

# COVID-19 HEALTH AND SAFETY GUIDE

## UPDATED January 2022

Touro University Nevada's (Touro) policies and protocols for responding to the COVID-19 pandemic are rooted in safety for students, Faculty, staff, patients, and visitors. The health and well-being of our campus and surrounding community are imperative. Protecting the health of our community will require long-term effort, commitment, cooperation, teamwork, patience, and understanding.

As we all work together to confront this health crisis, Touro will remain steadfast in the constant pursuit of our mission and our commitment to our students, patients, and community. As we move forward, flexibility will be critical. After a long period of disruption, we will be returning to the more regular use of our campus physical spaces as we continue to establish a new normal. For this guide, "campus physical spaces" refers to areas used by Touro University Nevada at 874 American Pacific Drive and 882 American Pacific Drive, including the campus buildings, Touro Health Center (THC), Mobile Health Clinics (MHC), Center for Autism and Developmental Disabilities (CADD), Student Health Center (SHC), outdoor space around the buildings, and parking lots.

While protocols and recommendations at the national, state, or local level may change over time, the policies and procedures in this guide apply to all Touro University Nevada students and employees until revised by Touro University Nevada.

## PRIORITIES AND BASIC PRINCIPLES

As Touro moves towards the reintegration of campus life, this guide is being developed, and decisions are being made, with the following priorities and principles:

- The **health and safety** of the campus community are our top priority.
- The engagement, retention, progression, and **success of our students** are principal drivers of planning.
- **Faculty engagement** and **academic success** are paramount, including scholarly activities, research, and service.
- We must also strengthen and expand the **University's outreach** and engage with external partners and other stakeholders.
- The Campus Master Plan, facilities, and **utilization of campus resources** must be included in ongoing planning efforts.

## MENTAL AND EMOTIONAL HEALTH

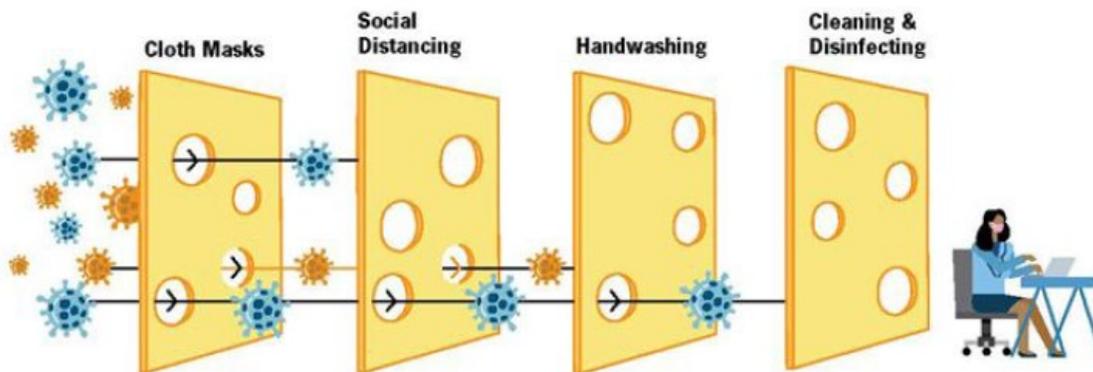
There is a lot of stress from the uncertainty caused by the COVID-19 pandemic from the fear of the illness, financial insecurity, and a disruption to our routines. Touro has options to assist our students, Faculty, and staff with mental and emotional health.

AnthemEAP (Employee Assistance Program) is available if you need support during this stressful time. Telephone or video counseling is available. You can access this service using most smartphones, tablets, or computers with a camera. Visit <https://AnthemEAP.com> or call 1-800-865-1044 for confidential help.

Students needing mental or emotional support may contact Student Counseling Services ([SCS@tun.touro.edu](mailto:SCS@tun.touro.edu) or call 702-777-9971). Students may also utilize AnthemEAP via [AnthemEAP.com](https://AnthemEAP.com) or call 1-800-865-1044 for confidential help.

## CAMPUS HEALTH & SAFETY GUIDE

The individual responsibilities of each student, Faculty, and staff member are essential in maintaining campus health and safety.



Credit: Cleveland Clinic, Return to Work Amid Covid 19: A Cleveland Clinic Guide

Although many aspects of the public health situation are improving, we still need to keep our community safe. Therefore, we need to practice multiple steps of protection, including vaccination, testing, and masks where appropriate. Touro is implementing these steps to maintain vigilance and reduce any future spread of COVID-19.

1. **Vaccination:** Touro encourages everyone who can be vaccinated against COVID-19 to do so. **Touro University Nevada policy requires employees and students to be fully vaccinated unless they have an approved exemption from TUN.** Employees and students must provide proof of vaccination to the Human Resources or Student Health offices, as appropriate. An unvaccinated individual with an approved exemption must be rapid-tested to enter the building. All vaccinated and unvaccinated individuals (students, employees, visitors, contractors, etc.) are required to wear a mask, except when eating.
  - a. **Employees and students entering campus buildings:**
    - i. Vaccinated employees and students must verify their vaccinated status when they enter campus buildings.

- ii. Unvaccinated employees and students must get a rapid COVID-19 test at a designated entrance.
  - 1. If the test results are negative, they may enter the building. They must wear masks at all times while inside except when working alone in a confined office space.
  - 2. If the test results are positive, they will be referred to take a PCR test elsewhere, and they may not enter the building.
  - 3. Unvaccinated individuals only need to take a rapid test once per day on the first time they come to campus. They can show an approved placard or note for later re-entry on the same day.
- b. **Visitors entering campus buildings – short visits:** Visitors who will spend less than 15 minutes in the building must wear masks and must sign in and out of the building within that timeframe.
- c. **Visitors entering campus buildings – extended visits:** Visitors who will spend 15 minutes or more in the building must provide proof of vaccination or be rapid-tested and wear masks.
  - i. Vaccinated visitors must verify their vaccinated status or when they enter campus buildings.
  - ii. Unvaccinated visitors must answer screening questions and get a rapid COVID-19 test at a designated entrance.
    - 1. If the test results are negative, they may enter the building. They must wear masks at all times while inside except when working alone in a confined office space.
    - 2. If the test results are positive, they will be referred to take a PCR test elsewhere, and they may not enter the building.
    - 3. Unvaccinated individuals only need to take a rapid test once per day on the first time they come to campus. They can show an approved placard or note for later re-entry on the same day.

## 2. Face Coverings:

- a. All individuals must wear masks or face coverings in campus buildings, except when working alone in a confined office space (not a cubicle).

The appropriate use of face masks or coverings is critical in reducing the risk of spreading or contracting COVID-19. A cloth face covering or a disposable face mask must be worn; it should fit over your nose and under your chin. A cloth face covering should be worn only for one day at a time and should be properly laundered before being used again. Having a one-week supply of cloth face coverings can help reduce the need for daily laundering. Avoid touching the front of your face covering your eyes, nose, or mouth, especially when removing. Wash your hands before and after handling your mask.
- b. **Gloves:** Faculty, staff, and students working in high-risk areas such as the Touro Health Clinic or Student Health may wear gloves as part of their PPE where appropriate. Gloves should be worn as prescribed by clinical or lab procedures, policies, or normal use situations.
- c. **Goggles/Face Shields:** You are not required to wear goggles or face shields as part of general activities on campus. Goggles or face shields may be appropriate when in close contact, such as in teaching labs and research labs.

3. **Social Distancing:** While distancing is not required inside campus buildings, it is recommended to be aware of your proximity to others. Keeping space between you and others is one of the tools available to avoid being exposed to the COVID-19 virus and slowing its spread. Because people can spread the virus before they know they are sick or without ever developing symptoms. If you are unvaccinated, you may wish to keep your distance from others. Physical distancing practices – such as staying 6 feet away from other people; minimizing group size, staying out of crowded places, and avoiding gatherings - are helpful to help protect people who are at higher risk of getting very sick.
4. **Handwashing:** Washing our hands is one of the easiest and most important things we can do to stay healthy and stop the spread of bacteria and viruses. You should wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, touched a surface, or after blowing your nose, coughing, sneezing, or touching your face.

If soap and water are not readily available, use a hand sanitizer that contains at least 60% 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth. Wash your hands after touching your face.

- **Coughing and Sneezing Hygiene:** If you are in a private setting and are not wearing a face covering, always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow if a tissue is not available. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not immediately available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol.
5. **Cleaning & Disinfection:** An advanced cleaning protocol has been developed detailing the daily and weekly cleaning of campus spaces. Cleaning and disinfecting processes are consistent with the CDC public health recommendations and OSHA guidelines for disinfection.

**a. Spaces & Schedules**

- Faculty and staff offices, suites, cubicle areas, and research labs will be cleaned in a standard janitorial schedule that will expand as campus offices are returned to active use. This includes faculty and staff offices in the HC, CADD, and SHC. Trash cans should be left outside the door of offices for disposal and to indicate that an office space has been occupied. The facilities and janitorial team will NOT be cleaning desks, keyboards, touch screens, or remote controls. Touro will provide disinfecting wipes for this purpose. Vacuuming and cleaning of floors in offices and suites will continue once per week.
- Teaching & Study Spaces (Lecture halls, lab classrooms) will be cleaned twice daily as available. Students will be expected to help sanitize areas used for lab exercises, as directed by course faculty.
- Practice Stations (OMM tables, Ultrasound stations, and Task trainers) should be cleaned between uses.

- Common Spaces (building entries, lobbies, elevators, hallways, restrooms)
  - Lobbies, hallways, and entry areas will be cleaned daily.
  - High Touch surfaces (restrooms, elevators, doors, and door handles, light switches, hand railings, sink handles, and grab bars) will be cleaned throughout the day and overnight.
  - Outdoor items (bicycle racks, doors and door handles, electric chargers, picnic tables, and blue security lights) will be cleaned throughout the day and overnight.
  - Mobile Healthcare Clinics will be cleaned daily.
  - Touro Health Center, Student Health Center, and the Center for Autism will be cleaned throughout the day and overnight.
- The campus will undergo a deep cleaning during holidays or extended closures.
- b. **Process & Products** - The CDC's *Considerations for Institutes of Higher Education Dec. 31, 2020*, updated guidance specifically recommends routine disinfecting and cleaning of surfaces and objects that are frequently touched using the cleaners typically used, according to the directions on the label. The CDC says that the most common EPA registered household disinfectants should be effective. When known positive cases of COVID-19 exist, additional steps will be taken to clean and disinfect the affected areas.
  - **Cleaning & Disinfecting Supplies:** The Asset Management Department will centrally stock COVID-19-related cleaning supplies. Departments and units should place orders for gloves, hand sanitizer, and CAVI Wipes /disinfectant wiping materials with Asset Management through the ASAP System. To encourage uniformity across campus, all products provided are consistent with those currently used by custodial staff. Safety Data Sheets (SDS) for proper use of university-provided cleaning supplies are available upon request. Touro will use and provide products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. Hand sanitizer and cleaning supplies will be provided at no cost to departments or units. Departments and units will be responsible for the placement and distribution of hand sanitizer and cleaning supplies within their areas. Departments and units should not purchase other disinfectant supplies for their areas. Please act responsibly when requesting supplies to ensure that the campus-wide community can be served.
- c. **Sanitizer Stations** – The Facilities Department will maintain hand sanitizer stations throughout the campus.
- d. **Air Quality Management** -- The Facilities Department, in alignment with the guidelines released by the CDC concerning building system operations to stop the spread of COVID-19, as well as guidance from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), is committed to providing the safest environment for students, Faculty, staff, patients, and visitors. The guidance from these sources includes increasing the amount of outside air delivered to spaces, using high-efficiency filtration in systems that circulate air around spaces, and

maintaining temperature levels within spaces. The University is implementing strategies to comply with these guidelines, including the installation of additional air-filtration equipment. The Facilities Department will adhere to ASHRAE published guidance for safe and healthy buildings, emphasizing the close management of indoor air quality.

- e. **Vehicles:** Everyone is encouraged to take additional measures to protect themselves by frequent cleaning and disinfecting of surfaces in personal and Touro vehicles and to disinfect after refueling vehicles.
6. **Follow the protocols if you are symptomatic or have believe you have been exposed to someone who has tested positive for COVID-19** (see grid futher down in this document). **DO NOT COME TO CAMPUS IF YOU ARE EXPERIENCING ANY OF THE SYMPTOMS RELATED TO COVID-19.** Stay home and quarantine. Variants of COVID-19 are proving to being highly transmittable. If you are experiencing symptoms that are related to another medical condition (i.e. seasonal allergies, etc.), then you may come to campus.

## MANAGEMENT RESPONSIBILITIES

Touro University Nevada recognizes the responsibility to provide a safe campus is a responsibility we all share. We have always taken that responsibility seriously and have implemented protocols to address the COVID-19 pandemic. Leadership from each department/school/college has been involved in developing plans for campus safety.

## FACULTY, STAFF & STUDENT RESPONSIBILITIES

### Community Responsibility Acknowledgement

Before coming to campus or an academic clinical education site (e.g., rotations, clerkships, practicums, fieldwork), all Faculty, staff and students must be aware of the following points:

- The serious nature of COVID-19
- The importance of each individual's knowledge of the risks presented by the COVID-19 virus
- The importance of monitoring their health
- The need to follow all applicable policies and procedures as they are updated
- Their responsibility to notify appropriate personnel if they have been exposed to COVID-19 or have received a positive COVID-19 test result:
  - Students must notify the Office of Student Health at 702-777-9970 or [student.health@tun.touro.edu](mailto:student.health@tun.touro.edu). It is strongly recommended that students contact their program as well. As a matter of protocol, the Office of Student Health will alert the student's academic program.
  - Employees must notify the Office of Human Resources at 702-777-3855 or [rbailey2@touro.edu](mailto:rbailey2@touro.edu) as well as their direct supervisor.

## Concerns about Returning to Campus

- Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to request ADA Reasonable Accommodations related to returning to the campus should first consult with TUN's Office of Human Resources at 702-777-3855 or [rbailey2@touro.edu](mailto:rbailey2@touro.edu).
- Students required to be on campus who have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to request ADA Reasonable Accommodations should consult with TUN's student ADA Compliance Officer, Dr. Jennifer Obodai (by email at [jobadai@touro.edu](mailto:jobadai@touro.edu) or by phone at 702-777-3182).
- Students required to be on campus who have concerns about doing so for reasons unrelated to their own personal health should contact the following representative from their program or school:
  - School of Education: Dr. Robert Askey ([raskey@touro.edu](mailto:raskey@touro.edu))
  - School of Nursing: Dr. Theresa Tarrant ([ttarrant@touro.edu](mailto:ttarrant@touro.edu))
  - School of Occupational Therapy: Dr. Robyn Otty ([rotty@touro.edu](mailto:rotty@touro.edu))
  - School of Physical Therapy: Dr. Michael Laymon ([mlaymon2@touro.edu](mailto:mlaymon2@touro.edu))
  - School of Physician Assistant Studies: Professor Amie Duford ([aduford@touro.edu](mailto:aduford@touro.edu))
  - Doctor of Osteopathic Medicine: Dr. Terrence Miller ([tmiller@touro.edu](mailto:tmiller@touro.edu))
  - Master of Medical Health Sciences: Dr. Vladimir Bondarenko ([vbondare@touro.edu](mailto:vbondare@touro.edu))
- If the student and the program cannot reach an agreement, they should work with the Dean of the College.

## CAMPUS SCREENING AND ENTRY

Touro continues to be a closed campus with key-card badge access with limited entry points. A new badge access system was implemented in 2020 as an upgrade to our previous system. This new system allows us to regulate and monitor entry to ensure our density of people on campus does not impair our physical distancing requirements. You **MUST** have your new badge for entry. Temporary badges are available. However, if you repeatedly forget your badge, you may be asked to return home to get your badge.

Individuals who have COVID-19, suspect they may have COVID-19, or who have symptoms consistent with COVID-19 may not enter campus.

### Campus **Entry Procedures**

All students, faculty, staff, patients, and visitors will be required to verify their vaccination status prior to entering campus buildings. Everyone must enter the campus buildings at designated staffed entrances.

Employees and students must provide proof of vaccination or be rapid-tested and must wear masks. Visitors who spend more than 14 minutes in the building must either provide proof of vaccination or be rapid-tested. Everyone is required to wear a mask while in the campus buildings, unless they are alone in their office spaces.

**Vaccinated individuals:** If proof of vaccination or an approved exemption is on file at HR or Student Health, vaccinated employees and students are eligible to get a vaccine verification badge sticker. They can show this sticker and enter the building. If proof is not on file, they must show proof of vaccination for entry. Vaccinated visitors must show proof of vaccination to enter the buildings.

**Unvaccinated individuals:** Unvaccinated individuals must be rapid-tested. They will wait for the rapid test result in their vehicle (or other designated area, as applicable), which should be available within 20 minutes. It is recommended that unvaccinated individuals who will need to be tested plan to arrive a half-hour early for classes or appointments.

- With a negative test result, unvaccinated individuals may enter campus buildings.
- With a positive test result, unvaccinated individuals may not enter campus buildings. They will have to take a PCR test and consult with Student Health or Human Resources, as appropriate.
- Only one test per day is required; re-entry does not require a new test. An approved placard or note for that date will be provided on request.

**Rapid tests:** At this time, Touro will provide the rapid tests on-site at no charge, but at some point in the future, unvaccinated individuals will have to go off-site for COVID-19 rapid testing at their own expense. Notice of at least two working days will be given for this change. Touro does not provide or pay for PCR (non-rapid) tests as a part of these procedures.

#### Badge Access Control

All employees and students issued a badge/key-access control card will be required to “badge-in” and “badge-out” when they enter and exit campus buildings.

#### Doors

- When possible, commonly used interior doors should be left open during normal-use hours. Leaving interior doors open will reduce the number of high-contact surfaces that need to be cleaned during the day.
- For doors that must remain closed for temperature reasons and/or comply with fire and safety code, a hand sanitizer should be located near the doors.

**Please note:** Exterior doors should never be left open or propped open.

# HEALTH MONITORING REQUIREMENTS

## Symptom Monitoring

COVID-19 is highly transmissible and can easily be spread by people who do not know that they have the disease. The CDC has identified several symptoms associated with COVID-19. At present, symptoms associated with the virus include one or more of the following:

- Fever
- Chills or shivers
- Muscle pains or aches (not due to exercise)
- Cough (worse than usual if you have a daily cough)
- Shortness of breath or trouble breathing
- Headache (worse than usual if you have headaches)
- Scratchy or painful sore throat
- New loss of taste and smell
- Nausea/vomiting/diarrhea/stomach cramps
- Dizziness and lightheadedness
- Sneezing, runny nose, or congestion (worse than usual if this is common for you)
- Fatigue that is unusual or more severe than normal
- Eyes are unusually red or painful

You should monitor your health daily. If you have questions about your exposure, have a recorded temperature of greater than 100.4 degrees, or have any of the symptoms mentioned above, you should contact Student Health or Human Resources (as appropriate), as well as your medical provider for an assessment and possible COVID-19 testing. You should also self-isolate and maintain at least 6 feet of distance from others while you are symptomatic as a precaution.

## Access to Campus

Before entering campus buildings, all individuals (students, Faculty, staff, and visitors) should assess their health. The University guidelines and protocols presented in this guide will help TUN reduce the risk of a flare-up of virus transmission among Faculty, staff, students, families, patients, visitors, and others. One of the most critical elements of achieving this goal is to identify people with suspected COVID-19 based on their symptoms or exposure status.

Therefore, there are multiple scenarios in which we will ask you not to come to campus. These conditions may include:

- You have tested positive for COVID-19 in the past ten days.
- You have symptoms consistent with COVID-19 (noted in the symptom monitoring section above).

Under these circumstances, you may not come to campus. If you have been exposed to COVID-19, you should consult your healthcare provider and get tested for COVID-19 if you have not already done so. You also must report your exposure to the Office of Student Health or Office of Human Resources (as noted below under *Reporting Requirements*).

If you develop COVID-19 symptoms while on campus, you must leave campus. If exposure to COVID-19 is suspected, you should contact your health care provider for evaluation and testing.

In all cases, affected individuals must meet clearance criteria (see below) before entering campus.

**Access to Academic Clinical Education Sites (e.g., rotations, clerkships, practicums, fieldwork)**

Students should follow the policies of the academic clinical education sites. In addition, Touro requires that all students wear masks or facial coverings at clinical sites. Face shields alone do not meet this requirement. The facial covering must cover your mouth and nose.

Academic clinical sites: If you are assigned to an academic clinical education site (e.g., rotations, clerkships, practicums, fieldwork), we ask you to not go to the site if these conditions apply:

- You have tested positive for COVID-19 in the past ten days.
- Have symptoms consistent with COVID-19 (noted in the symptom monitoring section below). You must report to the Office of Student Health if you have tested positive or have symptoms consistent with COVID-19.
- If you have been exposed or identified as a close contact of someone with COVID-19, you should follow the policy of the academic clinical site as to attendance.

**Reporting Requirements for Exposure and Positive COVID-19 Test Results for All Students and Employees:**

Individuals who are exposed to COVID-19 or who receive a positive COVID-19 test result must notify Touro as soon as possible.

- Students must notify Student Health at 702-777-9970 or [student.health@tun.touro.edu](mailto:student.health@tun.touro.edu). It is strongly recommended that students contact their academic program as well. As a matter of protocol, the Office of Student Health will alert the student's academic program.
- Employees must notify the Office of Human Resources at 702-777-3855 or [rbailey2@touro.edu](mailto:rbailey2@touro.edu) as well as their direct supervisor.
- All others – contact the Touro Health Center at (702) 777-4809

Touro will cooperate and support the Southern Nevada Health District (SNHD) in their contact tracing efforts following any positive test. If a faculty, staff, or student who has been on campus is confirmed to have a COVID-19 infection, persons who were identified as being in contact with that individual will be notified.

### Clearance Criteria to Return to Campus

Individuals who are exposed to COVID-19 and have received the full COVID-19 vaccine have a choice to attend work on campus or class on campus ***if they are asymptomatic***. After speaking with Student Health, students should also inform their academic program of their situation. After speaking with the Office of Human Resources, employees should inform their supervisor of their situation.

Employees: Office of Human Resources Contact: Bob Bailey, 702-777-3855 [rbailey2@touro.edu](mailto:rbailey2@touro.edu)

Students: Office of Student Health Contact: Shelly Howlette, 702-777-9970 [showlett@touro.edu](mailto:showlett@touro.edu)

EXPOSED		What do you do?
Vaccinated	No Symptoms	<ol style="list-style-type: none"> <li>1. Inform Student Health (students) and Human Resources (employees) of your exposed status.</li> <li>2. You may then choose one of the following:               <ol style="list-style-type: none"> <li>a. Continue to come to campus for class or work, then get a rapid test 3-5 days after exposure. If positive, follow positive diagnosis protocol below. If negative continue to attend class or work without restrictions.</li> <li style="text-align: center;">OR</li> <li>b. Quarantine for 3-5 days, then get a rapid test (3 to 5 days post exposure). Inform your academic program (student) or supervisor (employee) of your quarantined status.</li> </ol> </li> </ol> <p>*If an individual lives with person who is positive with COVID 19 and they remain asymptomatic and COVID-19 negative, they will be randomly tested for COVID-19.</p>
Unvaccinated	No Symptoms	<ol style="list-style-type: none"> <li>1. Inform Student Health (students) and Human Resources (employees) of your exposed status.</li> <li>2. You may then choose one of the following:               <ol style="list-style-type: none"> <li>a. Quarantine for 5 days then get a PCR test. Can return if PCR is negative. Inform your academic program (student) or supervisor (employee) of your quarantined status.</li> <li style="text-align: center;">OR</li> <li>0. Isolate for 14 days before returning. Inform your academic program (student) or supervisor (employee) of your quarantined status.</li> </ol> </li> </ol>
Students in the Clinical Phase of their Program	No Symptoms	Inform Student Health of your situation. Then follow site clinical site policy for exposure.
<b>NO KNOWN EXPOSURE</b>		
Vaccinated and Unvaccinated	With Symptoms	Please contact the Office of Student Health or Office of Human Resources. When symptoms are gone, can attend work or class.

<b>COVID POSITIVE</b>		*Confirm all positive rapid tests, with a PCR Test.
Vaccinated and Unvaccinated	With Symptoms	Inform HR or Student Health of your status, then: Quarantine until 5 days with no fever (and no medication to reduce fevers)  AND Significant improvement in respiratory symptoms
<b>COVID POSITIVE w PCR Test</b>		*Confirm all positive rapid tests, with a PCR Test.
Vaccinated and Unvaccinated	Without Symptoms	Inform HR or Student Health of your status, then: Quarantine 5 days from the date of the positive PCR test.  a. Upon returning to campus complete a rapid test or PCR test and test negative before going to class or work.

## PERSONAL SAFETY PRACTICES

To protect the health of the entire community, we are not only responsible for following the safety practices ourselves but also responsible for helping our colleagues to follow them as well. When you see someone who is wearing a mask incorrectly or has forgotten to clean an area after using it, simply remind them of the proper protocol with a polite, "Please." For example, "Please pull your mask up." And for those of us who receive a reminder from a colleague, we should politely say "Thank you" and immediately resume the proper safety protocol.

### Personal Protective Equipment

Employees may be required to wear personal protective equipment (gloves, gowns, face shields, etc.) or respiratory protection due to the nature of their work.

Research will order PPE as needed through the established procurement procedures. All other departments should submit PPE requests to the Accounting/Procurement Office.

## ADDRESSING NON-COMPLIANCE

Students, Faculty, and staff will be expected to comply with all university policies and protocols designed to reduce the spread of the COVID-19 virus and promote health and safety.

Intentional or reckless disregard for these policies and protocols by students will be addressed through the Division of Student Affairs using existing sanctioning considerations found in the University Catalog, including reviewing the potential impact on the community in the evaluation of the nature and severity of the incident, which may support an enhanced sanction.

The TUN Faculty Handbook provides that Faculty may be disciplined for violations of the University's standards of conduct. The process for reaching a decision to discipline a faculty member is overseen by the Dean in consultation with the Provost.

The TUN Administrative Employee Handbook provides that a staff member may be disciplined for violations of the University's standards of conduct. University policies outline processes for correcting single and repeated failures to comply with policies and protocols. Violations will be handled according to approved processes.