

# 2021 REOPENING GUIDE



MOUNT CARMEL  
College of Nursing

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*Information in this guidebook is accurate as of June 7, 2021. For the most up-to-date COVID-19 information pertaining to Mount Carmel College of Nursing, visit [mccn.edu](http://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](mailto:mjoseph-kemplin@mccn.edu)**  
**614-234-2341**

## ***Our Mission, Core Values, and Vision***

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### **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***

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Dear Mount Carmel College of Nursing Community:

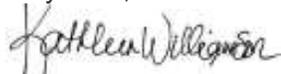
Mount Carmel College of Nursing is committed to creating a safe and healthy learning experience for all of our students, faculty, and staff. We have worked diligently to create this environment alongside leaders from Mount Carmel Health System, and guidance from the Centers for Disease Control and Ohio's 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, 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 2020 and Spring 2021 Semesters***

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MCCN opened for in-person classes that require "hands-on" work including skills labs and clinicals for the fall and spring 2020/2021 semesters. During this time, faculty and staff primarily worked from home.

Other courses that are didactic in nature – those where you are typically sitting behind a desk – remained virtual during this time.

Lancaster-based students were in similar-formatted classes during the academic year.

## ***Summer and Fall 2021 Reopening***

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We are excited to announce that we will be welcoming all students, faculty and staff back on-site this summer!

### **For Students:**

- We will resume in-person learning for Traditional Undergraduate Pre-Licensure, SDAP, and APP classes beginning on Monday, May 10, 2021. Your academic program leaders and faculty will be in contact with you about specific scheduling and guidance as you prepare your arrival to campus.
- Vaccinated students may remove masks inside classrooms and in public areas.
  - Some faculty may still require masking in tight spaces or in lab settings
- Unvaccinated students are encouraged remain masked at all times
- Clinical sites will maintain different standards of PPE requirements for the foreseeable future and MCCN students must follow requirements at individual sites.
- Specific information for MCCN-Lancaster students will be distributed when available.

### **For Faculty and Staff:**

- Beginning Monday, May 3, 2021 all faculty and staff returned to on-site work.
  - Beginning June 1, Colleagues will work four (4) days per week until August 2, 2021.
  - College business hours are 8:00 a.m. - 4:30 p.m. and, except for lunches in one-person departments/offices, offices must be staffed during those hours.
- Vaccinated faculty and staff may remove masks in offices, classrooms, meeting spaces, and other public areas.
  - Unvaccinated staff are encouraged to continue masking in all settings.

### **For Everyone:**

- State recommendations for safe work environments and higher education are being followed.
- Library and lounge spaces will be open during set hours.
- COVID vaccinations are not currently required, but highly recommended.
- We will continue our weekly COVID self-screenings that are required prior to coming on-site.

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***

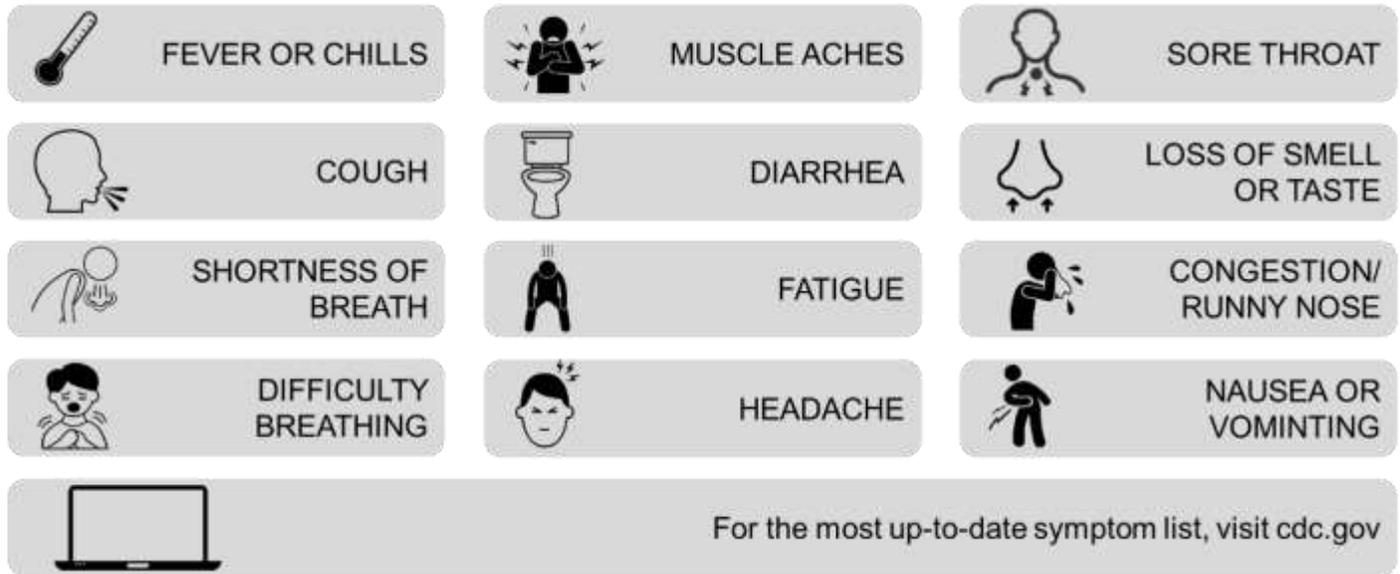
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In our efforts to provide a safe and healthy college community, we have put several safety measures in place for the benefit of our faculty, staff, and students. Students, faculty, and staff are encouraged to perform daily COVID-19 Symptom Self-Screenings. This is a personal self-check for each individual to monitor their own wellbeing.

***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:**



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

**OR**

### **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 Clinicals**

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 work 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>

The online screening asks the same questions as an in-person screener:

- Symptoms of fever, new shortness of breath or new cough
- Symptoms of COVID-19 or other respiratory illness

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***

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### **Academic Calendar**

The MCCN academic calendar for all programs will remain the same. To view the most up-to-date 2020-2021 Academic Calendar, visit [www.mccn.edu/students/academic-calendar/2020-2021](http://www.mccn.edu/students/academic-calendar/2020-2021).

### **Academic and other COVID-19 Related Policies**

All COVID-19 related academic policies, including policies related to course withdrawals will be in place until through the end of the Spring 2021 semester. **We will revert to standard operating policies beginning on May 10, 2021.** Questions about course-related policies can be directed to the Records and Registration Office.

#### ***COVID-19 Temporary Course Withdrawal Policy (March 2020-May 8, 2021)***

Students who request withdrawal from any course can do so without academic penalty up until 24 hours prior to the last graded assignment or assessment (including the final exam). No withdrawal is permitted

after the final exam. This temporary policy supersedes the maximum withdrawal from no more than one science or one nursing course. Students must submit basic documentation to explain/support their request to withdraw from the course.

### 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 will resume 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 clinicals 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. <b>Students experiencing any COVID symptoms should not report for clinical.</b>
	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](mailto:accessibility@mccn.edu).

MCCN views the in-person clinical and skills experience 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](mailto: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](mailto:academicresources@mccn.edu).

## ***Student Services***

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### **Care Team and Concerns about Returning to Campus**

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](mailto: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 will reopen this summer 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](http://www.streetfoodfinder.com/MountCarmel)

The MicroMart and on-campus housing will not reopen at this time.

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 Business Office**

The Financial Aid and Business Offices will be 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 will reopen in-person operations. 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](mailto: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](mailto: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](http://www.mccn.edu/pdf/carebridgeeapbr.pdf)).

## ***MCCN Library***

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MCHS Main Library at Franklinton, at the College of Nursing, is open during normal College business hours. MCHS Library Information Commons at Mount Carmel East, Grove City and St. Ann's Hospital Campuses will stay closed and will not reopen until at August 2021 at the earliest. This date may change based on guidance from the CDC and Ohio Department of Health.

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 open Monday-Friday, 8:00 AM – 4:30 PM.

### **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 3<sup>rd</sup> and 4<sup>th</sup> 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 may not be accessible for clients. This area will be indicated with tape barricades and signage. Clients will need to ask Librarians to find book or journal and handle it to the client. 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. Materials from the Leisure Reading Collection will not be available for check out.

## 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

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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

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### Face Coverings and Masks

Vaccinated individuals are not required to wear masks inside classrooms, meeting spaces, or other public areas. Those who are not vaccinated are encouraged to continue masking.

Individual faculty and classroom settings may ask that all students continue masking, this may include skills labs and other spaces where individuals are in close proximity.

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.



Based on current CDC guidance regarding vaccinated individuals – those who are 2 weeks after being fully vaccinated are permitted to gather together in larger settings. 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

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### 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 Strategy***

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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](https://coronavirus.ohio.gov).**

## ***COVID-19 Vaccine Information***

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MCCN highly encourages every student, faculty, and staff member to get vaccinated. The COVID-19 vaccine is not mandatory at this time, however as guidance from MCHS and clinical sites evolve, this requirement may change.

The COVID-19 vaccine was introduced to all MCHS colleagues beginning in late December, 2020 through a priority and risk-based phasing system. On January 5, 2021, Mount Carmel Health System extended an invitation to all students in clinical settings to receive the vaccine.

The first dosages of vaccines were required to be scheduled before the week of January 18, 2021. MCHS asked that only students in clinical-based classes sign up to receive the vaccine, regardless of clinical site location. Additional roll-outs to students not in a clinical setting will be announced based on availability.

Beginning the week of April 5, 2021, the State of Ohio began offering vaccination clinics at college campuses. In partnership with Mount Carmel pharmacies, the MCCN student vaccination clinic was open on April 10 and April 17 for student appointments only. Students were provided the one-shot Johnson & Johnson vaccine. Information on how to register for an appointment was sent to students through MCCN email. Students who missed the clinic are encouraged to visit a public vaccination provider.

**As of March 29, 2021, all Ohioans over the age of 16 are eligible for vaccination.**

For information on where to get your vaccine, please visit [gettheshot.coronavirus.ohio.gov](https://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](https://coronavirus.ohio.gov), click on “COVID-19 Dashboard” and look under “COVID-19 Vaccine” for the “COVID-19 Vaccine Provider Locations” link.