



St. John's College
Department of Nursing

Signature must be provided prior to visiting
college

Campus Visit Procedures St. John's College- Phase Four

Main Campus will be open for approved Phase Four colleagues and students. Colleagues are allowed to work on campus as long as they are following the surveillance guidelines. Surveillance guidelines include checking temperature each morning prior to entering the college. The temperature must be below 100, colleague must be free of symptoms of a cold (sore throat, shortness of breath, cough) of checking their temperatures prior to entering the college or clinical setting.

The following steps are to be followed for all campus visits during St. John's College Phase Four opening.

All **colleagues** continue to self- monitor at home or immediately prior to entering the college their temperature and acknowledge if having symptoms of a cold, been exposed to anyone who tested positive, or travelled out of the state or country.

All didactic instruction will be delivered online, as well as virtual laboratory instruction. Clinical experiences will be conducted at St. John's Hospital or in an approved community setting.

Students who may need to use the computer lab, or want to have a group study session, must schedule those visits to the college with Administration. Email judy.shackelford@sjcs.edu or charlene.aaron@sjsc.edu to schedule a visit.

- All visits to campus must be pre-arranged with Administration or instructor and a signed copy of the campus visit procedures form must be submitted prior to visiting. The surveillance sheet and procedures form will be available on the college website.
- When in the college, students will be required to follow CDC and IDPH guidelines including:
 - Maintaining 6ft social distancing
 - Wearing a face mask. Students may wear their own mask. If students do not have a mask, one will be provided for them.
- Upon arrival to campus, please **enter** all buildings through the approved entry point as identified by your supervisor or instructor (**Front door**)- You will be asked to provide a photo ID and copy of the screening tool verification (PDF, email, or a screenshot). Those unable to provide a photo ID or verification of a complete screening from the day of the visit, will not be allowed into college buildings. All colleagues and students are expected to **exit** the building through the **West door**, closest to the parking lot.
- A college appointed representative will meet all visitors at the identified entry point of each building to screen for a temperature using a no touch thermometer. The appointed college representative will ensure the visitor has provided a signed copy of the campus visit procedures form and completed the electronic screening tool and that the visitor has the green light for campus presence ?
- Faculty will complete the Student Screening log on clinical days. Upon verification of completion of all guidelines, colleagues/students may report to lab or work area. Any colleague/student with a temperature of 100 or above will be asked to leave campus.
- During all campus visits, colleagues/students should limit traffic and presence to only areas which are required to perform official business.
- Student Lounge, Room 127 may be used for group study, as long as the protocols for social distancing are being followed. This includes: Prior surveillance and permission to be in the college; The number of students in the room does not exceed safe capacity, sitting 6 feet apart and wearing a mask.

- If at any time during campus presence, the visitor recognizes a presence or worsening of symptoms or begins to develop a fever, the visitor will notify supervisor or instructor and immediately leave campus.

I understand the St. John's College Visit procedure and agree to abide by all requirements listed within.

Name: _____

Date: _____

Signature: _____

Employee / Student ID#: _____