Academy Repopulation Protocols for In-Person Service Delivery

The Academy values the safety of all participants, staff, trainers, and stakeholders. County Public Health, CDC Guidance and University COVID protocols are continuously evolving in response to threat levels. In addition to continuing to monitor changes in these guidelines and protocols, the Academy will also continue to monitor trends in COVID cases and will continue to revisit and update these protocols as needed to l ensure that our safety guidelines will be inclusive and consider those in our community who are at the highest risk.

The Academy requires that each member of our community (staff, trainers/ facilitators, learners, and other guests) comply with these protocols prior to, during, and after in-person Academy trainings, coaching sessions, and any other Academy-hosted events, regardless of the location, in order to:

- Protect the health and safety of themselves and others
- Minimize the spread of COVID-19 virus and other variants

Academy Repopulation Protocols for In-Person Service Delivery will be communicated with Academy trainers/facilitators and learners/participants via email and/or Learning Management System, and training/event flyers *in advance* of any training/coaching event.

The following protocols are in alignment with SDSU's current facial covering policy for instructional settings:

MEASURES TO MAXIMIZE THE SAFETY OF ACADEMY STAFF, TRAINERS/ FACILITATORS AND LEARNERS/PARTICIPANTS

A. Vaccination Reporting Requirements
   - ACADEMY STAFF/SDSURF FACULTY:
     - Academy staff returning to office or entering any Academy/SDSURF facility must submit COVID-19 Vaccine Records to HealtheConnect and meet SDSU/SDSURF requirements for being on-campus.
     - SDSU has discontinued surveillance testing regardless of vaccination status. Any SDSURF employee who is experiencing any of the symptoms of COVID-19, has been exposed to COVID-19, or has tested positive for COVID-19, must be reported to SDSURF's COVID-19 response team via our COVID-19 Reporting Form for SDSURF Employees.
     - Academy staff will not come into work if they are experiencing any of the symptoms of COVID-19.

            - If an Academy member who is scheduled to cover a training becomes ill with little notice, the program will work to find coverage from anyone in the program who is available to cover. If backup cannot be identified, the training will be canceled and learners will be notified via email as quickly as possible.
    - TRAINERS/FACILITATORS:
        - Trainers/Facilitators will not attend in-person deliveries if they are experiencing any of the symptoms of COVID-19.
            - Follow Academy protocols for Trainer cancellations.
        - Trainers/Facilitators who are IES employees and who are providing services for the Academy will provide proof of vaccination or vaccination exemption when onboarding with IES.
        - Per SDSU protocols, vendors are no longer required to provide vaccination attestation.
        - Per SDSU protocols, any guest who is NOT an Academy/SDSURF employee or IES employee (e.g. panel members, simulation actors, guest speakers, etc.) is not required to be vaccinated or have a negative COVID-19 test.
    - LEARNERS/PARTICIPANTS:
        - Vaccination or negative COVID-19 test for any learner/participant who is NOT an Academy/SDSURF employee, Vendor or IES employee is not required.

Any individual attending in-person services or events who is exhibiting symptoms of COVID-19 will be asked to vacate the premises and return only after they are no longer exhibiting symptoms.

- Academy staff should ask the learner to step outside for a moment. Let them know that you've observed that they are exhibiting symptoms and we've asked that for the safety of all, no one should be in the classroom with any symptoms and they need to leave.
- If the learner does not comply, let them know that they will not be receiving credit for that training day and that you will be contacting the learner's supervisor and their own (Academy staff person's) supervisor immediately.
- Academy staff will call their supervisor and their supervisor will call the learners supervisor.

B. Facial Covering Requirements

- Facial coverings are ***recommended*** but optional when attending Academy hosted learning events (trainings, coaching sessions, etc.), meetings or other

events. They are optional in Academy training rooms. Mask requirements at county hosted trainings or coaching sessions are subject to county protocols.
- N95 masks will be made available to all Academy staff.
- Pre-packaged food/meals will be served and food can be eaten indoors.

C. Sanitation Protocols
- All Academy training sites are to be cleaned and sanitized by Academy staff in advance of training, meeting or other Academy event. This includes sanitizing all touchpoints, including: table tops, arms of chairs, door knobs, light switches, water cooler, Academy computing devices, Academy microphones, Academy TV remotes.
- Coaching Spaces are considered Training Spaces and it is up to the coach to determine whether or not cleaning and sanitizing needs to be completed.
- Disinfectant products (hand sanitizer and disinfectant wipes) will be available in the training spaces to trainers/facilitators/coaches, learners/participants and Academy staff at Academy training sites.
- When applicable, Academy staff will verify the attendance of all learners/participants to allow for a touchless attendance process.
    - Clean/dirty pen stations will be provided when needed.
    - Due to contractual obligations and supportive learning, individually wrapped snacks and water bottles will be provided in Academy training spaces.
    - In those instances in which we are authorized to serve lunches to learners, meals will be individually packaged and may be served indoors given the shift from required to recommended masks. The option of eating outdoors will continue to be made available for those who would prefer to do so..
- Fidget toys will no longer be available. To support the diversity of learning styles, learners/participants are welcome to bring their own.
- Disposable masks will be available to learners upon request.
- When applicable, handouts for Academy training/events should be placed at each learner/participant's seat in advance of the training by the Academy staff monitoring the training/event.
- Academy staff will be responsible for following protocol and disinfecting training spaces and storage areas following each training/event.
    Training Rooms Step-By-Step Cleaning and Sanitation Guidelines
- Reporting Non-Compliance: The following reporting form will be used to report non-compliance staff/visitors:
    Public Health Order Non-Compliance Reporting Form for SDSU and Auxiliary Faculty and Staff

D. Signage

- Signage will be standardized for all programs to use and available on the shared drive.
    - Standard signage to be created:
        - Academy for Professional Excellence thanks you for your role in preventing the spread of the COVID-19 virus.
        - Facial coverings are ***recommended*** indoors when gathering for events, meetings and other functions. They are not required in Academy training spaces. Individuals may still voluntarily mask either when in non-required indoor settings or outdoors if they wish to do so.
        - Do not enter the classroom or Academy training space if you have any of the symptoms of COVID-19 (listed below) regardless of a negative COVID-19 test:
            a. Fever or chills
            b. Cough
            c. Shortness of breath or difficulty breathing
            d. Fatigue
            e. Muscle or body aches
            f. Headache
            g. New loss of taste or smell
            h. Sore throat
            i. Congestion or runny nose
            j. Nausea or vomiting
            k. Diarrhea
            - If you are unable to comply with this policy, you will not be able to participate in Academy-sponsored events.
    - Programs will post signage in the following areas:
        - At all training space entrances
        - On the screen when learners/participants enter the training space. The Academy staff person monitoring the training will read it aloud after welcoming learners/participants.
        - On table tents at each table pod

COVID-19 EXPOSURE COMMUNICATION PROTOCOL

COVID-19 Liability Waiver and Exposure Communication Protocol will be shared with Learners/Participants upon registration, as a reminder, and before entering the classroom, posted signage in and around training space, housekeeping, etc. When the Academy receives a report of a COVID-19 case via email [academycovidreporting@sdsu.edu] sent from an individual who attended an

Academy learning event, a designated Academy point person (Jennifer Tucker-Tatlow - jttatlow@sdsu.edu; back up: TBD) will complete the COVID reporting form to notify the University of a confirmed or suspected case of or exposure to COVID-19. This information will also assist SDSU and public health officials with monitoring the incidence of cases occurring in our community.

The university will:

- Follow up directly with the learner to gather information necessary to facilitate contact tracing.
- Work with the Academy point person designated above to obtain information necessary to report COVID-19 exposure to learners who attended the Academy learning event. This is communicated via an email that is sent via blind cc to those learners who attended the event (per attendance roster). Designated Academy point person (see above) will be cc'd on this email.

Designated program leads will follow up with program staff who will be providing in-person services to let them know of COVID exposure and/or when the county they are providing in-person services in is in outbreak status.

Resources:

- CDC Guidelines regarding Isolation and Quarantine Period
- California Department of Public Health: Guidance for the Use of Face Coverings
- **SDSU Public Facing COVID-19 site**
- SDSURF (COVID-19) Information