WHAT IS COVID-19?

COVID-19 is a respiratory disease caused by a new coronavirus that started spreading in the Hubei Province of China in late 2019. The Metro Public Health Department is working closely with the Centers for Disease Control and Prevention and Tennessee Department of Health to inform the public of the best ways to fight and prevent the illness.

WHAT ARE THESE GUIDELINES FOR?

These guidelines are designed to help reduce the risk of exposure to the virus that causes COVID-19 among colleges and universities. These guidelines provide strategies to keep staff, faculty, and students safe and to prepare for a possible outbreak.

Additional information on COVID-19 can be found at Coronavirus.Nashville.gov.

PROTECTING STUDENTS, STAFF AND FACULTY

Establish procedures for students, faculty and staff that are sick
- Ensure students, staff and faculty are sent to place of residence immediately upon discovery of sickness.
- Keep sick individuals from well individuals until they can leave.
- Sick individuals living on-campus should remain isolated from those who are well until symptom-free for 24 hours.

Perform routine environmental cleaning
- Clean and disinfect frequently touched surfaces like doorknobs, counter tops and light switches.
- Provide disposable wipes to encourage clean and sanitary personal work supplies and stations.

Emphasize respiratory etiquette and hand hygiene for residents and visitors
- Place posters encouraging good preventative measures including hand-washing and covering coughs and sneezes.
- Provide soap and hand sanitizer in multiple locations.

PLANNING FOR POTENTIAL IMPACTS OF COVID-19

Update and review emergency operations plan
- Contact key partners and affiliates to confirm involvement and approval.
- Develop information-sharing systems with partners.

Prepare for heightened absenteeism among students, staff and faculty
- Encourage employees and students to review sick leave policy.
- Consider identifying and implementing processes to track and report spikes in absenteeism.
- Identify critical job functions and positions among staff. Cross-train employees to allow for alternative coverage.
- Determine what level of absenteeism will disrupt continuity of teaching, learning and research.
- Consider converting applicable lessons and instruction to online and remote learning methods.

Create plans to communicate accurate and timely information to the college or university community
- Include strategies for sharing information without increasing fear and stigma.
- Include strategies to communicate steps taken by the university or college to prepare for COVID-19.
- Consider strategies for announcements regarding changes to campus schedules, activities and events.