

APPENDIX C: CONTINUITY OF EDUCATION POLICY

University of Maryland School of Nursing (SON) Continuity of Operations Plan (COOP) related to COVID-19

Assumptions:

1. Assuming the University of Maryland, Baltimore (UMB) remains open, SON will enact an alternative plan for delivery of face-to-face courses to reduce the risk of exposure to COVID-19 for students, faculty, and staff.
2. If students are not able to complete their clinical requirements, SON will make alternative arrangements for students to complete the semester. Priority will be given to ensuring that students who are scheduled to graduate can meet all of their degree requirements.
3. It is assumed that UMB is able to maintain access to the internet and that the UMB network, the SON network, and email are operating normally.

Resources:

UMB's Novel Coronavirus (COVID-19) web presence (<https://www.umaryland.edu/coronavirus/>) as well as SON's COVID-19 Operations web presence (<https://www.nursing.umaryland.edu/covid19/>) will provide updated information. Students and SON employees should review these websites at least twice daily.

Essential SON employees will be available to operationalize this policy.

Procedures:

1. The Dean or his/her designee will convene, as appropriate, conference calls with essential employees. (Call the following conference call number: 1-844-279-4239, participant PIN: 678 437 952 243.)
2. The Dean will notify SON faculty, staff, students, and visiting scholars that the School's COOP for COVID-19 is being enacted, including the timeline for implementation.

Coursework, Clinicals/Practicum

3. Students in clinical rotations or practicum experiences will continue with the understanding that the clinical site may limit student participation in selected experiences or may notify the student or SON that the clinical placement needs to be discontinued. Per UMB guidance (<https://www.umaryland.edu/president/letters-to-the-umb-community/umb-clinical-guidance.php>), *SON students will not provide care to persons who are COVID-19 rule-out or COVID-19 confirmed.*
4. Students conducting research as part of their studies or research assistantships will follow UMSON's Office of Research and Scholarship-issued guidelines (<https://www.nursing.umaryland.edu/media/son/Preventing-Spread-of-COVID-19-in-Research-and-Scholarship.pdf>); *SON students will not engage research participants who are COVID-19 rule-out or COVID-19 confirmed.*
5. Online didactic courses will continue uninterrupted.

6. Hybrid courses will suspend in-person classroom delivery and implement an alternative pedagogical approach.

7. The Academic Dean for each program, as well as the Department Chairs and Vice Chairs, will work with the Course Directors, as applicable, to suspend face-to-face classroom delivery and to put into place alternative pedagogical approaches. During the suspension of face-to-face classes, the course faculty will determine the preferred pedagogical approach.
 - a. Blackboard (BB) will be used as the primary method for course-specific communication with students. Announcements and communication of alternative plans will be the responsibility of the Course Director/Coordinator or the faculty of record.

 - b. The Course Director/Course Master/Clinical Coordinator/faculty of record determines alternative plans to meet course/module objectives:
 - i. The plans should be specified for the next period of time (e.g., one week at a time).
 - ii. Faculty should utilize BB as the central repository and tool for course activities.
 - iii. Strategies may vary depending on the course, format, or credits:
 - Web-based – The expectation is that little or nothing would need to change to continue course operation. Courses are designed to function without the need for students to be physically present.
 - Web-enhanced – Course meetings scheduled on premises could be replaced with online modules and learning activities and supplemented with additional videos, learning activities, etc.
 - Face-to-face – Course meetings scheduled on premises will need to be reconfigured in other formats, since the majority of content is delivered in the classroom; this assumes classes will not be held at an alternative site.
 - iv. Other delivery methods to consider include:
 - Mediasite lecture capture from previous live course offerings
 - Mediasite lectures taped in preparation
 - Remote broadcast from a site other than UMB/Universities at Shady Grove (USG)
 - Real-time BB Collaborate course meetings
 - Supplemental course materials and assignments including, but not limited to: websites, readings (articles, books, etc.), faculty-produced content, additional written assignments, and/or online discussion
 - Simulation and Standardized Patient Program learning experiences pre-populated in BB
 - Virtual reality

 - c. The Course Directors will communicate course-specific changes to students enrolled in the course.

 - d. The suspension of face-to face-classroom delivery will remain in effect until the Dean, in consultation with UMB officials, determines it is safe to resume face-to-face instruction.

 - e. Students will participate in scheduled simulations and labs while adhering to the the Centers for Disease Control and Prevention’s (CDC) recommendations for prevention (<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>), which include:

- Avoid close contact with people who are exhibiting symptoms consistent with COVID-19.
 - Avoid touching your eyes, nose, and mouth.
 - Stay home when you are sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
 - Follow CDC’s recommendations for using a facemask.
 - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
 - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for [health workers](#) and [people who are taking care of someone in close settings](#) (at home or in a health care facility).
 - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- f. In the case that a student is unable to meet course and/or clinical requirements as a result of being exposed to COVID-19 and quarantine or diagnosis of COVID-19, the course faculty and SON will make every effort to support the student’s completion of the course/clinical requirements, as applicable.

Use of Facilities, Virtual Student Meetings (including Advising and Student Organizations)

8. Whenever possible, students, faculty, and staff will maintain at least 6 feet of social distance while interacting and will not congregate in open areas, hallways, or outside of simulation and lab spaces.
9. SON student organizations will be notified by the Associate Dean for Student and Academic Affairs to cancel non-essential meetings and to host essential meetings virtually.
10. SON Student Success Center services and academic advising will be provided through non-in-person methods.
11. The SON website Events section will specify the format of the event, including whether it is being held virtually.

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Expectations of essential administrative employees, course faculty, and students:

Essential Administrative Employees	Course Faculty	Students	Activity
Yes	Yes	Yes	1. Monitor UMB email, UMB and SON Coronavirus (COVID-19) websites.
Yes	Yes	Yes	2. Arrange off-campus access to computer (e.g., emails, Blackboard).
Yes			3. Participate in planning calls as requested.
	Yes		4. Prepare and deliver course content through alternative approaches.
Yes	Yes		5. Participate in course planning calls.

SON essential employees for academic program delivery:

1. Dean
2. Associate Dean for Student and Academic Services
3. Associate Deans for Academic Programs; most senior Associate Dean in terms of length of service is the backup for the Dean in the case that s/he is not able to participate due to extenuating circumstances
4. Assistant Dean for Information and Learning Technology
5. Chairs of Departments of Family and Community Health; Organizational Systems and Adult Health; Partnerships, Professional Education, and Practice; and Universities at Shady Grove
6. Associate Dean for Administration and Finance
7. Assistant Dean for Research and Finance Administration
8. Director of Marketing and Public Relations
9. Information Technology and Learning Technology Staff (exempt)
10. Special Assistant to Dean
11. Registrar
12. Faculty members with teaching responsibilities