



HANDBOOK GUIDE TO
REOPENING CAMPUS

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- Classroom set ups
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Message from the President

to the campus community

You and your families are in my heart and mind daily as I make the central decisions regarding the reopening of the Southwest University campus. I and my trusted faculty and staff are aware of the increasing concern caused by the coronavirus pandemic. We have prepared to adjust to a new world of rapid change so that we may provide our students with the safety and health precautions necessary; meanwhile ensuring that they continue to receive the quality education they deserve.

In times like these, I am especially grateful for the cooperative and understanding people who inhabit our campus community. Our University was created, in part, to take on challenges that are often unforeseen or unpredictable. We are fortunate to be part of an institution that, at its root, connects to people in our community well beyond campus.

Creating solutions is a fundamental component of our institutional identity, which should bring all of us comfort, especially in today's environment. In order to provide you with the comfort and security you need to participate in the reopening of campus, Southwest University is providing answers to the challenges before you. Please allow this handbook to inform you of medical information regarding the coronavirus, and most importantly the action plan that Southwest University is implementing so that we may have a safe and healthy reopening of the campus.

Tough times forge character. Despite during this time of social distancing, distance has never weakened our bond.

Thank you for your overwhelming support and for continuing to demonstrate the SU spirit.

Sincerely,

Ben Arriola
President

Preface

This handbook aims to improve the understanding of the coronavirus disease among the public, and to provide guidance on personal preventative measures to reduce the transmission risks. This information is vital for the return to normalcy in our community and the reopening of the Southwest University campus. The handbook will consist of five parts: 1) Overview of the coronavirus. 2) Detection, diagnosis and treatment. 3) Personal precautions. 4) Precautions in public spaces. 5) The action plan that SU will be implementing in order to reopen campus safely. In the compilation of the handbook, we referred to relevant published literature and official free and public reports. If the Southwest University community stands united in the face of adversities and executes the prevention measures during campus reopening, we will undoubtedly win this battle.

Overview of the Coronavirus

In this time of crisis, everyone must have access to reliable health information

What is the coronavirus?

Coronaviruses are a type of virus. There are several kinds, and some cause a disease. The newly identified type of coronavirus called COVID-19 has caused a recent outbreak of respiratory illness throughout the globe. The novel coronavirus was recently discovered to have affected the lower respiratory tract of patients that were suffering from pneumonia due to unknown causes. After much research, The World Health Organization confirmed that the virus is capable of human-to-human transmission.

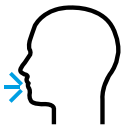
Symptoms

COVID-19 symptoms include cough, fever, shortness of breath, sore throat, unexplained loss of taste or smell, diarrhea, and headaches. COVID-19 can be severe, and in some cases have caused death.

CORONAVIRUS SYMPTOMS



FEVER



COUGH



SHORTNESS
OF BREATH



SORE THROAT



HEADACHE

Transmission

As of now, researchers know that the coronavirus is spread through droplets released into the air when an infected person talks, coughs, or sneezes. The droplets do not travel more than a few feet; however, they can land onto a person, onto the ground, or onto surfaces within a few seconds. Someone who touches said surface or person without realizing has then contaminated their hands, which in turn may be passed to the oral cavity, nose, and eyes of the person, which leads to infection. There are more than one routes of transmission for this virus. These factors resulted in the coronavirus becoming epidemic.

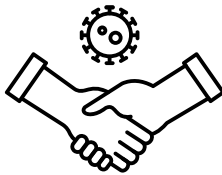
Direct contact transmission - Pathogens are transmitted through direct mucosal or skin contact with an infected host.

Indirect contact transmission - Pathogens are transmitted through contaminated objects.

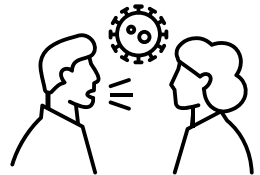
TRANSMISSION



✗ DON'T TOUCH FACE



✗ DON'T SHAKE HANDS



✗ AVOID CONTACT

Who is susceptible?

Due to the coronavirus being newly emergent to humans, the general population lacks immunity against the new strain of coronavirus. COVID-19 can infect individuals with normal or compromised immunity. For people with low immunity, such as the elderly, pregnant women, or people with underlying health conditions, the infection can progress more quickly and the symptoms may be more severe. The dominant factor for risk of infection is exposure. Therefore, it cannot be simply concluded that better immunity will lower one's risk of being infected.

Detection, Diagnosis and Treatment

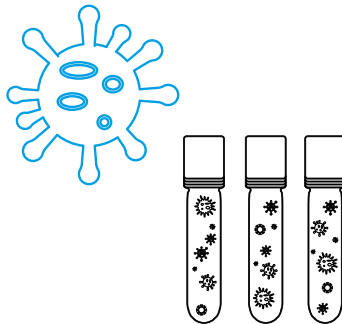
Characteristics of COVID-19

The onset of COVID-19 is mainly manifested as fever, but some early patients may not have fever, with only chills and respiratory symptoms. These symptoms can occur together with mild dry cough, fatigue, poor breathing, diarrhea etc. In severe cases, the disease can progress rapidly, causing acute respiratory distress. Some patients start out with mild symptoms without fever. The majority of patients have a good prognosis to recover, while few become critically and sometimes fatally ill.

How to confirm contraction of COVID-19

When seeking medical attention for a possible infection of COVID-19, you should inform your doctor about recent travel history, residence history, and history of contact with people with pneumonia, or COVID-19. Once a case is identified as a suspected case, you are required to get a test by a local testing site. Testing of specimens include throat swabs, or lower respiratory tract secretions. There are several testing sites available in El Paso, Texas to serve the community.

CONFIRM CONTRACTION OF COVID-19



El Paso Department of Public Health

- El Paso is offering drive-thru screening services to anyone experiencing coronavirus symptoms.
- Testing is free and does not require a physician's order or insurance.
- People who qualify for testing are asked not to take fever-reducing medication prior to the appointment at the test site.
- To make an appointment, call 915-212-0783 from 7 a.m. to 5 p.m. Monday through Saturday.

MedPost Urgent Care

- MedPost Urgent Care locations in El Paso now offer COVID-19 evaluations and testing from 8 a.m. to 8 p.m., seven days a week.
- Patients can call ahead, schedule online or walk in at their convenience at:
 - MedPost Kids Urgent Care, 12371 Edgemere Blvd., Suite 207, 915-856-0008.
 - MedPost Urgent Care - Cimarron, 7480 Paseo del Norte Blvd., 915-308-2060.
 - MedPost Urgent Care, 10765-A Kenworthy St., 915-320-4021.
 - MedPost Urgent Care, 601 Sunland Park Drive, 915-577-8223.
 - MedPost Urgent Care, 9100 Viscount Blvd., 915-594-4475.
 - MedPost Urgent Care, 1801 N. Zaragoza Road, 915-249-3106.

Are there any drugs or vaccines against COVID-19?

At present, there are no specific antiviral treatments or vaccines against COVID-19. Patients generally receive supportive care to relieve the symptoms themselves.

Antiviral therapy or drugs

- There are currently no antiviral drugs that can combat COVID-19.

How to treat COVID-19

- Remember that if you are feeling even just mildly sick, it is best to go home and quarantine or isolate yourself from others.
- Get supportive care such as a hospital, or clinic, or home caretaker.
- Maintain good hydration and electrolyte balance.
- Monitor internal homeostasis, vitals, and oxygen saturation.

Quarantine and release

When admitted into the hospital for COVID-19, the institution should admit you in the quarantine and release program. This suggests that the hospital should make sure you are stable enough to be released from the hospital. Once released, you have to self-quarantine in your own home for the next fourteen (14) days to ensure that you are free of the infection. Quarantine can also apply to anyone who is feeling even slightly sick, regardless of confirmation of having the virus. If you are feeling even mildly sick, it is best to stay in your home and isolate yourself.

Criteria for quarantine release and discharge

- The condition of the patient is stable and fever has subsided.
- Lung imaging shows a significant improvement with no sign of organ dysfunction.
- The patient has had stable breathing, clear consciousness, unimpaired speech, normal diet and normal body temperature for more than 3 days. Respiratory symptoms have improved significantly, and two consecutive tests for respiratory pathogenic nucleic acid have been negative.

Personal Precautions

Social distancing: what is it?, what are the benefits?

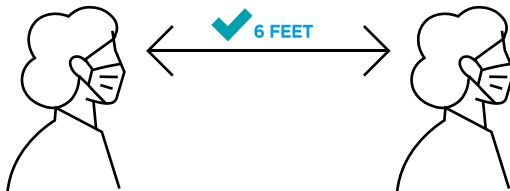
Social distancing means keeping space between yourself and people outside of your home. To practice social distancing:

- Stay at least 6 feet from other people.
- Stay out of crowded places and avoid mass gatherings.
- Avoid touching your own face and mouth.
- If you are feeling slightly ill, even with no symptoms of the virus, it is best to just stay home from work, school, or any public activities.

Keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread in our community.

Limit close contact with others outside your household in indoor and outdoor spaces. People, or you, can spread the virus before they know they are sick even if you, or they, have no symptoms. If individuals reduce their contact with one another, people will be less likely to pass the virus on. Ultimately, social distancing can be the best way to prevent what scholars refer to as “community spread”.

SOCIAL DISTANCING



Personal hygiene

Personal hygiene is of the utmost importance when taking precautionary measures in preventing the infection of the coronavirus. As simple as it sounds, practicing personal hygiene is the best preventative measure you can take for yourself and other people as well. Here are some tips that may be useful when remembering how to practice effective personal hygiene:

- When sneezing or coughing, do not cover nose and mouth with bare hands but use a tissue or a mask instead.
- Wash hands properly and frequently. Even if there are viruses present on hands, washing hands can block the viruses from entering respiratory tract through nose or mouth.
- How to boost your immunity:
 - Avoid going to crowded and enclosed places.
 - Exercise more.
 - Have a regular sleep schedule.
 - Take your vitamins.
- Be sure to wear the mask always! Just in case you encounter an infected person, wearing a mask can prevent you from inhaling virus-carrying droplets directly.

PERSONAL HYGIENE



WEAR THE MASK ALWAYS



SNEEZE INTO ELBOW



WASH HANDS

20 SEC

Why is handwashing important in preventing contamination?

The hands are the main form for transmission of viruses that are transferred through water, food, and respiratory droplets; in addition to direct or indirect touching. Studies show that proper handwashing is one of the most effective measures to prevent diarrhea and respiratory infections such as common colds, coughs, and viruses.

Frequent hand washing is one of the most effective measures to prevent viral infection such as coronavirus. Rubbing hands with soap and water can effectively remove dirt and bacteria on the skin.

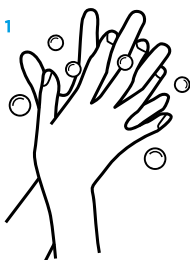
How to wash hands correctly

- Step 1:** Apply soap to hands and scrub palm to palm with fingers interlaced.
- Step 2:** Put one palm on the back of another hand and scrub your fingers. Change hands.
- Step 3:** Scrub between your fingers.
- Step 4:** Rub the back of your fingers against your palms. Do the same with the other hand.
- Step 5:** Scrub your thumb using the other hand. Do the same with the other thumb.
- Step 6:** Rub the tips of your fingers on the palm of the other hand.
- Step 7:** Rub the wrist of one hand with the other hand while rotating it. Do the same with the other hand.
- Step 8:** Rinse your hands under running warm water.

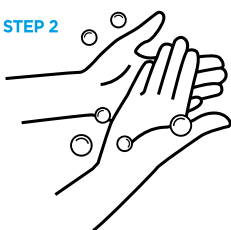
The total handwashing process should be take no less than 20 seconds.

WASH HANDS CORRECTLY

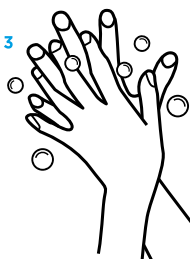
STEP 1



STEP 2



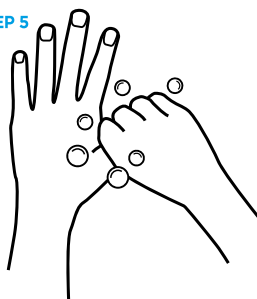
STEP 3



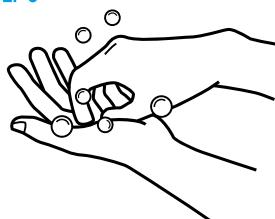
STEP 4



STEP 5



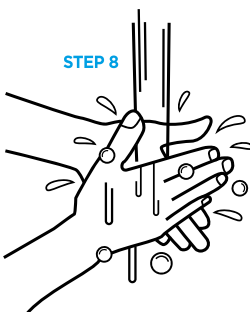
STEP 6



STEP 7



STEP 8



Key moments for hand hygiene in daily life

- (1) When you cover a cough or a sneeze.
- (2) Before and after caring for a patient, or sick person in your home.
- (3) After touching or coming in contact with someone else.
- (4) Before, during, and after preparing food.
- (5) Before and after eating.
- (6) After going to the toilet.
- (7) After touching animals.
- (8) After touching elevator buttons and door handles or knobs.
- (9) After coming home from outside activities.
- (10) After touching any electronics or cellular device.

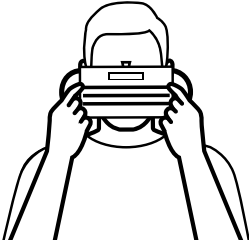
The importance of masks

The masks are effective because the purpose of wearing the mask is to block the 'carrier' which transmit the virus, rather than directly blocking the viruses. Common routes for transmission of the coronavirus include close contact over a short distance and respiratory droplet transmission over a long distance. Wearing a mask properly can effectively block respiratory droplets and therefore prevent the virus from directly entering the body.

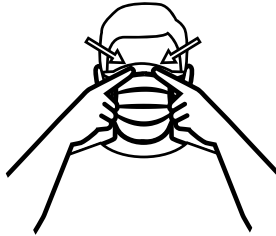
Please be reminded that it is not necessary to wear a KN95 or N95 respirator. Regular surgical masks can block most virus-carrying droplets from entering the respiratory tract.

How to properly put on, take off and wear a mask

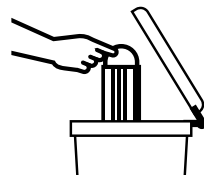
(1) After identifying the front, back, top, and bottom of the mask, wash your hands before wearing it. Make sure that the mask covers your nose and mouth, fits closely around the face to form a closed environment. Then, place the ear loops around each the ears.



(2) Besides the front and backside, the surgical mask also has a stiff bendable strip on top. When wearing it, with the front side facing outwards, you also need to make sure the stiff bendable strip is on top, molded around the nose.



(3) Wash hands thoroughly before taking off your mask. Push the front side of mask with one hand while holding the ear loops and remove them from around each ear with the other. Fold the mask with the backside in.



When you should replace your mask

All masks have a limited protective effect and need to be replaced regularly in the following cases:

- When it is difficult to breathe through the mask.
- When the mask is damaged.
- When the mask cannot fit snugly to the contour of the face.
- When the mask is contaminated with respiratory droplets.
- After contact with any patient infected with the virus.

Proper Precautions in Public Places

Grocery stores, public transportation, workplace environments and universities

With the coronavirus being a potential threat, many people are following the government's advice on social distancing and limiting their trips out in the public. We understand that this is not the case for everyone as there are still people who need to make essential trips to the grocery store, and some people who are essential workers and have to go to work. With the virus slowly hindering, there are also people who are returning to university campuses as well. Here are some tips on how to make sure you are staying safe meanwhile making essential trips into the public.

Grocery stores

- Take some disinfectant wipes with you as your store may be out.
- Use the wipes on the cart or basket while shopping.
- If possible, try to bring a rubber tipped pen to avoid touching checkout screens by hand.
- Remain 6 feet away from other people at all times.
- Wear your mask at all times.
- Wash hands as soon as entering your home.
- Wash hands after unpacking groceries.
- Wipe down the surface.

Public transportation

Not everyone has his or her own transportation. Many people utilize public transportation in order to complete daily essential errands. Passengers on public transport such as bus, taxi, Uber, or Lyft should wear facemasks and carry along disinfectant wipes to wipe any surface.

Workplace environments

The workplace should always be well ventilated and there should not be any conferences that require large amounts of people in one room. Every room with desks should be placed six feet apart. When greeting coworkers, it is not necessary to hug or be in close contact. Remember that the personal hygiene precautions should be in effect regardless if you have your own office. Always cough or sneeze into a tissue rather than your hand. Wash your hands frequently, especially after having contact with anyone in a close proximity.

Schools and universities

All schools and universities must implement a safety management strategy to ensure that students, faculty, and staff are taking all precautionary measures. The institution should ensure rapid release from class or campus if a student, faculty, or staff member exhibit symptoms of fever, cough, and other respiratory infections. The school or university should also be held accountable for routine deep cleaning in every area that inhabits traffic such as classrooms, offices, desks, and other public facilities.

Southwest University's Action Plan for Reopening of the Campus

Due to the adversities that the Southwest University campus community is facing because of the coronavirus, students and their families will be relying on the leaders of our university for the confidence and compassion they need to feel safe participating in the reopening of campus. Although we are in the midst of a pandemic, this does not mean that your future should be placed on hold. In fact, this is the perfect time to prepare for success and for us to encourage you, so you do not give up on your dreams.

Routine cleaning

Southwest University has always taken pride in ensuring a hygienic environment for our students. Given that we offer rigorous health and medical programs, the institution has always participated in routine and constant cleaning, especially buildings with that of heavy student traffic. In light of the coronavirus uncertainty throughout campus, we have decided to heavily increase our cleaning protocols. We are especially thankful for our janitorial crew who selflessly put themselves at risk so that our students may continue to receive quality education on campus.

- High touch surfaces such as desks, chairs, restrooms, doorknobs, drinking fountains, etc. will be cleaned periodically.
- Electronics such as keyboards and telephones will also be cleaned periodically.
- Following the cleaning, all high touch surfaces will be disinfected with a quality disinfectant spray proven to kill germs and bacteria.
- One bottle of disposable disinfectant wipes and one bottle of disinfectant spray will be provided for every classroom.
- Any cloths or rags used to implement the cleaning will be tossed immediately after use.
- Academic and administrative classrooms, entrances, corridors and lobbies will be swept and mopped on a daily basis.
- Restrooms will be disinfected and restocked on a daily basis.
 - If a restroom has ran out of soap, please visit the front desk and let them know so they may restock it immediately.
 - Sinks disinfected daily.
 - Toilets or urinals cleaned and disinfected daily.
 - Door and partition handles disinfected daily.
 - Trash and sanitary receptacles emptied daily.
 - Trash liners and fill dispensers replaced daily.
 - All horizontal surfaces cleaned and disinfected daily.

- Restroom floors swept and mopped daily.
- Mirrors cleaned daily.
- Walls, doors, jams and windows cleaned daily.
- Janitorial crew will empty trash in academic and administrative areas on a daily basis.
- Complete project work (floor stripping, carpet cleaning, window washing) periodically.

Health / Safety precautions throughout campus

The leaders of Southwest University are holding themselves accountable in the responsibilities of ensuring a healthy campus. Here are some ways SU is safeguarding the campus:

- Masks are required upon entering the campus.
 - Please note that masks are not provided by Southwest University.
- Hand sanitizers are set up throughout campus hallways and classrooms.
- (D2) classification sanitizer will be sprayed daily in all areas of traffic.
 - The institution will be applying the Alpet No-Rinse Quat Sanitizer.
 - Classified under the NSF as a (D2) Antimicrobial disinfectant not requiring a water rinse.
- Classroom setups are to follow six feet social distancing rules.
 - This includes separation of desks, and people themselves.
- SU leaders are to limit the amount of people in the hallways.
- Mass orientations or meetings will be done virtually.

Mass group meetings / Conferences

We will continue to follow orders given by the local government regarding the amount of people allowed in one room. However, large mass meetings are prohibited if it means breaking the six feet social distancing guideline. The amount of people in a room at a given time should always be able to keep six feet apart from each other. If not everyone is able to adhere to the six feet rule then there is too many people in that room.

Orientations

Southwest University has adopted an online approach to welcome and prepare new students for the new term. The virtual orientation covers every detail that would have been covered in a face-to-face orientation. This includes a financial aid orientation and a specific overview on how to submit work through SU Learning. Every program has a different price list therefore there is a different orientation catered to each program.

Final thoughts

As the global pandemic of COVID-19 unfolds, there can be a wide range of emotions, thoughts, and reactions. It is important to find mentally healthy ways to process these situations, as we understand they can be overwhelming, and psychologically draining. Please note that is normal to feel worry or panic. We encourage you to reach out to a University leader for support and reassurance that SU is doing everything possible to provide a healthy and safe return to campus. Above all, SU is committed to putting the health of our students, and their education before anything else.





Southwest™
UNIVERSITY
A T E L P A S O

STAY SAFE!

