

# **BERGIN UNIVERSITY OF CANINE STUDIES**

## **COVID-19 PROTOCOLS AND POLICIES**

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# Bergin University of Canine Studies COVID-19 Protocols and Policies

COVID-19 is a respiratory illness caused by a novel virus that has spread worldwide. This document is intended to describe the University's measures to prevent the spread of the virus on campus and will be updated as needed. *It is important for each individual to take responsibility for limiting the spread of COVID-19 and to be an active participant in keeping themselves and others healthy on and off campus.*

## GENERAL CAMPUS MEASURES

- All persons entering the campus must wear a well-fitted face mask. Staff, students and faculty must wear University approved face masks.
- Temperatures will be taken in the COVID kiosk by an approved machine **of any and all persons** who enter the campus.
  - Individuals must wear a mask when entering the COVID kiosk before entering the campus in order to comply with the California Department of Health and University requirements. Masks are available on the table in the tent if needed.
  - Individuals must use The Turing machine located in the COVID kiosk. This machine will determine if the person has a fever by taking their temperature. The fail setting is set at 99.9F.
  - Staff and students can choose to fill out the CDC questionnaire at home or check in directly at the kiosk. Filling the questionnaire out at home will save you time when on campus.
    - If you choose to fill out the CDC questionnaire at home, if you pass, you receive a QR code that will be scanned by the Turing machine. Temperature will be taken and a badge will print for the day clearing the individual. The badge is to be worn while on campus.
    - If you choose to check in on campus, fill out the CDC questionnaire on the machine, temperature will be taken and a badge will print for the day clearing the individual. The badge is to be worn while on campus.
      - CDC Questions:
      - Name
      - In the past 24 hours, have you had any signs or symptoms of a fever, such as chills, sweats, feeling “feverish,” or having a temperature that is elevated for you or 100.4F or greater?
      - Do you have new onset or worsening of any of the following symptoms in the last 48 hours NOT related to allergies: Cough, shortness of breath, or chest tightness. Sore throat or unexplained loss of taste/smell. Diarrhea, nausea or vomiting?

- In the last 14 days, have you: traveled outside of the United States? Been in contact with anyone who has a confirmed COVID-19 diagnosis? Been notified that you may have been exposed to COVID-19?
- If an individual does not receive clearance:
  - The individual must not enter the campus. If possible, the student can view classes via Google Meet if available. Instructors will provide remote instruction if possible should they show symptoms or class will be canceled.
    - Staff is to advise appropriate instructors to make Google Meet available in their classroom if possible.
    - Instructors are to advise the CAO ([becca@berginu.edu](mailto:becca@berginu.edu)) or the General Manager ([dan@berginu.edu](mailto:dan@berginu.edu)) that they have COVID symptoms so remote classes can be coordinated if possible. Instructors may also call the school at (707) 545-3647.
    - Administration will coordinate with dog program staff.
- If a guest or volunteer has any of the above named symptoms:
  - That individual must not enter the campus.
- Staff must be aware of **Emergency Warning Signs**:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion
  - Inability to wake or stay awake
  - Bluish lips or face
- Staff will call 911:
  - If an individual exhibits any of these signs.
  - Notify the operator that you are seeking help for someone who may have COVID-19.
- Reminders of healthy hygiene and protocols are placed throughout the campus.
- **If employee, faculty or student feels sick**, contact appropriate staff **prior** to entering the campus via University phone (707) 545-3647 or email:
  - Rebecca Richardson, CAO – [becca@berginu.edu](mailto:becca@berginu.edu)
  - Dan Broin, General Manager – [dan@berginu.edu](mailto:dan@berginu.edu)
  - Connie Van Guilder, Director of Admissions – [admissions@berginu.edu](mailto:admissions@berginu.edu)
  - Shelby Snead, Student Services AA – [shelby@berginu.edu](mailto:shelby@berginu.edu)
- **No individual is to be identified when alerting others** that there may be someone who has entered the campus with COVID-19 symptoms or a diagnosis of COVID-19.
- University COVID Team: Dan Broin, General Manager; Rebecca Richardson, CAO

## HEALTHY HYGIENE MEASURES

### *Wash Your Hands!*

- **Frequently wash your hands for 20 seconds with soap and water.** Follow these five steps:
  - Wet your hands with clean running water and apply soap.
  - Lather your hands by rubbing them together with soap. Lather the backs of your hands, your thumbs, between fingers and under your nails.
  - Scrub your hands for at least 20 seconds – you can hum the Happy Birthday song TWICE!
  - Rinse your hands well under clean, running water.
  - Dry your hands using a clean paper towel or air dry them.
- **Always wash hands:**
  - Before touching your eyes, nose or mouth.
  - Before, during and after preparing food.
  - Before and after eating.
  - Before and after caring for someone who is sick with vomiting or diarrhea.
  - Before and after treating a cut or wound.
  - After using the toilet.
  - After blowing your nose, coughing or sneezing.
  - After touching animal food or animal waste.
  - After touching garbage or lids of garbage cans.

### *Use Hand Sanitizer!*

- **Hand sanitizer stations are available in every building.** Use hand sanitizer when you cannot use soap and water. **Use hand sanitizer when entering a classroom or the training room.** Rub the sanitizer over the surfaces of your hands and fingers until your hands are dry. This should take approximately 20 seconds.

### *Wear A Face Mask!*

- Wear a well-fitted face mask (approved type by NIOSH, KN95 or N95) while on and off campus. Students, faculty and staff are to wear University approved face masks unless there is a disability as defined by the Americans with Disabilities Act. Administration will work with individuals with a disability that inhibits them from wearing the approved masks to find a healthy alternative.
  - The school will provide several types of approved masks for student/staff/faculty use.
  - Individuals will not be allowed to stay on campus without wearing approved face masks unless they have proof of a disability as defined by the Americans with Disabilities Act.
- Cough or sneeze away from others and into a tissue – face the wall or turn away from those sitting next to you. Throw the tissue into a waste basket. If you do not have access to a tissue, sneeze into your arm or inside your elbow away from those sitting next to you. Step outside should you experience a coughing episode.

### ***Practice Social Distancing!***

- Practice social distancing inside the classroom, doorways and hallways as well as when out-of-doors. **Social distancing means keeping a minimum of 6 feet between yourself and another person.**
  - Desks in classrooms will be set six feet apart from each other. **Students are not to move desks.**
  - The training room allows for students to remain three feet apart from each other with their dogs. Please be mindful of social distancing while training.
  - There is one entry/exit in each classroom and the admin building. There are two entry/exits in the training room:
    - Students, faculty and staff should allow three feet of space between each other as you enter or exit a building.
    - **Always wear a mask** and be respectful of each other during these less spacious transitional points.
  - There is one entry/exit in the restrooms. **Only three individuals may be in the restroom at a time.**
    - Students, faculty and staff should allow three feet of space between each other as you enter or exit a building.
    - **Always wear a mask** and be respectful of each other during these less spacious transitional points.
  - **Lunch or snacks must be eaten outside. There is no eating or drinking in the classroom.** There is no community refrigerator – students and faculty are expected to bring their lunch in an insulated bag or purchase their lunch at a local restaurant.
  - Students, faculty and staff should bring their own drinking water in personal water bottles. Never share utensils.

### ***Stay Home When Feeling Sick!***

- Should you have a fever, cough or other signs of COVID-19 or other infectious viruses, stay home and seek medical care if necessary. Do not enter the campus.
- Students should contact their instructors and administrative staff: Connie Van Guilder at [admissions@berginu.edu](mailto:admissions@berginu.edu) or Shelby Snead at [shelby@berginu.edu](mailto:shelby@berginu.edu). The school phone number is (707) 545-3647.
- Students must be proactive in completing and submitting missing assignments. Please communicate with your instructor while recuperating.

## MAINTAINING HEALTHY ENVIRONMENTS

- The University requires proof of vaccination.
- **The University requires unvaccinated personnel (staff and students) to submit to COVID testing on a weekly basis.** The test result must be submitted according to school requirements.
  - **Please use this link to enter the results from your COVID Test at these times each week:**
    - 1. Sunday 8:00 PM until Monday 8:00 AM
    - 2. Tuesday 8:00 PM until Wednesday 8:00 PM
  - [https://docs.google.com/forms/d/e/1FAIpQLSdH9R8ryhsMmdSj2HNTEBCdfugzHyw\\_30jXIRD4QqpMyWLBra/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdH9R8ryhsMmdSj2HNTEBCdfugzHyw_30jXIRD4QqpMyWLBra/viewform?usp=pp_url)
- The University has a disinfecting system that involves spraying each building with a disinfectant proven to kill COVID-19. This spray reaches the underside of desks and small cracks.
  - Prior to spraying, all paper must be put in drawers or closed containers by students, faculty and staff. Paper objects will get wet and can be ruined.
  - Students and instructors are responsible for removing their personal items and books from the classroom each day.
  - Do not leave items on the floor at the end of the day.
- All University cleaning and sanitizing supplies are approved for use against COVID-19. These supplies are non-toxic, chemical-free, all-natural and 100% safe for humans and dogs.
- The restrooms are sanitized each day.
- Maintenance staff is equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate equipment as required by the product instructions.
- Touchless faucets, paper towel dispensers, and soap dispensers have been added to the restrooms.
  - A waste basket is placed near the door so that individuals may open the door using a paper towel and easily dispose of the paper towel once the door is open.
- Students, training faculty and kennel staff are responsible for cleaning and disinfecting used training equipment immediately following use. It is good practice to disinfect a public item prior to using it.
  - Spray bottles with disinfectant and/or sanitizing wipes will be provided in spaces with shared equipment, as well as in-person instruction in proper procedures for using, cleaning, and disinfecting shared training equipment.

- Each student will receive a bag of needed grooming and training supplies to be used with their assigned dog to prevent the spread of the virus. Students are not to share these supplies.
- The campus ventilation system is new and properly operates. The fan must be kept on during the day in all campus rooms. **The HVAC system is managed only by maintenance and administrative personnel.**
  - UVC lighting has been installed in the HVAC system to kill airborne viruses.
  - Faculty/staff may keep the door or windows open to improve ventilation.
- One or more AirSoap portable air cleaners known to kill virus droplets are placed in each building. **These purifiers must be left on and are managed only by maintenance and administrative personnel.**
- AC Clean UVC sanitizing cabinets, which use UVC light, are available to staff and students to disinfect laptops, tablets, headphones, dog training equipment, etc. A cabinet is located in the Training Room, Puppy Room and Room 103 (library/student room). Students and staff must practice social distancing and be aware of your surroundings when using the sanitizing cabinets.
- HomeSoap machines, smaller sanitizing machines, are available to staff and students to disinfect phones, leashes and keys. These machines are located in Room 102, Room 104 and the Administrative Building. Students and staff must practice social distancing and be aware of your surroundings when using the HomeSoap machines.
- Hand sanitizing stations are available in every building/classroom and outside.
- Classroom desks are placed three feet apart facing the front of the classroom.
  - Desks should remain facing the front of the classroom.
  - Students should always practice social distancing when working in groups.
- Do not share electronic devices, books or other learning aids without sanitizing the items and your hands first.
- Office staff will use sanitizing spray/wipes after using the copier/printers or postage machine. Students and faculty may use the copier/printer but must sanitize the equipment with the available sanitizing spray/wipes. Students/faculty who do not sanitize the equipment will lose the free use of the copier/printer
- Students, faculty, volunteers and staff should bring their own drinking water and water bottles to prevent spreading germs.

## DOG SANITIZATION PROTOCOLS



The University has established standard guidelines for students, fosters, instructors, and handlers to mitigate the risk of COVID-19 transmission.

- Dogs and dog-related equipment are to be appropriately disinfected between handlers.
- Students and/or fosters should only handle their own personal leash. Leashes are handler-specific, not dog-specific.
- Harnesses are to be handled as little as possible, and should be washed and/or disinfected at least daily. (Harnesses must be rinsed of any disinfectant used and completely dry before placing on a dog).

#### **On Campus Procedure:**

- Before interacting with the dog or any supplies, the student and/or foster must wash their hands and/or use appropriate disinfectant on their hands.
- Fosters will drop off dogs in kennels outside of the training room. Fosters and students will maintain their own leash and harness. This will allow for zero contact handoffs.

#### **Home Procedure:**

- Following a day on-campus, overnight fosters are encouraged to clean and disinfect the dog's harness. Since COVID is believed to be an enveloped virus, it is susceptible to heat/drying. Fosters are encouraged to completely dry the dog's harness in a warm, sunny spot, and/or dry the harness in a clothes dryer.
- Alert Dan Broin at [dan@berginu.edu](mailto:dan@berginu.edu) in the event that a dog has contact with someone with symptoms of COVID-19, someone who recently tested positive for COVID-19, and/or someone being isolated/quarantined for COVID-19.

## **FIELD TRIPS**

Field trips are an essential component of some dog training courses; mainly the Associate of Science, Assistance Dog Education dog training courses and Bachelor of Science Assistance Dog training course. It is important to keep students, dogs and the public safe during these field trips. Students must adhere to the following field trip requirements:

- Wear a University approved mask while in public or if you are sharing transportation to and from the field trip.
- Keep dogs away from the public. Do not allow anyone to pet the dog in your care.
- Practice social distancing while on the field trip with other students and with the public. This can be difficult as some people will want to pet the dog or ask you questions. Step back and

politely let them know you must follow the University's social distancing requirements during the pandemic. Inform your instructor should you have any problems with the public.

- Faculty will provide field trip opportunities that will limit exposure to the public or will create small groups of students/dogs that will assist in providing a controlled environment in public places.
- Students involved in social therapy must always wear a mask, and in some cases, dogs will be on a six foot leash. Field trips will be provided that limit close exposure to the public.

## PREPARATION - WHEN SOMEONE GETS SICK

The University has done its best to keep the virus from spreading throughout the campus. However, the following procedures will be adhered to should an individual contract COVID-19.

- Administration (President, CAO, COO, General Manager) will advise staff, faculty and other students should a documented case of COVID-19 occur in an individual who is frequently on campus. **The specific individual will not be identified.**
- Students with a Bergin dog who have contracted COVID-19, and have symptoms that could prevent them from adequately caring for their assigned Bergin dog, **MUST** return the dog to the University until they have been cleared to return to campus. The return must be contactless. Student is to communicate with Dan Broin at [dan@berginu.edu](mailto:dan@berginu.edu) regarding return of the dog.
- Students with symptoms or a diagnosis of COVID-19 will have access to Google Meet/Zoom to access classes if available. Staff and instructors will do their best to make remote access available if at all possible.
- Most people with COVID-19 have mild illness and can recover at home without medical care, but should not visit public places. People can experience a wide range of symptoms from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

**If you have symptoms:**

- Stay Home! Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas and do not go to places where you are unable to wear a mask. Contact school administration and let them know immediately.
- Get Tested! If you have symptoms of COVID-19, get tested. While waiting for results, stay away from others, including staying apart from those living in your household.
- Get tested as soon as possible after your symptoms start. Treatments may be available for people with COVID-19 who are at risk for becoming very sick. Don't delay: treatment must be started early to be effective-some treatments must begin within 5 days of your first symptoms. Contact your healthcare provider right away if your test result is positive to determine if you are eligible.
- Self-tests are one of several options for testing for the virus that causes COVID-19 and may be more convenient than laboratory-based tests and point-of-care tests. Ask your healthcare provider or your local health department if you need help interpreting your test results.
  - Bergin University provides tests for staff and students free of charge. Please contact administrative staff to ensure you know where the tests are located. If you need to come to campus to get a test and have symptoms, you must do so in a contactless method (e.g. call when you arrive, test can be left outside for you).
  - Once you have tested and have your results, contact Dan Broin at [dan@berginu.edu](mailto:dan@berginu.edu) immediately. You will need to submit your signed and dated test at the link below.

[https://docs.google.com/forms/d/e/1FAIpQLSdH9R8ryhsMmdSj2HNTEBCdfugzHyw\\_30jXIRD4QqpMyWLBra/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdH9R8ryhsMmdSj2HNTEBCdfugzHyw_30jXIRD4QqpMyWLBra/viewform?usp=pp_url)

- Separate yourself from other people.
  - As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a well-fitting mask. You do not need to wear a mask if you are alone. If you cannot put on a mask (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Stay at least 6 feet away from other people. This will help protect the people around you.
  - Masks should not be placed on young children under the age of 2 years, anyone who has trouble breathing, or anyone who is not able to remove the mask without help.
- Tell your close contacts that they may have been exposed to COVID-19. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive. Close contact means: within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period with someone who has COVID-19.
- Calculating Isolation: Day 0 is your first day of symptoms or a positive viral test. Day 1 is the first full day after your symptoms developed or your test specimen was collected. If you have COVID-19 or have symptoms, isolate for at least 5 days.

## **If you have a COVID-19 positive test result or have symptoms, regardless of vaccination status:**

- Stay at home for at least 5 days and isolate from others in your home.
- Wear a well-fitted mask if you must be around others in your home.
- Do not travel.
- Take precautions until day 10:
  - Wear a well-fitting mask for 10 full days when you are around others inside your home or in public.
  - Do not travel until a full 10 days after your symptoms started or the date your positive test was taken if you had no symptoms.
  - Avoid being around people who are more likely to get very sick from COVID-19.
- **Ending Isolation**
  - Ending isolation if you had symptoms: End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving. Bergin University requires you have a negative COVID test, taken on the morning of **DAY 5** before returning to work. You will need to fill out the form, date, and sign test and upload here:  
[https://docs.google.com/forms/d/e/1FAIpQLSdH9R8ryhsMmdSj2HNTEBCdfugzHyw\\_30jXIRD4QqpMyWLBra/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdH9R8ryhsMmdSj2HNTEBCdfugzHyw_30jXIRD4QqpMyWLBra/viewform?usp=pp_url)
  - If you are still positive after 5 days, please continue isolating for 5 more days. If you are symptom free on day 10, you may return to work. If you still have symptoms, you must consult your doctor before ending isolation and have a doctor's note stating you can return to work before doing so.
  - Ending isolation if you did NOT have symptoms: End isolation after at least 5 full days after your positive test. Bergin University requires you have a negative COVID test, taken on the morning of DAY 5 before returning to work. You will need to fill out the form, date, and sign test and upload here:  
[https://docs.google.com/forms/d/e/1FAIpQLSdH9R8ryhsMmdSj2HNTEBCdfugzHyw\\_30jXIRD4QqpMyWLBra/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdH9R8ryhsMmdSj2HNTEBCdfugzHyw_30jXIRD4QqpMyWLBra/viewform?usp=pp_url)
  - If you are still positive after 5 days, please continue isolating for 5 more days. If you are symptom free on day 10, you may return to work.
  - If you got very sick from COVID-19 or have a weakened immune system: You should isolate for at least 10 days. Bergin University requires you have a negative COVID test,

taken on the morning of DAY 10 before returning to work. You will need to fill out the form, date, and sign test and upload here:

[https://docs.google.com/forms/d/e/1FAIpQLSdH9R8ryhsMmdSj2HNTEBCdfugzHyw\\_30jXIRD4QqpMyWLBRA/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdH9R8ryhsMmdSj2HNTEBCdfugzHyw_30jXIRD4QqpMyWLBRA/viewform?usp=pp_url)

- If you still have symptoms or still test positive, you must consult your doctor before ending isolation and have a doctor's note stating you can return to work before doing so.

## **Calculating Quarantine**

The date of exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has COVID-19.

### **If you were exposed to COVID-19:**

- I. Stay home and quarantine for at least 5 full days.
- II. Wear a well-fitting mask if you must be around others in your home.
- III. Do not travel.
- IV. Get tested. Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19. Bergin University requires you have a negative COVID test taken the morning of Day 5 before returning to work.

#### **After Quarantine:**

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19. It is best to avoid travel until a full 10 days after you last had close contact with someone with COVID-19. Take precautions until day 10 by wearing a well-fitting mask. If you must travel during days 6-10, take precautions. Avoid being around people who are more likely to get very sick from COVID -19.

- Administration (President, COO, CAO or General Manager) must provide clearance before any student, faculty, volunteer or staff member returns to campus after a COVID-19 diagnosis. Administration and dog program staff will coordinate the return of a student.
- Areas used by a sick person will be closed off for 24 hours. Staff will wait the recommended time of 24 hours between notice of COVID-19 and cleaning and disinfecting the affected area. School staff will notify students, faculty and other staff of the mitigation plan and what areas are available for classroom and training activities. Classes may be held in the open tent area or outside after an active case of COVID-19 has been identified to mitigate transmission of the virus.
- For more information, please click on <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. For Sonoma County information, please click on <https://socoemergency.org/emergency/novel-coronavirus/>.

All requirements related to COVID-19 will be updated per recommendations from the Centers for Disease Control, California Department of Public Health or Sonoma County Public Health.

*Working together, we can keep our campus and the Sonoma County community safe!*