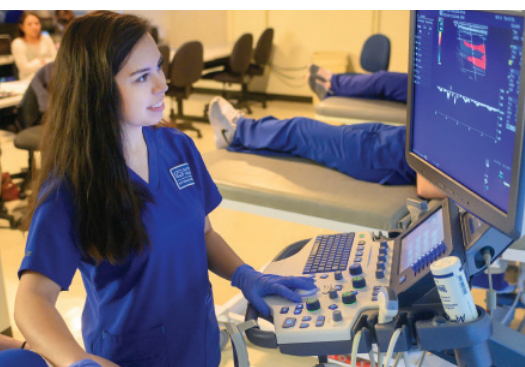
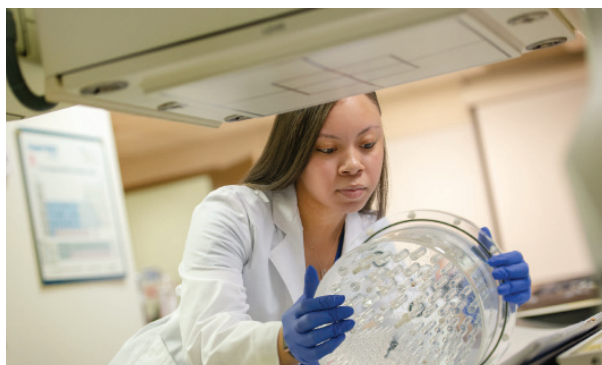




BAPTIST
COLLEGE

OF HEALTH SCIENCES



CAMPUS COVID-19 HEALTH & SAFETY PLAN

AUGUST 2020

INTRODUCTION

Dear Student,

Welcome to the 2020-21 academic year! While life has changed in many different ways these past months, our commitment to you, our students, has never wavered. The faculty and staff continue to work diligently to provide a sound learning environment that prepares you to become a health care professional.

A COVID-19 Planning Team began working on plans to address the effects of the pandemic for Baptist College in February of 2020. Since that time we have continued to develop our plans along with implementation and evaluation of our plans' effectiveness. Several principles guide our process:

- Commitment to the safety and health of faculty, staff and students;
- Mitigating the risk of exposure to COVID-19; and
- Minimizing the disruption of students' educational progression when possible.

We adopted a flexible plan that would allow the campus community to move from phase to phase as community conditions changed related to the spread of the virus. Phase I began June 22, 2020. Classroom learning continued remotely in Phase I with the addition of scheduled, hands-on laboratory experiences on campus and the beginning return of students to clinical rotations. Our plan is to remain in Phase 1 for the fall 2020 trimester with additional hands-on labs and clinical rotations. We will continue to monitor community conditions and inform you as soon as possible if changes are warranted.

A decision to move to Phase 2 or Phase 3 in the future is dependent upon many factors, including the commitment of all to follow the health and safety guidelines outlined in this document. As a future health care professional, you have the opportunity to not only practice the guidelines outlined in this document but to be a person of influence and role model these guidelines to others within your family and community. It will take all of us adhering to health and safety guidelines to decrease the spread of the coronavirus and safeguard our communities.

It is important that you check your inbox every day at your college email address. This is the primary source for communication of updates and items that are important for you to know.

Warm Regards,

Betty Sue McGarvey, Ph.D., R.N.
President

HEALTH & SAFETY

We want to support and promote and the health and safety of all within our Baptist College community. A COVID-19 Task Force, faculty and staff, have worked tirelessly to mitigate risks of the COVID-19 virus in order to provide continued learning and academic success. It is imperative that everyone practice personal accountability and responsibility in abiding by these guidelines to keep themselves and others safe. Review these protocols carefully and be prepared to follow them every day.

The guidelines related to COVID-19 are subject to change as we learn more about how to keep our campus a safe environment. Check out <https://www.bchs.edu/coronavirus> frequently for any updates and watch for Blue Healer Updates in your campus Inbox to keep you informed.

The core measures to reduce the spread are further explained in this document. It is important for everyone to adhere to these measures when on campus.

DAILY SURVEILLANCE

To keep our campus safe, all students are required to make an appointment prior to coming to campus. Ask yourself these questions before you travel to campus:

- Have I had close contact with anyone who has a confirmed case of COVID-19?
- Am I experiencing any of the potential COVID-19 symptoms outlined by the CDC?

From the Center for Disease Control website (7.2.20): 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. People with these symptoms may have COVID-19:

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

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

If you answer yes to any of these questions, you are required to stay home.

If you do not have any of the symptoms, you are still required to complete a check-in process on campus. Currently anyone coming to campus, completes the check-in process at the Campus Hub (you will be notified if the location changes). Before you enter the building, you are required to have a face mask or one will be provided to you. Then your temperature will be checked, and the screener will ask you questions related to COVID-19 symptoms and travel. If you are experiencing symptoms or have a fever at any time on campus, you will be required to return home. This is the same process that all faculty and staff follow prior to beginning work.

What should I do if I am ill, test positive for COVID-19 or have been around someone who has tested positive?

Students who are ill should contact their health care provider to determine their best course of action. If you have been around someone who tests positive for COVID-19 or you test positive for COVID-19, please contact your health care provider to determine the best course of action. In all of these situations, also contact our COVID-19 hotline at (901)572-2479 or email COVID.response@bchs.edu. The hotline representative will provide you with the appropriate protocols to follow.

MASKS

The Centers for Disease Control has advised that wearing a mask in public is one of the primary ways to preventing the spread of the virus: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. You will be required to wear a mask covering both your nose and mouth at all times while on campus and for the entire duration of your visit.

- If you are coming to take a test in the library – you must wear a mask.
- If you are participating in a clinical laboratory setting – you must wear a mask.
- If you are dropping off something – you must wear a mask.
- If you are waiting to go into a lab – you must wear a mask.

In other words, you must wear a mask at all times on campus.

SOCIAL DISTANCING OR PHYSICAL DISTANCING

Limiting close face-to-face contact with others is the best way to reduce the spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>. This means keeping a safe space between yourself and others not in your immediate household. To practice social distancing, you must stay at least 6 feet (about 2 arms' length) between yourself and others. This includes both indoor and outdoor settings. Social distancing begins when you arrive on campus and continues throughout your time here.

Signage has been distributed throughout the campus as reminders of social distancing.

Classrooms and laboratories have designated seating that meets the social distancing guidelines. For some laboratories, you will be assigned a space by the faculty member.

WASH YOUR HANDS FREQUENTLY

Incorporate frequent handwashing into your daily routines. Wash hands thoroughly with soap and water for at least 20 seconds. Reminders have been provided in restrooms throughout campus. Use a paper towel to turn off the faucet when you have finished washing your hands. Use an alcohol-based hand rub that contains 60% alcohol if soap and water are not available. For more information, visit:

<https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/handwashing.html>.

IF YOU USE IT, CLEAN IT

The Environmental Services staff are frequently cleaning public spaces on campus, but this is everyone's responsibility and needs to be part of your daily routine. Cleaning stations with supplies are located throughout the campus buildings. If you are going to use a desk or laboratory space, you will have cleaning supplies to wipe down your personal space before you begin. Likewise, when you leave that space, you will wipe it down again. Remember, if you use it . . . you clean it.

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

ACADEMIC AFFAIRS

ACADEMIC CALENDAR

We plan to begin classes September 2 as published in the 2020-21 Academic Calendar along with the other key dates on the Fall Trimester calendar with the exception that we will not hold a Fall Convocation. You can access the calendar at any time via MyCampus.

REMOTE LEARNING SYSTEMS

Moodle will continue to serve as the online course platform for all of your courses. Faculty can augment their courses through both Webex and the BigBlueButton for video conferencing, online meetings, and screen share. We are continuing to evaluate other platforms for synchronous learning that may be added for fall.

COMPUTING DEVICES

As we will be continuing remote learning this fall, it is important that you have a computing device in order to meet your course requirements. In order to be successful in coursework, it is required that all students of Baptist College of Health Sciences have a computing device that allows the student to access wireless Internet, and ability to complete homework and assignments online.

The specifications for your device are as follows:

- A full QWERTY keyboard that allows the student to type, edit, and complete lengthy word processing documents.
- A screen (at least 11") that allows the student to comfortably read documents and view images.
- 8GB of RAM minimum and 256GB hard drive and solid state (SSD) preferred.
- A battery life that allows the student to work for at least 2 hours.
- A device that allows the student to download browsers (e.g. Internet Explorer, Mozilla Firefox, Chrome).
- A device that allows the student to view and create PowerPoint (.ppt or .pptx).
- Software capable of creating documents that conform to a formatting style (such as MLA, APA, or AMA) and can be saved in Microsoft Word form (.doc, or .docx).
- A camera and microphone.
- CPU Processor: 2.0 ghz Intel i3 processor or equivalent
- 32-bit and 64-bit Versions of Windows 10 / Mac OS X 10.13 or later.

****Google Chromebooks, Netbook computers and Surface Pro do not meet recommended specifications****

Note: Baptist College will provide a copy of the Microsoft Office software (PC and MAC) currently used on campus.

Because having the correct computing device is so important for your academic success, we are including some **Frequently Asked Questions**:

Will I need to buy a new portable computing device?

No, students will not need to buy a new portable computing device if their current device meets the general specification, listed above.

How can I access the Internet on my device while on campus?

Wireless access to the Internet is available in all Baptist College buildings. Students must read and submit the “Wireless Network Access and Guidelines” found on MyCampus before the wireless password is made available. Students will have access to instructions on this process during their orientation process.

Do I need access to the Internet from home?

Students will need internet access for their program. It is strongly recommended that students have internet access in their homes. Students have access to the internet while on campus, and there are wireless internet hotspot access points (e.g. libraries, Starbucks, etc.) available off campus. There are currently 106 known free public Wi-Fi connection spots in Memphis. For a complete list of hotspots near any location, go to:

<http://www.openwifispots.com>.

If I need to purchase a computing device, can I use my financial aid to do so?

If students have excess aid after all tuition and fee balances are paid, they may use their refund to purchase a computing device for educational purposes. PLEASE NOTE: Student refunds are not available until at least 14 days and up to 30 days after the start of classes.

What are the advantages of having my own personal computing device?

Students will use the device for a large majority of coursework assignment completion: to access the learning management system and all course assignments, to turn in coursework, take notes, retrieve relevant information, have synchronous class meetings, and complete surveys (NSSI and SSI), among other things. With the increased availability of e-books and other online resources, students will be able to access many course materials, some free from Baptist College’s library or other online sources.

TESTING ONLINE

Your faculty may use the testing platform associated with Moodle for your exams or they may choose to have you use Remote Proctor Now (RPNow). RPNow is a cloud-based solution for secure online examination delivery. Using a standard computer webcam with a high speed internet connection, you can take a proctored exam online - anytime, anywhere. The system protects exam integrity, authenticates the identity of the test taker and captures the entire exam session which is later reviewed by certified proctors. A report is then provided to the institution with links to the actual video in case a faculty member wishes to review the session.

RPNow offers Test Taker University that contains how-to videos, 24/7 support access and additional resources for test-takers. <https://www.psonline.com/rpnouniversity/student/>

STUDENT HEALTH & EMOTIONAL WELL-BEING

The Baptist Minor Medical Center located at 3295 Poplar Avenue, Suite 105, is available for all enrolled students between 8:00 a.m. and 7:30 p.m. weekdays, and 8:00 a.m. to 2:00 p.m. Saturday and Sunday. No appointment is necessary, however, you may call ahead at (901)327-8188 to be put on the schedule. Identify yourself as a Baptist College student, and be ready to present your Baptist College student ID.

Baptist College values your success as a student, and for this reason, we offer Counseling and Psychiatric services to our students at no cost. We encourage you to take care of your mental and emotional well-being.

To schedule a counseling appointment, please email our licensed professional counselor, Mrs. Caryn Schmitz, at caryn.schmitz@bchs.edu.

For Psychiatric services, please call or text Mrs. Kristin Stewart, APN, PMHNP-BC, at (901)574-0383. All mental health services are kept confidential as defined by our licensure boards. We are here for you!

STUDENT SUPPORT

REMOTE LEARNING RESOURCES

We recognize that learning in a virtual environment can be different from the traditional classroom setting, and you may need some help in adapting to this learning environment. We have brought together some helpful resources to assist you in maximizing your learning and staying on track toward becoming a health care professional.

These resources are available for access at your convenience on the Academic Support & Wellness resources page on Moodle to help you maximize learning online:

<https://bchs.ethinksites.com/course/view.php?id=5276>.

This resource has helpful information on online topics such as

- Online Learning: misconceptions, best practices, and information management techniques
- Netiquette: the do's and don'ts of virtual conferencing, discussion board posts, etc.
- Library Resources: retrieving online journal articles, e-books, and streaming video collections online
- Research and Writing Resources: learning how to take advantage of citation management tools, information literacy modules, and online tutoring services
- Academic Success Coaching: implementing short and long-term goals, time management skills, and communicating expectations and boundaries to your loved ones
- Personal Counseling Services: practicing anxiety and stress management, mindfulness techniques, and self-care

STUDENTS WITH DISABILITIES

Sometimes students need accommodations to help with a disability. Baptist College recognizes that disabilities come in all shapes and sizes, and can include physical, mental, social, and learning disabilities.

Students requesting accommodations should contact Mary Akin-Deko, Section 504/ADA Academic Coordinator, at (901)572-2570 or by sending an e-mail to disability.accommodations@bchs.edu.

LIBRARY AND LEARNING RESOURCES

Study rooms continue to be available by appointment to students who are experiencing Remote Proctor or bandwidth issues. Appointments are available in four individual study spaces, Monday – Friday, at 8:30 a.m., 11:00 a.m., & 1:30 p.m. This schedule allows for appropriate social distancing and the sanitization of all study rooms & library equipment.

The bulk of the Health Sciences Library's collection exists online, due to how quickly advances are being made in the medical field. We currently provide access to 46 online databases, 4,000 e-books, 135,000 online journal subscriptions, and 300+ streaming videos.

All virtual resources are available if you visit the Library's homepage on MyCampus or Moodle.

The library also provides access to the online APA editing software product, Academic Writer. Similarly, question-bank software, such as BoardVitals and the Testing & Education Reference Center, exist to help students prepare for certification exams. View all of the library's databases by visiting the A-Z Library database page located here: <https://bchs.libguides.com/az.php>.

In response to the demand for remote resources, many publishers are providing temporary access to resources during the COVID-19 pandemic. All of these resources are searchable through the library's online catalog, Big Cat. In order to view a complete list of our expanded offerings, please visit the Covid-19 Library Support & Resources "Enhanced Collection" LibGuide page: https://bchs.libguides.com/covid_19. Additional Covid-19 specific research & funding opportunities are provided on this page, as well.

Individualized research assistance continues to be provided to students through e-mail or virtual appointments online (through the WebEx meeting format). All InterLibrary Loan requests are filled for free through the National Library of Medicine's online lending system, DocLine. Additionally, 45 subject specific LibGuides exist to enhance the research and learning process.

We have moved all bibliographic instruction and writing workshops online for easy access. Login to MyCampus, click on the "Learning Resources/Library" tab, scroll down, and select "Library Instruction" in order to view all of the Health Science Library's upcoming events.

WRITING ASSISTANCE

Our Library Resource Specialist, Eric Marcy, continues to support student's writing needs by offering:

- Online Writing Lab appointments via Big Blue Button to review papers, drafts, and prompts in a face-to-face format.
- Writing Lab appointments via email comments to accommodate student schedules.
- Workshops for students via Big Blue Button to review common writing challenges and instruct on APA format and writing strategies.

ONLINE TUTORING SUPPORT

Smarthinking provides students access to expert tutors 24/7 across a wide range of subjects. You can electronically submit a paper, connect to an e-instructor or submit a question. To access Smarthinking simply visit the link listed here: <http://services.smarthinking.com>.

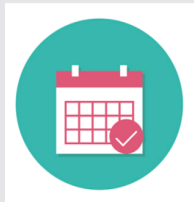
9 SIMPLE STRATEGIES FOR ONLINE LEARNING SUCCESS

MAKE YOUR LEARNING A PRIORITY



1 IT'S NORMAL TO FEEL OVERWHELMED

Anytime you do something new, it can feel overwhelming. Online learning is no different. It will take time to learn how to navigate the course and become more comfortable. You may even make mistakes. Stay in touch with your instructor and ask as many questions as you need.



6 SCHEDULE YOUR TIME

Do yourself the favor of scheduling regular times to work on your course and stick to it as much as possible. If you are new to online learning, it may take a few weeks to get into a productive routine. The practice of scheduling time and adhering to it will help you stay on track and be successful.



2 TAKE ADVANTAGE OF RESOURCES

Baptist College has many online resources available for you. Visit and bookmark this page in MyCampus:

https://mycampus.bchs.edu/ICS/Online_Learning_Resources.jnz

Copy the link and paste it into your browser or go to the MyCampus Home to access the page.



7 PRIVATE STUDY SPACE

Coming to campus for an in-person course gives you a way to escape the distractions of work and family. It's important for you to have a similar space where you can work on your online course. Find the best space you can and keep it neat and organized. Consider hanging a "Studying Time" sign on a door to minimize interruptions.



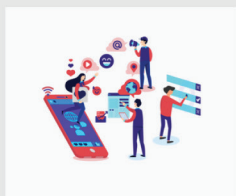
3 LOG IN FREQUENTLY

Get in the habit of logging into your course 4 to 5 times a week. If you are participating in online discussions, you will need to see the responses of your peers and the instructor feedback. If you don't log-in regularly, you may get behind and find it difficult to catch up.



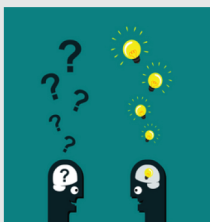
8 PRACTICE GOOD NETIQUETTE

Resist the temptation to slack off on standards! You wouldn't show up to an in-person class in your pajamas, would you? You wouldn't fall asleep in class in front of the instructor, would you? When you're in an online course, follow the same rules of politeness and respect that you would in an in-person course.



4 PARTICIPATE!

Participating regularly is vital to a quality online experience. Full participation helps you benefit from the knowledge and experience of your peers and is a great way to network with others you may find yourself working with in the future. Even if you feel reluctant, jump in and participate!



9 ASK QUESTIONS, ASK FOR HELP

If you have questions or issues in an online course, speak to the instructor. If you don't, no one will know that anything is wrong. If you are confused by something or are having problems with something, it's likely that another student is too. Understand that the only bad question is the one you don't ask!



5 TAKE THE COURSE AND YOURSELF SERIOUSLY

A common misconception is that online courses are easier and take less time than an in-person course. Baptist's online courses are designed to be just as rigorous as in-person courses and will require the same amount of study time. Students who have the misconception that online courses are easier and take less time often do poorly or fail. Don't let this happen to you!

*Your Career is Your Calling
and
Baptist College is Committed
to your Success!*

PASTORAL CARE

The Director of Campus Ministries, Karen Smith, is available to walk along with students as they work through life's struggles and issues. College is time for questioning and working out the difficulties of one's faith but with the reality of COVID-19, spiritual issues can be even more complex. The Campus Ministries Office is a place where you can find community and also a place to unload frustrations and concerns or celebrate life or anything in between. Karen Smith can be reached at (901)572-2475 or email Karen.Smith@bchs.edu.

SERVICE AND WORSHIP

As a faith based institution, we provide a structured co-curricular program to facilitate your participation in our mission and to encourage your development as a well-rounded student. The program will be online for the fall, and there will be multiple opportunities throughout the trimester to reflect, attend virtually, and earn Service and Worship points required for graduation. You will be automatically enrolled in the Moodle course "Service and Worship Online."

Each Service and Worship opportunity is assigned points that are accumulated to meet a graduation requirement. By the time of graduation, all baccalaureate program students, except completion program and associate degree students, will be required to participate in events you select over the course of your time as an undergraduate student. A total of 100 points is required to fulfill the graduation requirement. Completion program students are required to obtain 30 points to meet the requirement; associate degree students will be required to attend events that equal 50.

Some students choose to attend one or two events each trimester. Some choose to meet the requirement in their freshman and sophomore years. How you accumulate these points over your time here is your decision.

Here are some specific guidelines for fall 2020 trimester:

- At least 7 different chapels will be available during the fall trimester. If conditions allow, additional service opportunities will be added.
- Only one chapel event will be open at a time. The event will be open for two weeks and can be accessed at any time for your convenience.
- Each chapel will be worth 10 points; a total of 70 possible points for the trimester.
- Each chapel will have some type of message with either a reflection question, quiz or both.
- All reflection questions and/or quizzes must be completed to receive the 10 points.
- Grades from the questions or quizzes will be added to the grade book.
- Once the chapel is closed and the quizzes graded, which can take up to 7 days, an email with the names of the participants will be sent to the Registrar's Office requesting 10 points to be added to their student account.
- After each two-week period the chapel will be closed and another event will open.
- You will receive a fall schedule of events during the first week of fall classes.

Service and Worship events were offered online for the summer trimester, and student feedback was very positive.

STUDENT WORKERS

We have many employment opportunities for students to apply for student worker positions. Assignments are available throughout campus and help you build your resume, learn job skills, earn some additional money and become a part of the day to day activities of the campus.

Unfortunately, we will not be able to offer these positions for the fall due to health and safety concerns. If you are interested when we are all able to return to campus, you can apply for these positions in the Financial Assistance Office.

STUDENT LIFE

Student Life staff is committed to fostering an engaged campus community. Programs and events will continue to be offered virtually through social media and web-supported venues. On-campus events will be modified in relationship to capacity for event spaces, personal protective equipment (PPE) requirements, and ability to social distance. Student activities will be planned for groupings no larger than 10 and must honor social distancing guidelines. If possible, activities and events will be moved to outdoor spaces.

2020-2021 BIBLE VERSE

*Have I not commanded you?
Be strong and courageous.
Do not be afraid;
Do not be discouraged,
For the LORD your God will be with you wherever you go."*

JOSHUA 1:9

