

Self-Screening and Clinical Experiences

When attending clinical experiences at Mount Carmel facilities, students may need to complete their self-screening through the Mount Carmel symptom check app.

Students and instructors entering a MC facility for clinical can register to skip the screening line at hospital entrances by using Trinity Health's new online health screening technology. This process allows colleagues and providers to bypass in-person screening by completing a health screening online each day using a smart phone before coming to work. Think of this as a faster, easier way to complete your daily screening.

To sign up, click the link of your primary clinical location. This is a one-time registration. Those who have experiences in multiple locations only need to register once.

- Mount Carmel East: <https://app.certify.me/MCE>
- Mount Carmel Grove City: <https://app.certify.me/MCGC>
- Mount Carmel St. Ann's: <https://app.certify.me/MCSA>
- Mount Carmel New Albany: <https://app.certify.me/MCNA>
- Diley Ridge Medical Center: <https://app.certify.me/DRMC>

When using the online screening technology, you are required to take your own temperature before completing the screening. Temperatures are recorded as either normal (less than 100 degrees) or abnormal (greater than 100 degrees).

When you complete the online health screening, you will either:

Receive an approval:

- Congratulations! You have passed the online health screening.
- Be sure to wear proper facial covering when you enter the building. Follow your local procedure for PPE once you have arrived.

Receive a denial:

- Your responses require additional evaluation. Colleagues should contact their manager and Employee Health before reporting to work for additional direction. Medical staff members should connect with their point of contact before coming to the facility.

ACADEMICS

Academic Calendar

The MCCN academic calendar for all programs will remain the same. To view the most up-to-date calendar, visit our website.

Academic and other COVID-19 Related Policies

All Academic-related policies are in place as normal. Refer to your Catalog-Handbook or the Office of Records and Registration for details or with questions.

Attendance

Should you need to stay home from classes due to COVID-19, please work with your faculty to complete course requirements while not on campus for required classes, testing, or other services. Most in-person classes will have the ability to be live-streamed.

Clinical Experiences

Clinical experiences are in-person, based on educational partner site availability. Students will need to complete all screening and training requirements of their clinical site, as well as abide by all PPE requirements. Students in Mount Carmel-based clinical settings will have PPE provided upon entering their unit. Additional PPE (face shields, goggles, etc.) are available upon request by the clinical instructor to the Director of Compliance and Safety. No student will be assigned at a MCHS facility to treat or work directly with individuals hospitalized as COVID-19 positive.

The College and our clinical partners are dedicated to protecting student safety. You will be provided appropriate PPE for your clinical experience, and no student will be assigned to treat COVID patients and/or work directly on a COVID floor or unit. With that said, we are unable to provide an accommodation to replace the in-person experience if you are unable to attend.

	Groups should be limited in size to allow for any appropriate physical distancing.
	Debriefs should be held virtually (Google Hangout, Zoom, etc.) if possible. Debriefing may be held on-site and in-person if approved by that individual unit and/or site.
	Complete wellness assessment and follow all other site guidance for health screening and other policies regarding distancing and safety. Students experiencing any COVID symptoms should not report for clinical.
	Follow site's training protocol for any necessary student or instructor training.
	Wear site-appropriate PPE (masks, face shields, goggles, etc). Some sites may not permit the MCCN cloth or other self-provided equipment.

Student Accommodations

Accommodations may be offered if deemed reasonable including: flexibility with deadlines, alternative assignments and testing delivery, additional faculty assistance, etc. and the ability to receive an incomplete in the course, if applicable. If ADA or other COVID-19 accommodations are required, please contact Student Accessibility Services at accessibility@mccn.edu.

MCCN views the all clinical and skills experiences as crucial to the development of our students as future nurses. At MCCN, our in-person labs will be in small groups that are acceptable by CDC guidelines and students are expected to work in the hospital clinical setting with guidance from the clinical site. These are both considered fundamental requirements of the MCCN program. Making exceptions to this would fundamentally alter the nature of the program and would not be considered a reasonable accommodation.

Students who believe they have a need for accommodations for any personal health reasons, should reach out to Student Accessibility Services at accessibility@mccn.edu.

Student Success Center

Services through the Student Success Center (SSC), including Peer Tutoring and Faculty Coaching, will be available for in-person services and available virtually. For information on how to use SSC resources, visit their page on CarmeLink or email academicresources@mccn.edu.

STUDENT SERVICES

Student Wellness

MCCN understands that students may face a variety of unique issues and challenges related to COVID-19. We're here to support you. If you are facing issues that are NOT related to a COVID-19 diagnosis, please reach out to the MCCN Care Team at careteam@mccn.edu. The Care Team can aid in your specific situation and strategize ways to best support you.

On-Campus Dining and Housing

Charlie's Java Jolt is open during normal business hours. We encourage customers to use contactless payment methods versus cash.

Food trucks will also return to the MCCN campus. For the full food truck schedule, visit: www.streetfoodfinder.com/MountCarmel

Doordash and other online delivery type companies will deliver to campus.

One resource for students wishing to find housing near the MCCN Columbus campus is to visit The Ohio State University's resource for off-campus housing: <https://offcampus.osu.edu/search-housing.aspx>

Financial Aid and Bursar's Office

The Financial Aid and Bursar's Offices are open, students are encouraged to contact a staff member first to schedule an appointment. Students are will able to conduct business via e-mail, phone, or through Google Meets.

Records and Registration Office

The Records and Registration Office is open and is providing ongoing services include advising for pre-licensure course progression, schedule changes, assistance with CARMELink information, transfer credit inquiries, registration assistance, and application for graduation. Student transcript requests continue to be available via <https://tsorder.studentclearinghouse.org/school/welcome>. We encourage students to e-mail to registrar@mccn.edu. Individual appointments will continue to be available through phone and Google Meets.

Emotional and Mental Health Support

Counseling services will be return for in-person support throughout the academic year. We encourage students to reach out via e-mail or phone to schedule an appointment. Virtual meetings will continue to be available. Students should contact Student Behavioral Health Counselor, Vicki Neal, LISW-S, at counselor@mccn.edu or 614-234-4752. All students (online and on campus) may also access mental health counseling resources 24/7/365 through the CareBridge program (www.mccn.edu/pdf/carebridgeeapbr.pdf).

MCCN LIBRARY

MCHS Main Library at Franklinton, at the College of Nursing, is open for business Monday – Friday from 8:00 am until 4:30 pm. The Virtual Learning Commons located at MCE Hospital – Siegel Center, 1st Floor, Room 120, and St Ann's Hospital – West Wing, 3rd Floor, Room W304 are available by swiping a valid ID badge (MCHS/MCCN).

Additional library specific guidance includes:

- Please communicate with Library front desk staff by staying behind clean plastic barrier at circulation desk
- Knock on door of individual Library staff offices if users have any questions or need personal help
- Follow all space restrictions for study areas, shelves, etc.

Hours of Operation

The Library is NOT open 24 hours/day, See posted hours. See website for more information and hours of operation: <https://library.mchs.com/>

Entering the Library

Students, faculty and staff will be able to enter in the Library only by swiping valid MCHS (MCCN) badge at entrances on 3rd and 4th floor.

Circulation

Circulation (check-in and check-out) of materials (books ONLY) will be provided at Circulation desk at 3rd floor which will have installed plastic dividers.

Books, Journals, Closed Reserved Books

- Books and journal stacks are accessible for clients. After use, books and journals should be returned through the Library Drop-box or left on the Library card labeled 'Used Books & journals.' All used books and journals will need to be quarantined per guidance from the OCLC (Online Computer Library Center) and OhioLINK Consortia. Only library staff can retrieve and shelve materials in the stacks.
- Library staff will contact instructors for course reserves and encourage them to consider utilizing e-books, e- journals, digital collections, in lieu of physical material. Library staff will encourage instructors or copyright coordinators to obtain permission for electronic distribution as early as possible so the material is available at the start of the course.
- Every effort should be made to limit the number of books available on reserve. All instructors with books on reserve will be notified and asked to limit their reserve collection to online items. The handing out of physical paper copies of materials will be limited to the most extreme and rare circumstances.
- Clients will be able to request books from MCHS Collections as well from OhioLINK catalog. Books requested by colleagues from other MCHS Campuses will be delivered as previously, using our 'Library on Demand' (deliver to all operating sites to clients office/working unit through interoffice mail).

Special and Historic Collections

All special and historical collections that could be damaged by sanitizing or other disinfection methods, will be unavailable until a suitable method for disinfection that will not damage the items can be determined.

Study and Conference Rooms

- Quiet study space is available on the fourth floor
- Clients will ask library staff to unlock requested study rooms.
- Services and Library staff will be available to answer any questions, direct students to appropriate study areas and provide all references services.

Lactation Room

Lactation Room will be accessible by online reservation or contacting Librarian at circulation desk. Capacity of Lactation Room is limited to one person. The individual user of Lactation Room will be escorted to the room by Librarian who will unlock room. All used equipment will need to be sanitized by user before and after use. Sanitization wipes and hand sanitizers will be available in the room. After using room Librarian will check the same and keep it locked.

CAMPUS FACILITIES MANAGEMENT

MCCN has enhanced its cleaning and disinfecting of high-touch areas. The day porter will be cleaning labs and classrooms between uses. We have also worked closely with our facilities management partners to enhance deep cleaning throughout the semester. In the event that a student, faculty, or staff member who

has been on-site tests positive for COVID-19, our custodial partners are equipped and ready to provide even more enhanced cleaning and disinfecting for impacted areas.

Environmental Services has ensured that ventilation and filters meet the CDC recommendation for education environments.

You Touch It – You Clean It

Students will assist in the cleaning and disinfecting of skills lab equipment and supplies. The general rule is: “If you touch it, you clean it”. Cleaning supplies are provided at each skills lab station for use. Follow instructions from your instructor for specific details on cleaning procedures.

COVID-19 GUIDELINES

Face Coverings and Masks

MCCN will follow CDC recommendations for masking of vaccinated and unvaccinated individuals.

Current (as of August 1, 2021) guidance from the CDC is based on county-specific. If either Franklin (Columbus campus) or Fairfield (Lancaster campus) enter “**Substantial**” or “**High**” transmission rate designations as found at <https://covid.cdc.gov/covid-data-tracker/>, the following mask guidelines will be in effect (*Note: Fairfield Medical Center and other partner or clinical sites may have their own requirements and individuals must follow any site-specific regulations*):



- **Classrooms & Labs and Public Spaces:** All individuals are required to wear face coverings/masks in classroom and/or lab settings, as well as other public spaces.
- **Offices:** Individuals working are not required to mask when in their office space, but may ask others to wear a mask when entering their individual work space. Individuals performing duties specifically related to safety and security are not required to wear a mask,

Most clinical settings will still require enhanced PPE beyond MCCN requirements. Students are required to follow site-specific PPE requirements where applicable.

Meetings and Gatherings

All non-essential events and gatherings are encouraged to have a virtual component to lessen crowds. Continued use of WebEx, Google Meet, other online platforms or conference calls are encouraged to supplement in-person meetings.

Colleagues and students are advised to still take cautious, preventative measures to help limit any spread.

Travel

All non-essential travel sponsored by the College remains postponed until further notice. Any out of state travel is discouraged. However, if travel is necessary, please take proper precautions during your trip. Stay informed on State of Ohio and CDC defined hotspots online at:

- CDC: States with 10,000 or more cases within a 7-day period
 - <https://www.cdc.gov/COVID-data-tracker/#cases>

Since Ohio does not have a mandatory quarantine requirement, we cannot enforce one. Any student, faculty, or staff member who travels to a CDC or Ohio-identified "hot spot" is required to follow the CDC's guidance related to specific area travel.

COVID-19 CASES AND EXPOSURE

Exposure

Exposure does not necessarily lead to quarantine. For us, exposure means that there was potentially prolonged contact with an individual with a positive COVID-19 diagnosis and an individual **had no protection (PPE) or social distancing**. In the event of possible exposure, monitor self for symptoms and record your temperature/health assessments. If an individual thinks they have been exposed to COVID-19 and develop any symptoms, contact the Director of Compliance and Safety who will refer to Mount Carmel Colleague Health or PCP as appropriate.

There are low-risk and high-risk exposure scenarios, and vaccination status contributes greatly to risk. Please contact the Director of Compliance and Safety if you believe you have been exposed to learn more about your next steps.

Symptomatic or COVID-19 Positive

Individuals are symptomatic if they are experiencing one the following symptoms: Dry, persistent cough; Shortness of breath or difficulty breathing; Fever >100.4 degrees F. Individuals are symptomatic if they are experiencing two of the following symptoms: Gastrointestinal symptoms (diarrhea or vomiting); sore throat; sudden loss of sense of taste and/or smell; headache; or body aches. **Individuals with confirmed positive COVID diagnosis may not come on campus or clinical facility until cleared by the Director of Compliance and Safety.**

Return from Positive COVID-19 Diagnosis

Mount Carmel Health System and Trinity Health use a symptom-based strategy to determine how long members of the MCCN community must be excluded from on-site activities. The time period used for return to on-site learning depends on the severity of illness and if they are severely immunocompromised. MCCN will follow the same approach for faculty, staff, and students:

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, AND
- Symptoms have improved
- Additionally,
 - Individuals must continue use of required PPE.
 - The individual must be cleared by the Director of Compliance and Safety prior to their return.

Living with Someone who is COVID Positive

Living with a COVID-positive individual does not lead to quarantine in all circumstances. If you live with a roommate or family member who tests positive, follow the following guidance if you are asymptomatic:

- Distance yourselves from the infected person as much as possible
- Wear PPE when in the home, when appropriate, and during all on-site activities
- It is recommended to obtain a COVID-19 test about 5-7 days after exposure

Should you develop symptoms, be sure to self-isolate and contact the Director of Compliance and Safety, Colleague Health, or your PCP as appropriate.

Confirmed Case Action Plan

In the event that a MCCN student who has attended any in-person learning experience, and has potentially exposed fellow students and colleagues, who then tests positive for COVID-19, must notify the Director of Compliance and Safety. An action plan, as recommended by the CDC for higher education will be followed.

COVID-19 COVID TESTING

While MCCN does not offer on-campus testing, Mount Carmel Health System offers testing sites with and without provider's orders. Students who are not able to obtain a no-cost test can follow instructions below.

Mount Carmel offers drive-up screening stations at select locations. Specific locations and hours of operation can be found at <https://www.mountcarmelhealth.com/health-and-wellness/covid-19/screening-stations>.

IMPORTANT: You must call 614-546-2300 to schedule your COVID-19 test, a screening station location will then be provided to you. The scheduling call center accepts calls Monday – Friday from 8:30 a.m. – 4:30 p.m. Due to high call volumes, you may experience long wait times when you call to schedule. If you have been on hold for longer than 15 minutes, please hang up and call back.

Students who are unable to get an order from their PCP:

Call our partners at Mount Carmel Health System Occupational Services at 614-210-4400. This option is free of charge for students. Tell the nurse that you are with the College of Nursing.

For more information about testing, visit coronavirus.ohio.gov.

COVID-19 VACCINE REQUIREMENT

As announced on July 8, 2021, Trinity Health, Mount Carmel Health System, and MCCN will require all colleagues and students to be vaccinated against COVID-19 and any subsequent booster vaccinations if needed. Individuals are permitted to apply for a medical or religious exemption.

All MCCN students are required to receive their last dose of vaccine and submit documentation by November 30. This includes ALL on-site and online students. Students must upload your proof of vaccination to CastleBranch. All MCCN Lancaster students must be vaccinated by August 16, 2021 according to Fairfield Medical Center policies. MCCN faculty and staff should follow protocols outlined by MCHS human resources.

A process is in place to grant medical and religious exemptions. Exemption requests for medical reasons must include a form completed by a physician available through the Director of Compliance and Safety. Exemption requests will be reviewed and your submission will be approved or denied following defined criteria from Mount Carmel Health System and Trinity Health. Any existing approved vaccination exemption request will not apply to the COVID-19 vaccine; a separate exemption request is required.

Students may obtain exemption requests by going to the COVID-19 Resources Section at mccn.edu (students must be logged in to your MCCN Nightingmail account for access). Exemption requests must be submitted by October 22, 2021 for consideration. This exemption process applies to students only; faculty and staff are to follow procedures in their HR4U portal.

Additionally, a [COVID-19 Facts and Question document is available online: \(https://tinyurl.com/MCCNVaccineFAQ\)](https://tinyurl.com/MCCNVaccineFAQ).

Non-MCHS Clinical Site Requirements

Although the College in partnership with Trinity Health has processes in place by which students and faculty may apply for vaccine exemption, a clinical agency has the right to refuse an individual access to care delivery at the facility based on the individual's vaccination status. In the face of denied access to a clinical facility, the College will attempt to provide a substantially equivalent alternative experience to provide the opportunity to meet clinical (and course) objectives. However, in the event that like clinical experiences cannot be secured or provided, the individual is subject the associated impact on the ability to progress in and/or complete the program of study; thus may be required to withdraw from the course or the program.

Getting a Vaccine

For information on where to get your vaccine, please visit gettheshot.coronavirus.ohio.gov. A listing of all vaccination sites in the state is available [by clicking here](#) or by going to coronavirus.ohio.gov, click on "COVID-19 Dashboard" and look under "COVID-19 Vaccine" for the "COVID-19 Vaccine Provider Locations" link.