



East-West Healing Arts Institute

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## EWHA I COVID-19 Public Health Policies and Procedures

### HYGEINE POLICY

#### Handwashing, Cough & Sneeze Etiquette

**East-West Healing Arts Institute (EWHA I)** is fully committed to safeguarding the health and safety of all faculty, staff, students, and clients. For this reason, effective immediately, all **EWHA I** faculty, staff, and students, regardless of position or authority, must comply with the following personal hygiene policy:

- All faculty/staff/students will be required to frequently wash hands with soap and warm water.
- All faculty/staff/students shall follow proper cough and sneeze etiquette.

#### Handwashing Policy

**East-West Healing Arts Institute** is responsible for explaining to all faculty, staff, and students how to hand wash: Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer. Massage students and practitioners must wash hands up to the elbow.

**EWHA I** is responsible for explaining to all faculty, staff, and students when to hand wash. Faculty, staff, and students must wash hands with soap, at a minimum:

- At the beginning of each shift,
- Between every client,
- Before interacting with other faculty, staff, and students,
- After touching mask,
- When switching tasks,
- After using the restroom,
- Before and after breaks
- After sneezing, coughing, or blowing nose,
- When hands are visibly soiled, and
- Prior to leaving work.

Faculty and staff are responsible for replenishing or letting the person-in-charge know when handwashing supplies or hand sanitizer are low.

#### Cough & Sneeze Policy

**East-West Healing Arts Institute** is responsible for providing tissues and hand sanitizer at workstations. **EWHA I** is responsible for explaining cough and sneeze etiquette to all faculty, staff and students. To help stop the spread of germ faculty, staff and students should:

- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash, use hand sanitizer
- If don't have a tissue, cough or sneeze into elbow, not hand

#### Faculty, Staff, Student Illness Policy

- **East-West Healing Arts Institute** is fully committed to safeguarding the health and safety of all employees, students, and clients. For this reason, effective immediately, **EWHA I** enacts the following policy applicable to all faculty/staff, regardless of position or authority, as well as to all students:
- All faculty, staff, & students will self-monitor for symptoms of illness prior to arrival to EWHA I.

- Faculty, staff, or students who have COVID-19 symptoms, exposure or diagnosis need to refer to grid below re: steps to take.

## **EHWAI POLICIES FOR ILL FACULTY/STAFF/STUDENTS**

**East-West Healing Arts Institute** will help prevent the spread of COVID-19 and other respiratory illnesses on campus by teaching all faculty, staff, and students the importance of not working or attending class when sick.

### **COVID-19 SCENARIOS AT EWHAI: POLICY & REQUIRMENTS FOR RETURNING TO EWHAI**

	<b>What should faculty/staff/student do?</b>	<b>When can faculty/staff/student return to campus?</b>
<p>A. If you have <b>no symptoms</b> (asymptomatic) &amp; have <b>tested positive for COVID-19</b></p> <p>or</p> <p>B. If you are <b>sick with COVID-19 symptoms</b> and have <b>not been tested*</b></p> <p>or</p> <p>C. If you are <b>sick with COVID-19 symptoms, have been tested</b> but have <b>not yet received the results**</b></p>	<p><b>Do not come to EWHAI</b></p> <p>Stay home and monitor for symptoms. If you have no symptoms you can return to EWHAI 10 days after you were tested.</p> <p>If during the 10 days you become symptomatic you must continue to stay home for at least 10 more days from date of symptom onset &amp; meet all the following before returning to EWHAI:</p> <ul style="list-style-type: none"> <li>• Fever-free for 24 hours (without use of fever reducing meds)</li> <li>• Other symptoms have improved</li> <li>• It has been at least 10 days since symptom onset</li> </ul> <p>*EWHAI will <b>recommend you get tested &amp; follow scenario D or E, depending on test results</b></p> <p>**Follow scenario D or E, depending on test results</p>	<p>You <b>do not</b> need a doctor's note or Public Health release to return.</p>
<p>D. If you are <b>sick with COVID-19 symptoms, have been tested, &amp; test results came back negative</b></p>	<p>You do not have COVID-19</p> <p>Follow standard illness protocols for returning to work.</p> <p>Example: 24 hours fever-free, 48 hours after last episode vomiting/diarrhea, or when on antibiotics for at least 24 hours, or as approved to work by a doctor.</p>	<p>Negative lab result/copy of the negative lab results <b>is not needed</b> to return to EWHAI.</p> <p>You may need a doctor's note to return to EWHAI based on medical condition and EHWAI illness policy.</p>
<p>E. If you are <b>sick with COVID-19 symptoms, have been tested, &amp;</b></p>	<p><b>Do not come to EWHAI</b></p> <p>Stay home until <b>all of the following apply:</b></p>	<p>You <b>do not</b> need a doctor's note or Public Health release to return.</p>

<p>test results came back <b>positive</b></p>	<ul style="list-style-type: none"> <li>• Fever-free for 24 hours (without use of fever reducing meds)</li> <li>• Other symptoms have improved</li> <li>• It has been at least 10 days since symptom onset</li> </ul>	
<p>H. If you have been in <b>close contact</b> with someone <b>who tested positive for COVID-19</b> (symptomatic or asymptomatic)</p>	<p><b>Do not come to EWHAI</b></p> <p>Stay home for full 14 days after <b>last contact with person</b> &amp; no symptoms arise.</p> <p>If symptoms appear, stay home until <b>all of the following apply</b>:</p> <ul style="list-style-type: none"> <li>• Fever-free for 24 hours (without use of fever reducing meds)</li> <li>• Other symptoms have improved</li> <li>• It has been at least 10 days since symptom onset</li> </ul>	<p>You may not return to EWHAI until <b>full 14-day quarantine is complete</b>, even if you have a negative COVID-19 test during this time.</p> <p>You <b>do not</b> need a doctor’s note or Public Health release to return.</p>
<p>I. If you are <b>living with someone who tested positive for COVID-19</b></p>	<p><b>Do not come to EWHAI</b></p> <p>If you are unable to have complete separation from the person who had a positive COVID-19 test: Self-quarantine for the full 14 days after <b>person who tested positive ends their isolation</b>.</p> <p>If you able to completely separate from the person who tested positive: Self-quarantine for 14 days after <b>last contact with person</b> who tested positive.</p> <p>If symptoms appear, stay home until <b>all of the following apply</b>:</p> <ul style="list-style-type: none"> <li>• Fever-free for 24 hours (without use of fever reducing meds)</li> <li>• Other symptoms have improved</li> <li>• It has been at least 10 days since symptom onset</li> </ul>	<p>You may not return to EWHAI until <b>full 14-day quarantine is complete</b>, even if you have a negative COVID-19 test during this time.</p> <p>You <b>do not</b> need a doctor’s note or Public Health release to return.</p>
<p>J. If you have been in <b>close contact</b> with someone <b>who tested positive for COVID-19</b> at work or EWHAI</p>	<p><b>Do not come to EWHAI</b></p> <p>You must quarantine for full 14 days after <b>last contact with person</b> &amp; no symptoms arise.</p> <p>If symptoms appear, stay home until <b>all</b></p>	<p>You may not return to EWHAI until <b>full 14-day quarantine is complete</b>, even if you have a negative COVID-19 test during this time.</p> <p>If you <b>become symptomatic</b>, you must follow symptom criteria for returning to EWHAI.</p>

	<p><b>of the following apply:</b></p> <ul style="list-style-type: none"> <li>• Fever-free for 24 hours (without use of fever reducing meds)</li> <li>• Other symptoms have improved</li> <li>• It has been at least 10 days since symptom onset</li> </ul>	You <b>do not</b> need a doctor's note or Public Health release to return.
<p>If you have been in <b>close contact</b> to someone:</p> <p>F. <b>who shows symptoms</b> &amp; has not been tested</p> <p>G. <b>who shows symptoms</b> &amp; is waiting on test results</p> <p>K. <b>who has been exposed to</b> another positive person</p>	Continue to come to EWHAI and self-monitor symptoms daily	n/a
<p>L. If you live with or care for someone who has been exposed to another positive person</p>	Continue to come to EWHAI and self-monitor symptoms daily	n/a

**Definitions:**

**Asymptomatic:** A person showing no symptoms

**Close Contact:**

- Someone who was within 6 feet of a COVID-19 positive person (regardless of PPE) for at least 15 cumulative minutes
- Can occur starting 48 hours before positive test or illness onset, whichever occurred first

**Isolation:** To separate a sick person with COVID-19 from people who are not sick. People can end isolation when the following criteria are met:

- Fever-free for 24 hours (without use of fever reducing meds)
- Other symptoms have improved
- It has been at least 10 days since symptom onset

**Self-monitor:** EWHAI faculty, staff or students shall monitor for the following symptoms daily prior to reporting to work. If they have any of these symptoms, they shall stay home, and immediately report to EWHAI:

- Cough
- Shortness of breath or difficulty breathing
- Fever  $\geq 100.4$ F
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- This list is not all-inclusive. Other less common symptoms have been reported including gastrointestinal (GI) symptoms like nausea, vomiting, or diarrhea.

**Quarantine:** To separate and restrict movement of a person who was exposed to COVID-19 in case they become sick. Most people start their quarantine when they find out about their exposure and can end their quarantine 14 days after the last time they were with the person with COVID-19.

## **CLEANING AND HYGIENE POLICY**

East-West Healing Arts Institute is fully committed to safeguarding the health and safety of all faculty, staff, clients, customers, and visitors. For this reason, effective immediately, all EWHA| faculty, staff, and students regardless of position or authority, must comply with the following facility cleaning and hygiene policy: EWHA| is responsible for explaining to all faculty, staff, and students the cleaning protocols and frequency of all common areas.

EWHA| is responsible for explaining to all faculty, staff, and students the proper use of cleaning supplies and safety concerns of products used.

EWHA| is responsible for explaining to all faculty, staff, and students how to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the facility.

EWHA| is responsible for providing a cleaning schedule to all faculty, staff, and students.

### **Person-in-charge must ensure:**

- All faculty, staff, and students understand facility cleaning and hygiene procedures;
- The cleaning frequency of the facility is increased, including the restrooms ([CDC Cleaning Guidelines](#));
- High-touch surfaces (keypads, pens, counters, etc.) are disinfected multiple times a day, ideally between users;
- Only [EPA approved disinfectants](#) effective against COVID-19 are used;
- Ensure handwash sinks in break rooms and restrooms are always stocked with soap and single-use towels;
- Where possible, provide hand sanitizer for customer, faculty, staff, and students use throughout the facility and at workstations;
- Faculty, staff, and students do not share equipment or tools. If not possible, disinfect between users;
- Where possible, provide sanitizer wipes to faculty, staff, and students for wiping baskets, door handles, and other frequently touched areas.

### **Faculty, staff, and students are responsible for:**

- Replenishing or letting the person-in-charge know when cleaning supplies are low;
- Performing cleaning as scheduled;
- Using proper disinfecting supplies.

## **PROTECTIVE MEASURE POLICY**

**East-West Healing Arts Institute** is fully committed to safeguarding the health and safety of all faculty, staff, and students. For this reason, effective immediately, **EWHAI** enacts the following policy applicable to all faculty, staff, and students, regardless of position or authority:

### **Faculty, staff, and students shall:**

- Maintain six feet physical distancing from others whenever possible
- Be required to wear a face covering while on campus and when physical distancing is not possible
- Be required to wear face coverings in restrooms, classroom, treatment room, and other areas within EWHAI where physical distancing is not possible
- Demonstrate proper use of all personal protective equipment (PPE) prior to performing duties at EHWAI
- Maintain physical distancing and minimize contact between clients, faculty, staff, and students
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs) other than during classroom trades and student clinic

### **EWHAI shall:**

- Require all faculty, staff, and students who cannot physically distance to wear face covering if they are able
- Limit in-person meetings and use other means of communications such as Zoom, Skype and email, that are not in person
- Limit number of clients, faculty, staff, and students present on the premises at any given time to [Forward Dane](#) limits
- Limit number of visitors/clients at any given time to [Forward Dane](#) limits
- Spread out workstations so faculty, staff, and students can remain six feet apart at all times
- Stagger break and lunch times, shift start and end times
- Promote flexible/remote work schedules to reduce number of faculty, staff, and students in the building at any one time
- Remove extra chairs and tables in dining area, waiting areas, breakrooms to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g., reception area)
- Use tape or other markings on the floor or footprint graphics to show clients and visitors where to stand
- Consider having clients or visitors wait in their cars for a text or call when it's their turn to enter
- Post [physical distancing signage](#) throughout the premises reminding everyone to practice physical distancing
- Provide special accommodations for vulnerable faculty, staff, and students or those unable to wear face covering

### **Resources:**

- [https://publichealthmdc.com/documents/employee\\_testing\\_positive.pdf#page=6](https://publichealthmdc.com/documents/employee_testing_positive.pdf#page=6)
- <https://publichealthmdc.com/coronavirus/forward-dane/requirements>