

## COVID Protocols Updated September 7, 2021

These protocols apply to any member of the BGSP community who has been or plans to be physically present at BGSP or affiliated sites (such as field placements).

- A. All BGSP community members are required to have proof of anti-COVID vaccination** on file in order to enter the building or participate in any BGSP activities in person, either on campus or in clinical placements. Students and faculty send proof of vaccination to [kaelid@bgsp.edu](mailto:kaelid@bgsp.edu). Staff send proof of vaccination to [dolang@bgsp.edu](mailto:dolang@bgsp.edu).
- B. Masks are required at BGSP in all public spaces and classrooms.** In individual or small group meetings, masks may be removed by mutual and full consensus of all participants.
- C. If you have any symptoms of potential COVID, you should stay home – even if you think you have allergies or a cold – until you are symptom free or have a negative non-rapid COVID virus test.** All BGSP classes are set up to attend remotely if you are ill. Symptoms include:
- Fever or chills
  - New or worsening cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- D. If you learn you have had close contact with a person who has COVID-19:**
1. If your close contact was outside of BGSP, contact the BGSP COVID Hotline at [COVIDhotline@bgsp.edu](mailto:COVIDhotline@bgsp.edu). The COVID Response Team will respond and ask you to “reply” immediately with the following information:  
  
Name  
Phone number  
Emergency contact person and contact information  
When were you last at the BGSP campus?  
Please list your classes:  
Please list your other meetings:  
Aside from people in those meetings, whom were you near for more than 15 minutes that day? Where else did you spend more than 15 minutes at a time?

Have you been tested for COVID-19? What type of test was it (rapid or sent to a lab), when was it, and was the test negative or positive?

*All information is kept confidential within the BGSP COVID Response Team.*

2. You will also be advised of the following:

“Close contact” is defined as being within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.

If you have had a close contact with someone with COVID-19, you need to QUARANTINE as described below.

- Get tested 3-5 days after the date of your exposure. (A negative test at or after 5 days is required to shorten the quarantine period, but you may also want to test sooner to learn if you are positive.)
- If 10 days after your exposure you have no symptoms, you can end quarantine.
- You can end your quarantine after only 7 days if you get tested on or after the 5th day and are negative for the virus.

Stay away from people who are at higher-risk for getting very sick from COVID-19.

Check your temperature twice a day and watch for symptoms of COVID-19.

If you develop symptoms, get tested right away and follow the guidance for ISOLATION.

#### Symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

3. The COVID Response Team will follow up confidentially in order to keep track of your quarantine status, so please respond to any emails from the School. The School will not take any further action unless your close contact results in a positive test (see below).

**E. If you are sick with or have tested positive for COVID-19:**

1. Contact the BGSP emergency COVID Hotline at [COVIDhotline@bgsp.edu](mailto:COVIDhotline@bgsp.edu). The COVID Hotline will respond and ask you to “reply” immediately with the following information:

Name

Phone number

Emergency contact person and contact information

When were you last at the BGSP campus?

Please list your classes:

Please list your other meetings:

Aside from people in those meetings, whom were you near for more than 15 minutes that day? Where else did you spend more than 15 minutes at a time?

Have you been tested for COVID-19? When and was the test negative or positive?

*All information is kept confidential within the BGSP COVID Response Team.*

2. You will also be advised of the following:

Call your healthcare provider and get tested if you are experiencing COVID-19 symptoms (see below for symptoms).

**If you are sick and test positive for COVID-19**, you need to ISOLATE. Stay home until after:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved

**If you tested positive for COVID-19 but do not have symptoms**, you need to ISOLATE. Stay home until after 10 days have passed since your positive test.

If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

Symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

#### When to Seek Emergency Medical Attention

Look for emergency warning signs\* for COVID-19. If you are having any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

**Call 911** or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

3. The COVID Response Team will follow up confidentially in order to keep track of your isolation status and clear you for in-person attendance, so be sure to respond to any emails from the School.

#### **F. If BGSP learns that a member of the BGSP community has had close contact with a person outside of BGSP who has COVID-19:**

1. BGSP will require that person to follow the QUARANTINE protocols outlined above. The Registrar will send them links to all classes, if applicable. Staff will follow up and take further action only if the close contact results in a positive test (see below).
2. The School will not notify anyone of that person's close contact status.

#### **G. If BGSP learns that a member of the BGSP community is sick with presumed COVID-19 or has tested positive for COVID-19:**

1. BGSP will contact all of that person's "close contacts" (class members, meeting members, and other people identified by the person in their hotline response) and let them know that they are a close contact. They will not disclose the name of the close contact.
  - a. Staff will review that person's response and determine who the close contacts are.
  - b. Staff will notify each person that they are a close contact using a form letter.
  - c. Notification will be via email with subject line: COVID Notification.
  - d. If applicable, staff will notify this person's placement site that the student has tested positive. *This will require disclosure of the person's name and health status.* **The student should also notify their placement site.**
  
2. BGSP will then require all close contacts to follow the QUARANTINE protocols outlined above.
  - a. This will mean moving all class meetings of the positive person's classes and supervisions to fully remote for the next two (or more) class meetings. Other activities (possibly even all activities) may also need to change to remote status, depending on the person's reported close contacts.
  - b. The COVID Response Committee will decide which activities to move to remote status.
  - c. The Registrar will notify all classes and supervisions that are switching to fully remote status, providing Zoom links.
  - d. The President will notify other groups of activities that need to be switched to fully remote (for instance, a full School closure).
  
3. The President will notify the community that there has been a case on campus. The name of the person with COVID-19 will not be disclosed.

#### **H. Members of the COVID Response Team:**

Dr. Jane Snyder, President  
Dr. Sherry Ceridan, Faculty COVID Coordinator  
Mr. Mike Fraley, Operations Manager  
Ms. Dianne Kaeli, Registrar  
Dr. Carol Panetta, Vice President  
Dr. Lynn Perlman, Dean of Graduate Studies