

Appendix G. COVID-19 Preventive Measures & Framework

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1. Introduction

COM-FSM follows all FSM National and State laws, in addition to standards defined by the Accrediting Commission for Community and Junior Colleges (ACCJC). COM-FSM adheres to appropriate guidelines to protect the safety and well-being of our students, faculty, staff and administration.

COM-FSM follows National and State protocols and declarations of emergency. Consequently, it may be possible that one campus is on a different condition of readiness from another.

All official updates from COM-FSM are posted on www.comfsm.fm in the COVID-19 pages and the [College of Micronesia-FSM Official Facebook page](#). If information is not posted on COM-FSM official pages, **it is not official**.

1.1 Purpose

The purpose of this document is to:

- provide a standardized framework for COM-FSM in its response to the COVID-19 outbreak
- provide technical information and guidance for coordinated efforts across all campuses and departments to minimize the impact of COVID-19
- present the measures COM-FSM takes to protect the lives and property of the college community during the COVID-19 emergency while preserving the orderly functioning of the college community.

1.2 Related plans and reference documents

This document has been made with reference to:

- a) [FSM COVID-19 Response Framework](#)
- b) Chuuk State; Kosrae State; Pohnpei State and Yap State COVID-19 Contingency Plans
- c) [CDC guidelines](#)
- d) Guidelines for Tertiary Education Organizations on how to Operate Under Different Alert Levels ([New Zealand, Ministry of Education](#))
- e) [COM-FSM Emergency Management Plan](#)

1.3 Assumptions

- a) ACCJC has permitted COM-FSM to deliver certain programs online for summer and fall semester 2020.
- b) Delivery method of program (in-person or online) must be defined for each program before the start of the semester.

- c) A program which is offered will support students through until the end of semester, irrespective of what condition readiness level is declared.
- d) Everyone is susceptible to COVID-19 infection, though children appear to be less affected.
- e) Those with co-morbidities, including diabetes and hypertension, may have more severe outcomes following infection.
- f) There are no treatments or vaccines currently available.
- g) Social distancing measures are effective in slowing transmission of COVID-19.
- h) COM-FSM campuses follows National and State declarations to determine the condition of readiness for each campus.

1.4 COVID-19 readiness conditions | COV-CON

COM-FSM follows the FSM Nationally defined five conditions of readiness for COVID-19.

	FSM National	Chuuk State	Kosrae State	Pohnpei State	Yap State
Condition 5:	All clear				
Condition 4:	Zero cases but COVID-19 threat exists				4b: 'Threat detected' No cases on-island, but real threat identified
					4a: 'Evidence of Local Transmission in Hawaii, Guam, Palau or Other FSM States'
Condition 3:	1-10 cases				First case' Initial case identified
Condition 2:	>10-100 cases				Established Transmission' 2nd generation of cases of multi-foci of local cases
Condition 1:	>100 cases (widespread transmission on main island)				1c: 'Widespread Transmission on Yap Proper'
	1b: .100 cases (widespread transmission throughout State)				1b: 'Widespread Transmission throughout Yap State'
					1a: 'Continued Spread Transmission throughout Yap State'

Figure 1: COVID-19 Conditions as defined by FSM National & States

2. Principles under COV-CON 4 and above

This document aims to present the College of Micronesia-FSM's preventive measures. It serves as a base for each department and office to use on how to assure the continued delivery of quality services under a rapidly changing situation of potentially life-threatening risk. One document cannot provide every detail of every possible scenario to be encountered across COM-FSM's campuses. Consequently, we ask all COM-FSM members and visitors to respect the five principles.

Principle 1: Gatherings are limited to no more than 10 people

Limiting the number of people one is in contact with can prevent or limit the spread of the virus.

Principle 2: Respect social distancing: Stay 6 feet apart

COM-FSM's rationale and guidelines on social distancing (first published on March 25th 2020) are available [here](#).

Areas on campus where people normally get together for instructional, administrative, or student support services will be set up with floor markings to help people follow the 6-feet rule of social distancing.



Figure 2: Socially distanced computer lab, Yap Campus

Principle 3: Maintain personal hygiene: Wash hands. Learn about home-made masks. If sick, or caring for someone sick, STAY HOME.

2.3.1 Wash your hands for at least 20 seconds

COM-FSM asks everyone on campus to wash their hands for at least 20 seconds:

- 1) immediately upon arrival to a building. If you are not able to use a bathroom to wash your hands, use hand sanitizer
- 2) **after** using the bathroom

- 3) **before** and **after** eating
- 4) if you touch shared supplies or surfaces (door handles, computer keyboards, desks)
- 5) before leaving a building for your next destination

2.3.2 Masks and Face Coverings

Recognizing the global shortage of medically approved masks, COM-FSM will provide masks only for workers providing essential services, which includes nurses, Dining Hall staff, Residence Hall staff, and staff cleaning areas in which there is a COVID-19 patient or person under investigation.

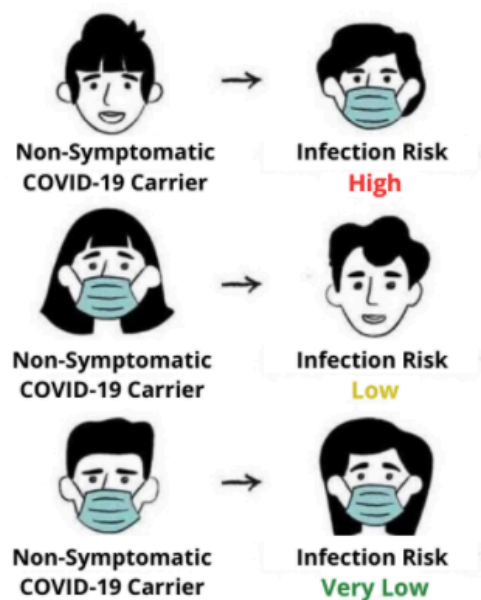
From August 3rd 2020, anyone on campus will be required to **wear a face-covering while on campus.**

“Some people have said that covering their faces infringes on their rights, but...it’s about protecting your neighbors...Spreading this disease infringes on your neighbors’ rights.”

Larry Hogan, Governor of Maryland (Republican)

2.3.2.1. Rationale for Wearing Face Coverings

My Mask Protects You, Your Mask Protects Me.



Spreading COVID-19 is not a right.

Figure 3: Risk of Infection With & Without Wearing Face Coverings. Source: <https://masks4all.co/>

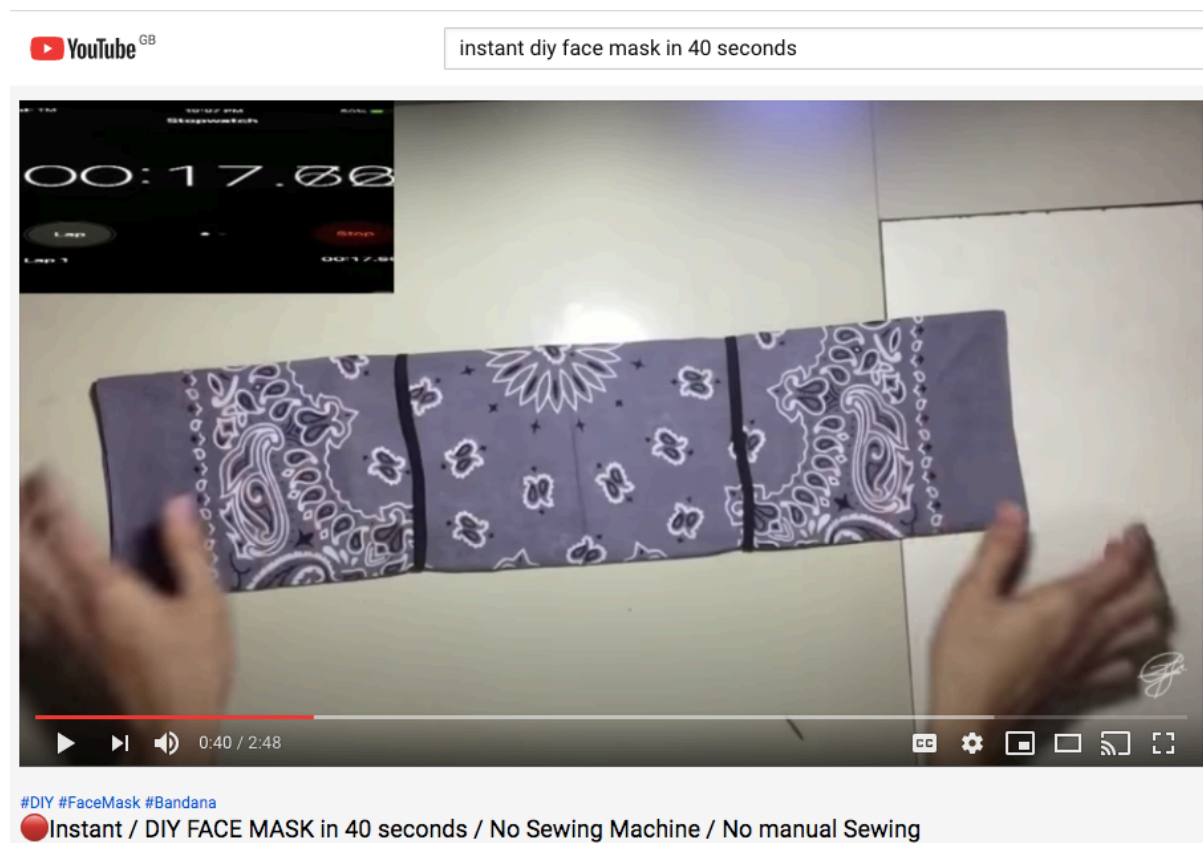
An international [review of the scientific research on masks](#) by 19 experts (from Stanford, MIT, Oxford, UPenn, Brown, UNC, UCLA, and USF) concluded that:

- Near-universal adoption of non-medical masks in public (in conjunction with other measures like [test & trace](#)) can reduce effective-R below 1.0 and stop the community spread of the virus.
- Laws appear to be highly effective at increasing compliance and slowing or stopping the spread of COVID-19.
- There are “[34 scientific papers](#) indicating basic masks can be effective in reducing virus transmission in public — and not a single paper that shows clear evidence that they cannot.” The Washington Post

[Read more about the science.](#)

2.3.2.2. How To Make Your Own Face Covering

Search Instant DIY Face Mask in 40 seconds on [YouTube](#) or click here <https://www.youtube.com/watch?v=CbRsb0T7Oz8>



2.3.2.3. How To Use, Clean, and Remove Face Coverings Safely

IMPORTANT PRECAUTIONS:

Before using the handmade mask remember:

1. Thoroughly wash and clean the mask (as shown in next page) before wearing it.
2. Wash your hands thoroughly before wearing the mask.
3. As soon as the mask becomes damp or humid, switch to another mask and clean the used mask.
4. Never reuse a mask after single use without cleaning it.



Figure 4: Precautions for Cleaning and Using Masks Correctly. Source: <https://masks4all.co/how-to-make-a-homemade-mask/>

To remove and clean a homemade face covering:

1. Do not touch the front or any other surface of the mask, take it off only with the strings or elastic behind
2. For string mask, always untie the string below and then the string above
3. After you take it off, put the mask **directly into a soap solution** and clean thoroughly with soap and water
4. **Wash your hands** immediately

2.3.2.4 Frequently Asked Questions about Masks and Face Coverings

Q1) Is a homemade face covering 100% effective?

NO! Wearing a cloth mask **reduces** the chances of **YOU** spreading COVID-19 to others. Many people have the virus but don't have any symptoms.

Q2) Why doesn't COM-FSM provide everyone with a mask?

As soon as the mask becomes damp or humid, you need to switch to another mask – we cannot provide every student, faculty, staff, contractor, or visitor multiple clean masks every day.

COM-FSM will provide masks only for workers providing essential services, which includes nurses, Dining Hall staff, Residence Hall staff, and staff cleaning areas in which there is a COVID-19 patient or person under investigation.

Q3) Isn't the virus too small – can it get through the mask anyway?

It seems that a key transmission route of COVID-19 is via droplets that fly out of the mouth eg. when speaking or spitting. It has been known since 1934 (and studied in hundreds of papers since) that respiratory infections are transmitted through these droplets.

**If you feel sick, STAY HOME.
If someone in your household is sick, STAY HOME.**

See chapter 5 below on [“Vulnerable People”](#) and chapter 6 [Symptoms](#).

Principle 4: Maintain Room and Equipment Hygiene

All Campuses must be sufficiently equipped to remain a safe and hygienic environment.

The college will provide spray bottles with EPA approved disinfectant for each person to use to clean their personal workspace at the beginning and end of each day.

Chuuk:

Kosrae:

Pohnpei:

Clean Living is the company that this service is being outsourced to help the college take care of this service. The rags used to clean your space at the end of each day will be washed at least weekly, but perhaps more often, by a member of the employee of Clean Living. At the end of each weekday employees of Clean Living Company will clean commonly touched surfaces in the classrooms, bathrooms, hallways, and entrances. We will have the same professional cleaning crew come in approximately every 10 days to deep clean the campus.

Yap:

Principle 5: Be prepared, stay informed

All members of COM-FSM community must continue to learn and educate about the evolving situation, and be prepared to move to higher conditions of readiness. Actions we take today can help us help ourselves and others in our daily lives, studies, and work.

3. Staged operational response plan to COVID-19

3.1 COV-CON 5: 'All Clear'

	Overarching Principles	Teaching & Learning	Accommodation & Student Support	Campus Operations & Management, & Research
Condition 5: All Clear	Business as usual			

3.2 COV-CON 4: Zero cases but COVID-19 threat exists

	Overarching Principles	Teaching & Learning	Accommodation & Student Support	Campus Operations & Management, & Research
Condition 4: Zero cases but COVID-19 threat exists: Evidence of local transmission in Hawaii and Guam	<p>From August 3rd 2020, anyone on COM-FSM campus is required to wear a face-covering or mask.</p> <p>Limited on-campus activities are allowed but must be managed to ensure social distancing requirements are met</p> <p>Gatherings of more than 10 people are not allowed. Conditions on gatherings (eg. social distancing and contact tracing) need to be met and require Presidential approval.</p> <p>Remote teaching and learning arrangements should be made available for all students.</p> <p>All students/staff must be in a position to move to</p>	<p>Gatherings of over 10 people are not allowed under any circumstances.</p> <p>Classes, lectures, labs, workshops, examinations, and meetings (of less than 10 people) are allowed only with Presidential approval after meeting all 3 the following conditions:</p> <ol style="list-style-type: none"> 1. Strictly managed to ensure social distancing requirements are met 2. Able to assure continuity of learning in 	<p>Residence halls (National) and dormitories (FSM-FMI, Yap) remain open to accommodate students who choose to stay or are unable to return home.</p> <p>Student counselling & health services are allowed to operate face-to-face, provided social distancing requirements can be met.</p> <p>Shuttle service between CTEC and National is provided, limited to six passengers.</p>	<p>Anyone on COM-FSM campus is required to wear a face-covering or mask.</p> <p>All members of the college community, e.g., administrators, faculty and staff, including students, will be required to wear the college's official photo identification card upon entry to the campus, and while on campus.</p> <p>Maintaining or operating equipment and major infrastructure associated with essential functions is allowed.</p> <p>Operations and management staff are allowed on site for limited hours to ensure essential functions.</p> <p>Visitors or non-college community members will be issued visitor's identification cards upon entry to the campus and completing the security log form. They will be wearing these IDs while on campus conducting official business, and will have to log out from the security log and surrender the IDs when leaving the campus.</p>

	<p>fully remote delivery within 24 hours.</p> <p>Vulnerable people (or those caring for/living with vulnerable people) should not be asked to carry out on-site activities. See <i>Chapter on Vulnerable people</i>.</p> <p>Visitors or non-college members with essential business will be allowed onto campus upon completing a security log form and wearing a visitors' identification card.</p> <p>Anyone on campus may be required to have his/her temperature checked by a member of security and will be referred to the campus nurse, local dispensary, or local hospital immediately.</p>	<p>the case of condition 3 occurring</p> <p>3. Provision of COM-FSM approved contact tracing measures.</p> <p>Students are able to use learning support services such as the learning resources center and computer labs, in accordance with the principles of this document.</p>	<p>Students staying in National campus Residence Halls may move freely around campus, must have a gate pass to go to the stores and cannot miss curfew. If they violate any of these rules, they are removed from Residence Halls in an attempt to maintain the health and safety of those still residing on campus.</p> <p>Students that wish to sign out and leave campus may do so, but will no longer be permitted to continue staying in the Residence Halls.</p>	<p>Staff and faculty should only travel where it is immediately essential to delivery of teaching and learning or for effective management and governance functions. Any travel, for students, faculty, staff, is subject to broader restrictions on personal movement, as defined by National or State governments.</p> <p>Recreation areas: Gym and recreation facilities are closed until further notice until social distancing of activities can be assured.</p> <p>Libraries, computer labs, gymnasiums, recreation areas, common areas for students, and on-campus dining hall (National) and canteen (FSM-FMI) are allowed to open but must be managed to ensure social distancing requirements are met.</p> <p>Caring for animals or plants for research is allowed, but the number of staff involved should be minimized. Staff involved in significant research facilities that require constant attention (e.g. samples, collections, and storage facilities) that are important to FSM, should apply to President of COM-FSM to be considered as an Essential Service.</p>
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3.3 COV-CON 3: 1-10 cases

	Overarching Principles	Teaching & Learning	Accommodation & Student Support	Campus Operations & Management, & Research
<p>Condition 3:</p> <p>1-10 cases:</p> <p>First cases are confirmed on Chuuk, Kosrae, Pohnpei, or Yap</p>	<p>All teaching and other activities should be done remotely, wherever possible.</p> <p>COM-FSM campuses close, with the exception of necessary student accommodation (National and FSM-FMI), and those deemed as 'Essential Services', including "contracted" staff who clean or provide an essential function.</p> <p>Anyone on campus is required to wear a face-covering or mask.</p> <p>Residence Halls (National) and dormitories (FSM-FMI) facilities may remain open to enable students to self-isolate, where necessary.</p> <p>Where access has been approved for an Essential Service, use the minimum number of people to complete the task, after consideration of workplace safety and workload.</p>	<p>All teaching, meetings, and other usual on-site activities should be done remotely, wherever possible.</p> <p>Classes/lectures are not allowed. Small classes, labs, workshops, tutorials, and meetings should be run remotely wherever possible.</p> <p>Where remote delivery is not possible, certain activities may continue only with Presidential approval after meeting all 3 the following conditions:</p> <ol style="list-style-type: none"> 1. Strictly managed to ensure social distancing 	<p>Residence halls (National) and dormitories (FSM-FMI, Yap) remain open to accommodate students who choose to stay or are unable to return home.</p> <p>COM-FSM provides appropriate support to allow students to self-isolate, as required.</p> <p>Residence Halls (National) and dormitories (FSM-FMI) effectively become a "bubble" – students are permitted to leave upon signing a waiver.</p> <p>Close contact should be limited to people of the same 'bubble' (which may be a single floor in a halls of residence); common social and recreation areas should be closed (except those shared by a single 'bubble'); and there should be split</p>	<p>Operations staff involved in the maintenance of ICT infrastructure, facilities management, and security services may go onsite, but only if there is no way to complete the task remotely. Relevant infection control measures, such as social distancing, must be maintained at all times.</p> <p>Deep cleaning and additional sanitizing regimes should be implemented.</p> <p>Senior administration (President, VPs, Deans, Directors) should work remotely, wherever possible, but are allowed to meet and work on-site if necessary, provided social distancing requirements are met.</p>

	<p>At-risk people (or those caring for/living with at-risk people) should not be asked to carry out any on-site activities.</p> <p>Gatherings of people at tertiary facilities or is not allowed.</p> <p>Where it is not possible to deliver teaching online, some facilities may remain open (eg. FSM-FMI). Any class, workshop etc. that remains open, must be limited to 10 people or less. Each such group is considered a ‘bubble’ and must not interact with any other student/staff bubbles.</p> <p>Anyone who is not student/staff/faculty is not allowed on-site. Depending on their role contractors engaged by COM-FSM may be considered as COM-FSM employees for the purpose of delivery of their essential service.</p> <p>Distance learning provision should remain available for all students</p>	<p>requirements are met</p> <p>2. Able to assure continuity of learning in the case of condition 3 occurring</p> <p>3. Provision of COM-FSM approved contact tracing measures.</p> <p>Workplace-based learning (eg. placements in hospitals or elementary schools) that is onsite or face-to-face should <u>not proceed</u>.</p> <p>Examinations and assessments should be conducted online wherever possible.</p>	<p>shift access to common areas for staff</p> <p>Contract tracing measures must also be strictly enforced for student accommodation.</p> <p>Students who left residential accommodation before or during Condition 3, to join a “bubble” with friends or family are not able to return to student accommodation.</p> <p>Staff serving the essential needs of residential students are required to “move into” the bubble for the duration of Condition 3.</p> <p>Student services, such as counselling and health services should continue to operate, with consultations delivered online or over the phone where possible. Where virtual, non-contact consultations are not possible (e.g. during a critical incident), face-to-face consultations are</p>	<p>Staff should only travel where it is immediately essential to delivery of teaching and learning or for effective management and governance functions. Any travel, for both students and staff, is subject to broader restrictions on personal movement by National and State governments.</p> <p>Essential staff in business office will process payments and pay roll.</p> <p>Gymnasium, recreation areas, Student Life, and student commons—place are closed (except in student accommodation, where common areas shared by the same ‘bubble’ may remain open).</p> <p>Put up signs around campus stating that there must be no gatherings.</p> <p>Additional computers may be moved into the</p>
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	<p>Courses where close contact is unavoidable must remain online only.</p> <p>For any on-site activities, appropriate infection control measures, such as social distancing along with mask-wearing requirements must be met at all times.</p> <p>Vulnerable people (or those caring for/living with vulnerable people) should not be asked to carry out on-site activities. See <i>Chapter on Vulnerable people</i>.</p>		<p>allowed. On-site pharmacies are allowed to operate as an Essential Service, and medical staff may provide face-to-face consultations where necessary (e.g. flu vaccinations, unwell patients requiring a hands-on diagnostic etc.).</p> <p>Bookstore (National) is permitted to open with restricted hours to support delivery of essential items to those living within the restricted areas.</p>	<p>Residence Hall restricted area. Libraries and computer labs may remain open where they are essential to education delivery and can be operated using closely monitored personal distancing conditions, and with recording of attendance to enable contact tracing.</p> <p>Dining Hall (National) and canteen (FSM-FMI) is closed except to residents of student accommodation) but may operate for delivery or contactless collection, in compliance with relevant infection control measures.</p>
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3.4 COV-CON 2 and COV-CON 1:

	Overarching Principles	Teaching & Learning	Accommodation & Student Support	Campus Operations & Management, & Research
COV-CON 2 >10-100 cases	As COV-CON 3			
COV-CON 1 >100 cases	Under review			

4. Prevent, stop, or slow the spread of the virus

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

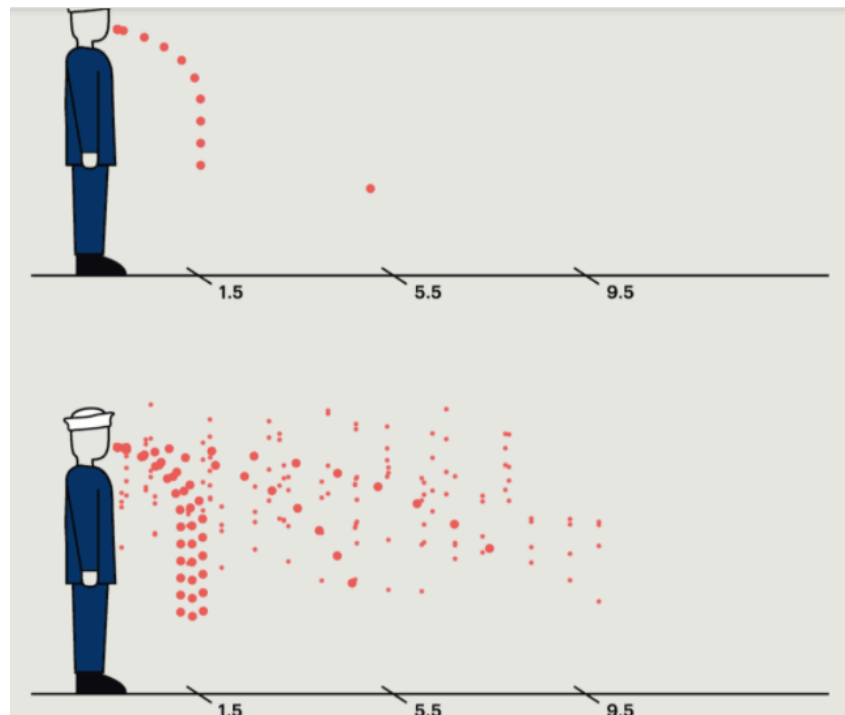


Figure 5: Research shows that coughing, sneezing, and talking disperses droplets which can carry the virus. Source: https://www.newyorker.com/science/medical-dispatch/amid-the-coronavirus-crisis-a-regimen-for-reentry?fbclid=IwAR3SVq4o3c892MwU19K02GAYuPRdv2D_HnNH4a1AKV5acWNh8jMy0_fVMlo

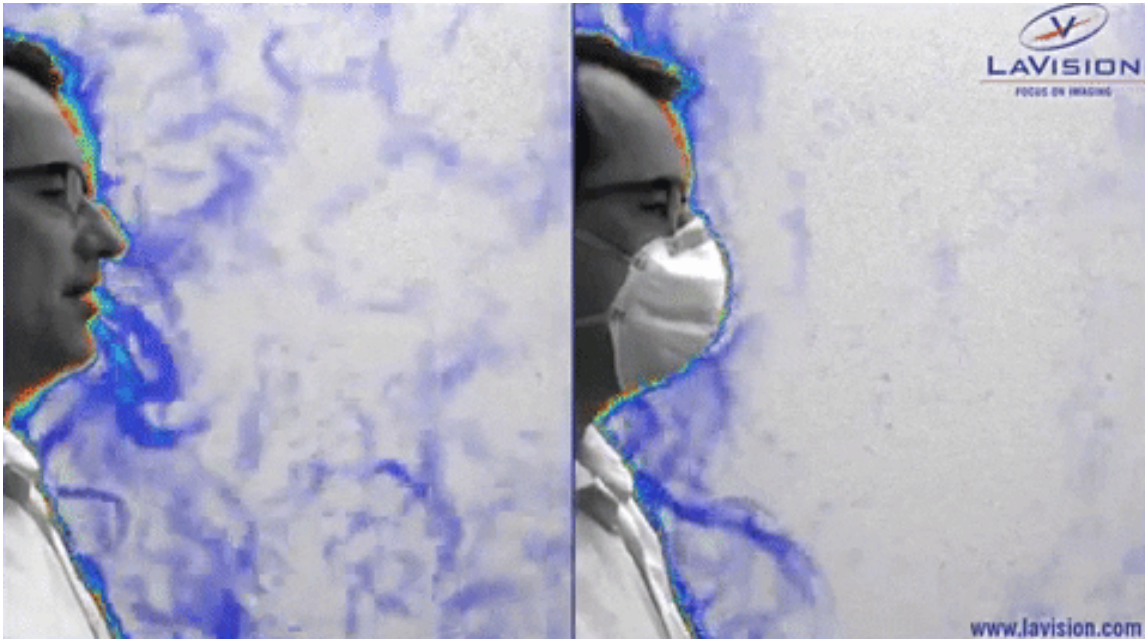


Figure 6: Wearing a mask reduces the amount of droplets spread by coughing, sneezing and talking. This can lower the risk of infecting others. Source: www.masks4all.co/#quote

4.2 Avoid person-to-person spread

- If you feel sick, stay home. Do not go to campus.
- If your children are sick, keep them at home. Do not send them to school or to another family member's household. Stay at home.
- If someone in your household is under investigation or has tested positive for the coronavirus, make everyone in the house stay home. Do not go to work. Do not go to school.
- If you are an older person, stay home.
- If you are a person with a serious underlying health condition that can put you at increased risk (for example, something that weakens your lung, heart, or immune system), stay home.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

4.3 Avoid spread from contact with contaminated surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.

Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub. Also, routinely clean frequently touched surfaces.

5. People who are at higher risk – “Vulnerable people”

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 60 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with diabetes
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People who have serious heart conditions
- People with chronic lung disease or moderate to severe asthma
- People whose immune system is not working well:

Many conditions can cause a person’s immune system to work less well including smoking, immune deficiencies, cancer treatment, bone marrow or organ transplantation, poorly controlled HIV or AIDS, and prolonged use of corticosteroids (for example, prednisone (oral); aristocort (topical); decadron (oral); mometasone (inhaled); cotelone (injection); and other immune weakening medications

- People with chronic kidney disease undergoing dialysis
- People with liver disease

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html>

6. COVID-19 Symptoms and What To Do

If you are feeling unwell or have a fever, DO NOT come to campus. Stay home until the fever has disappeared unaided and stayed gone for at least 72 hours.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19.

- Cough
- Shortness of breath

Or at least two of these symptoms:

- Fever
- Repeated shaking with chills
- New loss of taste or smell
- Headache
- Muscle pain
- Chills
- Sore throat

Children have similar symptoms to adults and generally have mild illness.

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

When to Seek Medical Attention

If you have any of these **emergency warning signs*** for COVID-19 get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

6.1 Who to call – State by State

Chuuk State

COVID-19 Hotline	330-5442		
Hospital	330-2214	330-2216	330-2217

Kosrae State

Pohnpei State

COVID-19 Hotline	320-3109
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Yap State