



Health Sciences Handbook

2020-2021

Appendix to HRS Student Handbook

Real World. Bright Future.

Updated August 26, 2020

© 2020-2021 Health Sciences Division, The Ohio State University
All right reserved

Health Sciences Division
The Ohio State University
453 W. 10th Ave.
Columbus, OH 43210-2205

614-292-1706

<https://hrs.osu.edu>

Contents:

Introduction.....	3
Purpose & Audience	
Guiding Principles	
Goals	
Educational Program Overview.....	3
Core Competencies.....	4
Length and Structure.....	4
Program Admissions.....	5
Direct Admission	
Advising and Scheduling.....	6
Graduation Requirements.....	6
University Level Sanctions.....	8
School/Program Level Sanctions.....	8
Health and Physical Capability.....	9
Substance Abuse Policy	
Ethics and Laws.....	10
Communication.....	11
Student Rights.....	12
Financial Information.....	12
Technical Standards.....	12
Health Insurance	
Curriculum.....	12
Health Sciences Curriculum.....	13
Online Students.....	14
Major Electives.....	14
Substitutions.....	15
Minors & Waivers.....	16
COVID-19 Addendum.....	18
University Guidelines.....	19
Pandemic Guidelines for Atwell Hall.....	19

Introduction

Purpose & Audience

This appendix to the HRS student handbook is an official communication of the policies and procedures for students in the professional Health Sciences program at The Ohio State University. It is a companion volume to the [School of Health and Rehabilitation Sciences Student Handbook](#) and the University's [Student Code of Conduct](#). It is intended for Ohio State University undergraduate students pursuing a Bachelor of Science in Health Sciences degree. This handbook is revised annually and the most recent edition replaces all previous editions. The Health Sciences program reserves the right to implement, revise, or create new policies at any time.

Guiding Principles

The mission of the Health Sciences program is to give undergraduate students the knowledge and foundation to pursue a career in healthcare and/or a health related graduate program of their choice. Through online options and program will be accessible to all students both in person and online in Ohio, around the country, and internationally. The Health Sciences program provides a basic science and healthcare core for students interested in pursuing graduate education in health care, continuing their education from an Associate degree to a Bachelor's degree, or in pursuing an entry-level employment in healthcare.

Students interested in graduate school pursue degrees in areas such as Occupational Therapy, Physical Therapy, Medicine, Public Health Hospital/Health Services Administration, Dentistry, Optometry, Nursing, Veterinary Medicine, Genetic Counseling or other graduate programs of their choice upon graduation. The Health Sciences program offers the opportunity for students to enter the health care field in various community education and patient centered management positions. Students receive an introduction to the organization and delivery of healthcare as well as general education.

Additionally, the program is able to provide the foundation of coursework for students to complete the ***Certified Health Education Specialist*** exam. The ***Certified Health Education Specialist*** (CHES) credential certifies professional practice of Health Education by promoting and sustaining a credentialed body of Health Education Specialists. Student may visit the [NCHEC website](#) to learn more about the CHES.

Goals:

The program will provide students the opportunity to examine their values, beliefs and attitudes, and to develop their knowledge and skills in general education and a science based core by:

- Providing education in the sciences, the health care delivery/services industry, and health management, health and wellness, and enabling the development of a set of skills that differentiates a graduate in the Health Sciences Program and allows the graduate to apply knowledge and skills to a career in healthcare delivery and/or health-related services setting.
- Teaching students to think critically, creatively, and at a systems level, to solve problems and integrate a variety of perspectives, to use resources and research, and make informed decisions about health management/health and wellness issues, and to communicate effectively verbally and in writing, at all levels with professionals, executives and managers, peers, subordinates, and with clients and supports in all situations.
- Preparing students to function in a highly technological and rapidly changing health care environment with integrated delivery systems, restructuring of work, and an increased focus on evidence based practice.

Educational Program Overview:

The Health Sciences Program in the School of Health and Rehabilitation Sciences (SHRS) began in 2005, with the online program beginning in 2015. Since that time, the program has evolved to allow students to tailor the program to their interests following graduation. The current program offers both online and on-campus course flexibility. A required minor and major electives are another way students are able to pick courses that will be valuable to them. This program leads to a Bachelor of Science in Health and Rehabilitation Sciences.

Core Competencies: A Combination of Knowledge and Skills:

The Health Sciences program curriculum prepares graduates for entry into a professional graduate program or for an entry level position. Graduates are expected to have a combination of knowledge and skills identified as the following core competencies to apply to health care and health related services careers.

Foundation-integrated across the curriculum

- Critical thinking, creative thinking, systems level thinking
- Problem solving and decision making
- Leadership and collaboration including working in teams
- Effective communication-verbal, non-verbal, written and interpersonal, among disciplines, at all levels with clients and supports
- Conflict management
- Computer skills-proficiency in basic computer applications
- Concepts of statistics and interpretation, including data gathering and analysis
- Concepts of public health and epidemiology
- Health literacy
- Health care delivery and systems-roles of public and private organizations in planning and supporting health care, study of health trends, preventive care, social legislation and current professional issues
- Diversity and cultural competency-broadly defined in terms of ethnicity, culture, lifestyle, gender, education, socioeconomic status, and age with consideration of lifespan issues and the implications on health care/services delivery
- Public policy-including process of public policy development, national/state/local collaboration, and advocacy
- Outcomes-measuring and evaluating benefit, consumer satisfaction, use of outcomes for consumer choices, sharing of best practices
- Research-methodology, interpretation and use of evidenced-based practice
- Needs and assessment theory, concepts of economic analysis, quality of life and clinical outcomes using scarce program resources, development and evaluation planning
- Management functions and application to health care-theory and principles of supervision, staffing, delegation, decision-making, effective group leadership, managing change and self-management
- Ethical and legal issues and decision making processed related to health care and services delivery
- Decision making based upon evidence

Length and Structure:

The Health Sciences program is completed by most students in a total of four years comprised of two program phases:

- Phase 1: two years of a pre-professional phase or pre-health sciences major. This phase includes pre-requisite coursework. Students will be selected through an admissions process (described below) in order to enter the professional phase of the major.
- Phase 2: two years of professional coursework phase. This phase includes on campus or online learning.
 - The program is designed to offer flexibility for students to complete at their own pace. Students who choose to take coursework full time can complete the professional coursework in two years. Students who choose to take coursework on a part-time basis can extend the time it takes to graduate from the health sciences program beyond the traditional two years.

Program Admission:

Admission to the professional phase of the health sciences program is separate from admission to the university. A formal application must be submitted no later than the posted deadline via the online application process available on the [Office of Graduate and Professional Admissions website](#). Admission is on a rolling basis, thus applications are accepted for all three terms of enrollment (Autumn, Spring, and Summer). Eligibility for admissions is dependent on the completion of specific pre-requisite coursework.

Details about program admissions including pre-requisites, process, timeline and transfer applications can be found on the [health sciences website](#).

Additional Admission Policies:

- **Program Modality:** Students must determine whether they will be admitted as an online student, in-person Columbus campus student, or in-person Lima campus student. Once admitted to the program, if a student chooses to change their program modality an Intra-University Transfer Application must be completed along with a rationale for the request.
- **Fresh Start at time of application:** Fresh Start allows former OSU students to come back to the university after a 5-year absence and begin with a no cumulative GPA. The Fresh Start paperwork must be completed and submitted to the health sciences academic advisor for processing. Any student who is planning to utilize Fresh Start and apply to Health Sciences in the same start term must alert their academic advisor as well as admissions in HRS. Special consideration will need to take place in these instances, as the GPA that is on record for Ohio State will be changing. This could significantly affect admission decisions for applicants. Any student who uses Fresh Start will be unable to use previously completed pre-requisites and co-requisites at OSU towards the Health Sciences program. General Education coursework that does not count for prerequisites or major coursework will continue to count towards graduation hours at the university.
- **GPA and admission to program:** HRS Admissions will combine a student's GPA from all schools attended and use that calculation to admit students to the program. Students who have a combined GPA over a 2.5 will be admitted. However, some students may be admitted to the program with an OSU cumulative GPA less than the 2.2 required to remain in the program. These students will have a total of three terms to improve their OSU cumulative GPA to above the required 2.2. Students who do not reach this requirement will be disenrolled from the program and changed to a pre-health sciences student until their GPA reaches a 2.2 at the university. These students will need to reapply to the program.

Direct Admission:

The Health Sciences program, in the School of Health and Rehabilitation Sciences offers direct admission into the major for students that are participating in Ohio State's Honors or Scholars programs. All scholars groups are eligible for direct admission. These students do not have to complete the Health Sciences application process through graduate and professional admissions.

Students who wish to be directly admitted into the Health Sciences program must meet one of the two following criteria:

- New first semester freshman who has been selected for the Honors or Scholars program
- Current OSU students who are active in the Honors or Scholars program AND have a GPA of 3.0 or higher.

Once admitted, students must complete all pre-requisite coursework with a C- or higher prior to starting the professional coursework. Traditionally, prerequisite coursework is taken during the first 2 years at Ohio State. Students who do not complete prerequisite coursework must postpone enrolling in professional coursework until all pre-requisites have been completed with a C- or higher. This may add time to degree completion.

Directly admitted first year students must maintain a 2.2 cumulative GPA by the end of their first year in order to stay in the major. If a first year student does not meet this requirement by the end of their first year they will be changed to a pre-health sciences student. They can be readmitted into the major one of two ways:

- Achieve a 3.0 cumulative GPA and remain active in Honors or Scholars. They are now eligible again for direct admission into the major. These students can contact an SHRS academic advisor for re-admission to the program. (Note: the requirements to remain in the health sciences program are lower than either the Honors or Scholars requirements.)
- Complete the traditional application process.

Students who are directly admitted and are put on academic probation due to a cumulative Ohio State GPA below a 2.0 will have one term to improve their cumulative Ohio State GPA to the required 2.2 for health sciences students. If a student does not required major cumulative Ohio State GPA of a 2.2 but do achieve higher than a 2.0, will be moved to a pre-major Health Sciences student. Directly admitted students must follow the Health Sciences handbook as well as the SHRS student Handbook.

Advising and Scheduling: (see [SHRS Student Handbook](#))

Health Sciences students are advised by academic advisors in the HRS Student Services Office. Advisors provide guidance to students in planning their program of study; however, students are ultimately responsible for planning and completing all required coursework for the Health Sciences program outlines in this handbook. Students should make an appointment to meet with their Health Sciences academic advisor at least once a term. Prior to registration for each term, students are expected to prepare or update a proposed plan of study as well as a proposed schedule that they should review and refine with their advisor. Students are encouraged to use the Degree Audit Reporting System (DARS) to assist them in tracking progress. Students can access their Degree Audit report on Buckeyelink.

Academic Advisors will track completion of all required degree and program coursework for health sciences students who applied to graduate by the School's required deadline. Students are expected to follow the curriculum plan created in HTHRHSC 3000 and to only deviate from that plan after meeting with a health sciences advisor.

Students having difficulty registering for any required Health Sciences course that is full should work with their HRS advisor to be added to the waitlist or obtain permission to enter. (Online courses in HRS with a .01 section are reserved for online students. In person students should not waitlist these sections because they do not meet the enrollment requirements and will not be enrolled. They should however waitlist or register for the non .01 online section available to in person students.) Students that cannot register for a non HRS course due to being closed course or not meeting prerequisites, must contact the university department offering the course. Health Sciences advisors are not permitted to enroll students in a non HRS course without department or instructor permission.

If a Health Sciences student would like to make an appointment with a Health Sciences advisor, they can contact the HRS Student Services Office at 614-292-1706 or self-schedule an advising appointment through [OnCourse](#). After each advising appointment, the Health Sciences advisor will use OnCourse to document the details and topics discussed at the appointment. Students are encouraged to reference OnCourse notes as well as other features as needed.

Graduation Requirements: (see [SHRS Student Handbook](#))

In order to earn the Bachelor of Science in Health Sciences degree (BSHS) students must:

- Complete all University General Education (GE) requirements
- Complete all Health Sciences course requirements with a C- or higher (see coursework section of this handbook)
- Fulfill the University requirement of a minimum of 120 semester credit hours. Remedial, conditional, general, and repeated coursework do not count toward the 120-hour requirement.
 - As of Autumn 2019, all general transfer credits posted to a student's Ohio State academic record will not count towards a student's 120 graduation hours or in their degree program. (example: Biology G0000.01 or HTHRHSC G000.12) Students should work with their Health Sciences academic advisor to

have these courses evaluated by the each university department. For more information, students should visit the [Transfer Credit Coordinator Page](#).

- Complete at least 30 credit hours at The Ohio State University
- Be enrolled in the Health Sciences program at the time of graduation
- Have a minimum Ohio State cumulative point-hour ratio (GPA) of 2.2 for all coursework completed at Ohio State
- When a student who utilized Fresh Start is approved to graduate, all courses and grades will be considered for Latin honors. However, students interested in graduate study should consult with programs to determine how Fresh Start affects their graduate application.

Fulfillment of graduation requirements can be tracked using the Degree Audit Reporting System (DARS) available to students through Buckeyelink. Students should review their Degree Audit with their Health Sciences advisor on a regular basis to ensure progress toward graduation.

Graduation Application Deadlines:

Students who plan to graduate must submit a graduation application to HRSGradApp@osumc.edu by the **10th Friday of the term of graduation**. Applications will not be processed after this date. Students should also submit their Commencement Excuse Form at this time if they do not plan to attend the university's commencement. Students can visit the [university commencement webpage](#) or [HRS commencement webpage](#) for more information.

Preferred Graduation application deadlines are below by term:

Graduating Autumn Semester	Apply by 4 th week of previous Spring Semester
Graduation Spring Semester	Apply by 4 th week of previous Autumn Semester
Graduation Summer Term	Apply by 4 th week of previous Spring semester

Latin Honors: (see [SHRS Student Handbook](#))

At the end of the semester preceding a student's graduation semester, the SHRS Student Services Office will determine students' eligibility to graduate with Latin Honors. Students must have earned **60 graded hours at OSU to be eligible**. All coursework completed at The Ohio State University will be considered in determining Latin Honors (includes coursework prior to using Fresh Start). Latin Honors will be noted on the diploma and in the commencement program. Students who fall below the Latin Honors bestowed at the subsequent semester prior to the last semester will retain the Latin Honors designation. Latin Honors designation will be changed AFTER graduation for students who qualified for Latin Honors in the final semester of enrollment. The Latin Honors cum laude, magna cum laude, and summa cum laude are awarded to those graduates in SHRS who meet the following standards of these honors:

- **Cum Laude:** Each student who graduates with a GPA of 3.50 to 3.69 and completes a minimum of 60 graded semester hours of coursework at Ohio State will receive the cum laude designation upon the diploma and transcript.
- **Magna Cum Laude:** Each student who graduates with a GPA of 3.70 to 3.89 and completes a minimum of 60 graded semester hours of coursework at Ohio State will receive the cum laude designation upon the diploma and transcript.
- **Summa Cum Laude:** Each student who graduates with a GPA of 3.90 and completes a minimum of 60 graded semester hours of coursework at Ohio State will receive the cum laude designation upon the diploma and transcript.

The university does not round up. If a student receives a 3.49999999 at the end of the semester, they will not graduate with honors.

If a student is eligible for Latin Honors at the end of the semester, they will receive honors cords for graduation. However, a student's name will not appear in the commencement bulletin and it will not state Latin Honors on the diploma they receive at commencement. Students can have their diploma reprinted to state the honor after graduation.

Graduation With Distinction: Students completing an approved Honors Research Project will earn the designation “Graduating with Distinction in Health Sciences”. The designation will be added to the diploma and printed in the commencement program once verified by the SHRS Honors Director. Students are responsible to make sure their honors requirements are met by the time of graduation. All eligibility questions need to be directed to the SHRS Honors Director. For more information please visit the [HRS Honors Webpage](#).

Graduation with Honors in Health and Rehabilitation Sciences: Students who have completed and approved Honors Contract will graduate with “Honors in Health and Rehabilitation Sciences”. The designation will be added to the diploma and printed in the commencement program once verified by the SHRS Honors Director. Students are responsible to make sure their honors requirements are met by the time of graduation. All eligibility questions need to be directed to the SHRS Honors Director.

University Level Sanctions: (see [SHRS Student Handbook](#))

The University has established university-wide student conduct guidelines in their [Code of Student Conduct](#). The university also has established a system of academic performance sanctions that include warning, probation, and dismissal as described in [Faculty rules 3335-9-25 thru-28](#).

School/Program Sanctions:

In addition to university sanctions, HRS students must adhere to School academic and professionalism policies. School sanctions outlined in the [HRS Student Handbook](#). Health Sciences students can face sanctions for violations of academic and professionalism policies or a combination of both. These sanctions include:

Academic Sanctions:

- **Academic Warning-** this status does not appear in the student’s permanent record. A warning is intended to notify students that their academic performance is sub-par and are at risk for further sanctions if their performance does not immediately improve.
 - Warning can be triggered if a student’s term Ohio State GPA falls below the required 2.2 or other rationale determined by the health sciences division director.
 - At the end of the following semester, the warning is removed if performance is acceptable or the student is placed on academic probation if performance is not acceptable.

Academic Probation- this status does not appear on the student’s permanent academic record. However, being placed on academic probation by your program is a serious matter. Students placed on Academic Probation are subject to **disenrollment from their program** in subsequent terms if they do not meet all conditions within the stated timeframe. At the end of the next term, your academic record will be reviewed again to determine if further academic action is warranted.

- Academic Probation can be triggered by several different issues such as multiple semesters of academic warnings or concurrent cases of academic warning, a cumulative Ohio State point-hour-ratio (GPA) below a 2.2, a grade below C- in any required Health Sciences course or minor course.
- Academic probation continues until the student fulfills the conditions for removing probation outlined in their probation letter, graduates or the student has been disenrolled from the health sciences program. Students who leave the school while on probation will resume probation if they return to the school.
- **Academic Disenrollment-** Please see the [SHRS Student Handbook](#) for details.
 - If a student has not fulfilled conditions of a probation, incur additional violations(s) or is at risk of being dismissed from the program. Decisions about disenrollment are made on a case-by-case basis, given serious thought, and are NOT made without warning. Disenrolled students are always notified of their status. If a student is disenrolled from the health sciences program, they are not disenrolled from the school or university. We strongly recommend that students consult with the Health Sciences academic advisor about possible strategies to improve academic standing.

Health Sciences students will be notified of sanctions via their Ohio State email. A copy of the email will be placed in the student's OnCourse advising file.

Professional Sanctions:

HRS policies establish that any student whose professional behavior, conduct, competence, or interpersonal skills are judged unsatisfactory may be placed on professional warning, probation or recommended for professional disenrollment (dismissal from the program). Please see the HRS Handbook for details.

Student Complaints:

Student complaints should follow these procedures:

- **Instructional or individual course complaints:** Faculty of the course → Division Director → HRS Director of Academic Affairs
- **Program Complaints:** Division Director → HRS Director of Academic Affairs
- **Appeals:**
Students may appeal specific grades, academic or professional sanctions through the processes described in the **HRS Student Handbook** and the university's **Code of Student Conduct**.

Health and Physical Capability:

Substance Abuse Policy:

Students who are impaired by substance abuse endanger patients, themselves, faculty and staff, and other students.

Substance abuse has been defined in the SHRS Student Handbook as:

- 1) The use of possession of any drug in a manner prohibited by law; and
- 2) The use of alcohol, any legal drug, or other substance in such a way that the user's performance as a professional student is impaired as determined by the Health Sciences program. Students are prohibited from engaging in substance abuse and substance-abusing students are required to seek treatment.

Students substance abuse may be discovered through self-admission or through other means such as but not limited to drug testing, university disciplinary actions, criminal convictions and background checks. HRS administration and the Health Sciences program both reserve the right to temporarily suspend from internships and demand a drug test from a student at any time that he or she is suspected of substance abuse (i.e. a "For Cause" basis). Refusing a drug test, not attending a required drug testing appointment, providing a deceptive sample, or adulterating the sample (including dilute samples or improper sample temperature) will be treated as a positive test. An initial positive test requires a confirmatory test. Participation in internships is suspended pending the outcome of the confirmatory test. A positive confirmatory test results in an immediate leave of absence.

From the moment a substance abuse problem is deemed to be present, the student will be placed on a leave of absence and will be unable to participate in any internship involving patients or patient care. Any student with a substance abuse problem will meet with the School's Director of Academic Affairs and the Health Sciences Division Director to discuss the issue further and set conditions for reinstatement if reinstatement is possible. In the absence of the School's Director of Academic Affairs the Associate Director of the School will be available. Inability to resolve a substance abuse problem or any repeated substance abuse violations are grounds for disenrollment from the program.

The School and the Health Sciences program recognizes that early treatment is essential for successful rehabilitation and recovery for students with substance abuse. Students are encouraged to voluntarily request treatment before their substance abuse leads to academic or disciplinary issues.

Ethics and Laws:

Legal and Ethical Practices are hallmarks of professionalism and are cornerstones upon which professional conduct is built. Personal ethics require certain inherent elements of character that include honesty, loyalty, understanding, and the ability to respect the rights and dignity of others.

Ethical Codes

- Students will adhere to the SHRS Student Code of Ethics found in the SHRS [Student Handbook](#).

Legal Requirements

- Students will adhere to the Federal, State, and Local laws and regulations governing Healthcare delivery and educational environments including but not limited to confidentiality laws, drug laws, medical device laws, non-discrimination laws and human research protection laws.
- Students will adhere to all criminal and civil laws of the jurisdiction in which they find themselves.
- Students will self-report any arrests, criminal charges, or criminal convictions to the Health Sciences program within 24 hours.

Honor Codes

Students will adhere to the University's Student Code of Conduct as well as the SHRS Professional Honor Code, Academic Honor Code, and the Health Sciences program professionalism requirements outlined below.

Behavior

Personal Responsibility and Accountability:

Personal Responsibility and Accountability are cornerstones of professionalism. No professional ever earns the respect or trust of patients or colleagues without first demonstrating the high degree of personal responsibility and self-sacrifice that are defining features of a profession that puts the well-being of others at its highest priority.

- Students are personally responsible for their behavior at all times and in all settings. They shall not make excuses nor blame others for their own shortcomings.
- Students shall hold themselves and each other accountable for their behavior and shall never enable or turn a blind eye allowing another student to violate the Health Sciences program's professionalism standards. They are encouraged to disclose any violations of which they are aware to the Health Sciences program manager. The Health Sciences program will make every attempt to keep such disclosure anonymous.
- Students shall assume personal responsibility for their own academic and clinical success and shall actively pursue excellence in all phases of their program.
- Students shall assume responsibility for the quality of care provided to their patients and shall never be party to the delivery of care that does not meet accepted standards.
- Students shall assume responsibility for the quality and condition of their working environment by being meticulous about the upkeep and cleanliness of facilities and equipment.
- Students shall accept responsibility for maintaining the legacy of excellence of this Health Sciences program. They shall continue to actively further that legacy through hard work and commitment to excellence rather than assuming that they will be excellent simply because others who preceded them worked hard and became excellent.

Punctuality

Attendance is required for all in person and online classes. If the student is late or cannot attend class because of illness or due to excused absence, the instructor in charge of the course should be notified. Students shall be punctual for their classes. Tardiness and absenteeism are not acceptable for practicing professionals and are therefore not acceptable for students. Students who will be late or must miss a class experience must immediately contact their instructor in charge to notify them of the situation. Any instance of tardiness or absenteeism should be accompanied by an appropriate

excuse. The protocol for each course regarding absenteeism will be found in the course syllabus. Employment and student organization obligations will not be accepted as excuses for tardiness or absenteeism.

Sound Judgment:

As healthcare providers, students' ability to make sound judgements while under pressure is absolutely vital to their success and to their professional competence. Words and deeds at any time and in any setting that cause the soundness of that judgement to be questioned weaken students' credibility and therefore their competence. Students shall recognize that their judgment in their personal life and during times outside of class or internship experiences affects their fitness for the program and for internship placements. Students who demonstrate questionable judgment should not expect to receive favorable recommendations from their faculty or preceptors nor should they expect the Health Sciences program or its members to put their personal reputation in jeopardy by creating extra opportunities for them above the minimal program requirements. Such opportunities are earned and are not automatic.

Communications:

People are judged by others based on how they speak and what they communicate. Students must work to communicate clearly, effectively, efficiently, and professionally. Both the content and the delivery must meet professional expectations.

Verbal & Non-Verbal:

Students should work diligently to use professional language and vocabulary in their Health Sciences related communications both online and on campus and be aware of how their body language affects their communications.

- Word choices should be appropriate to the audience and setting (e.g. jargon to professionals, lay language to patients).
- Vulgar and inappropriate language has no place in professional communications.
- Body language should be professional, respectful, attentive and appropriate to the situation at hand.

Written:

For all communications with students during the academic year, the Health Sciences program uses the contact information listed on the student's official student records. Students should continue to check their university email address for important updates all throughout the year.

Email:

Email is a primary means of communication between the Health Sciences program and its students. All students were issued a secure Ohio State University email account upon enrollment. The Health Sciences program reasonably assumes that email from this account is from the student who owns the account and is not a forgery or phishing attempt. Therefore, this account is the ONLY email address that the Health Sciences program will use for communications with students.

- Students should check their email in this account daily (even during breaks and the summer) and make sure that their email box is not full.
- Failure to check your email or to keep your email box organized is never an acceptable excuse for missing official communications.
- Students will use appropriate professional email etiquette when contacting Ohio State faculty and staff.

Examples of communications of a professional nature include:

- A salutation/greeting at the top that is professionally appropriate. Do not use the first name of faculty or internship preceptors unless they have asked you to call them by their first name.
- Avoid slang, poor grammar, or the use of text messaging jargon (e.g. how r u?, LOL)
- Include a signature that identifies the sender as an Ohio State University Health Sciences student and includes a return email address.

- Sending emails from an outside email provider communication is highly discouraged. Students should only be communicating from a university sponsored email account. However, students who send professionally related emails from non-OSU accounts should make professional choices regarding their username/email address.
 - Inappropriate choices can cast the student in a less than professional light (e.g. 2hot4u@email.com).
 - Students shall not use inappropriate email addresses to send email communications in which they identify themselves as an Ohio State Health Sciences student.
 - The Health Sciences program will not provide students with academic information to accounts other than the student's official OSU account.

Telephone:

Students should:

- Ensure that Ohio State's official records contain their local cell phone number for urgent communications
- Do not call or text faculty or internship preceptors for non-professional reasons or, barring emergencies, at times outside of normal working hours.
- Ensure that incoming voicemail greetings are appropriately professional. Inappropriate voicemail greetings that are encountered by internship preceptors, potential employers, etc. are a poor reflection on the student and on the program.

Students Rights:

- Equal Opportunity and Nondiscrimination Policy [SHRS Student Handbook](#)
- Access to Personal Files (Family Education Rights and Privacy Act (FERPA) [SHRS Student Handbook](#)
- Harassment, Discrimination & Creating a Hostile Environment [SHRS Student Handbook](#)

Financial Information

The Health Sciences program tuition and fees for both online and on campus programs are published on the Registrar's website. This information is updated each semester. For more information, please visit the [Office of the University Registrar's website](#).

Technical Standards:

The Health Sciences Program is rigorous and intense and places specific requirements and demands on the students enrolled in the program. The Health Sciences program partners with the university's Student Life Disability Services Office to explore and implement accommodations where appropriate. If a student's physical, emotional, or mental capability changes while in the program, and amended Technical Standards Certification must be submitted. It is possible that a loss of capability may render a student unable to continue in the program.

Health Insurance:

All Ohio State University students are required by university policy to have health insurance coverage at all times while enrolled at the university. At the time of registration for classes, students are automatically enrolled in and charged for university student health insurance unless they declare and provide documentation that they are already covered on another health insurance policy (e.g. their own or someone else's policy).

Curriculum:

Review of pre-requisite coursework into the professional program is required for admission to the program. Students may use transfer credit for pre-professional and general education coursework, but transfer credit may not be used for required professional courses except under petition and review by the HRS Director of Academic Affairs.

The curriculum of the Health Sciences program has five components. All must be successfully completed to graduate:

- University General Education with a grade of D or higher
- Prerequisites with a grade of C- or higher

- Core Requirements with a grade of C- or higher
- Health Sciences Major Electives with a grade of C- or higher
- Required Minor with a grade of C- or higher

Students should meet with a Health Sciences advisor to ensure that all GE requirements and Core Requirement classes have been fulfilled. Additionally, an advisor can help students select from a variety of Health Sciences major electives and minor options that are most suited to a student's career interests and goals. Suggested schedule plans are available on our [Health Sciences program website](#). These documents can assist students with planning their course of study. The course of study is subject to change; all changes will be communicated.

Health Sciences Curriculum Requirements

Prerequisites	Math 1148 or higher (College Algebra) *Three science courses (Biology, Chemistry, Physics, Microbiology, etc) EEOB 2520/Physio 3200 (Human Physiology) Anatomy 2300.04/3300.01/EEOB 2510 (Human Anatomy)
Core Classes	HTHRHSC 3000: Intro to Health Sciences Major HTHRHSC 3400: Health Promotion and Disease Prevention HTHRHSC 3500: Critical Phases of Life HTHRHSC 4000: Ethical Decision Making HTHRHSC 4300: Contemporary Topics in Health and Society (Capstone Course) HTHRHSC 4370: Community Influence HTHRHSC 4400: Individual Differences in Client Populations HTHRHSC 5300: Management and HRS for Health Professionals HTHRHSC 5370: Healthcare Delivery HTHRHSC 5500: Human Pathophysiology HTHRHSC 5900: Research PUBHEPI 2410: Introduction to Epidemiology
Major Electives**	Major elective courses consist of optional classes offered by the School of Health and Rehabilitation Sciences. One course must be from the patient client category and one from the science elective category. Any course not required by the program but offered in the school may be used for this requirement. Students must complete 12 credit hours of major electives. This can sometimes mean taking more than 12 hours depending on course selection.
Minors***	Many options exist to fulfill the minor requirements. Minors can be found HERE . Students should meet with a Health Sciences advisor to discuss minor options, approval process and course planning.

Curriculum Requirement Special Note:

*The three sciences course combination allows students to select prerequisites that align with their future education and career goals. It is up to the student to be proactive in identifying graduate programs of interest and selecting courses to meet these goals.

**Students with an Associate Degree are not required to complete a minor.

***Students with an Associate of Applied Sciences are not required to complete major electives.

Online Students:

- Only Online Health Sciences students can enroll in .01 sections of all HTHRHSC courses. These sections are reserved for Health Sciences online students. Any online student that has difficulty registering for a .01 section should notify their Health Sciences academic advisor. In person/Columbus campus students should not waitlist or try to register for these sections of courses.
- Online students are never required to come to campus but are welcome to participate in university-sponsored events such as commencement or the school's pre-commencement event.
- Tuition and Fees for these students are adjusted for online instruction and can be found on the [Ohio State's Registrar's website](#).

Major Electives:

Students must complete 12 credit hours of major elective coursework. These courses are offered by the School of Health and Rehabilitation Sciences.

- One Course must come from the patient/client elective group (HTHRHSC 4320, 4914, 5350, and 5600)
- One course must come from the science elective group (HTHRHSC 4900, 4950, 5510, and 4350)
- Two courses or remaining credit hours can come from any other elective course offered by the School of Health and Rehabilitation Sciences. Please see the Health Sciences [course list](#) for more information.

Depending on course selection for major electives, students may fall short of the required 12 credit hour requirement even with four classes. Students should run their degree audit or work with their Health Sciences advisor to ensure they are meeting this requirement. Exceptions to this rule will not be granted.

Any student who started in a different HRS major and then was admitted to health sciences can use those courses to meet the major elective requirement.

Courses outside of HRS will not be allowed to substitute without a curriculum petition. A petition must include the course syllabus, a personal statement, and a copy of the degree audit along with the petition form. Failure to provide all necessary documentation will result in a delay in petition processing. If all documents are not provided the petition will be denied.

HTHRHSC 4189 and 4998:

HTHRHSC 4189 is the Health Sciences Internship course. This course allows students the opportunity to earn credit for unpaid experiences in healthcare or a health related field. Students who enroll in HTHRHSC 4189 can count up to 3 hours towards their major elective requirements in the health sciences program. These hours can be taken over multiple semesters or in one semester.

- All internships must be unpaid to receive credit for HTHRHSC 4189.
- For every credit hour a student is enrolled they must complete 45 hours of work. 2 credit hours requires 90 hours of experience. Three credit hours would require 135 hours of experience.
- Students planning to complete HTHRHSC 4189 must complete a contract to be sent to the faculty member internship coordinator at least 6 weeks in advance of the semester. This contract can be found on the [HTHRHSC 4189 Internship page](#).

For more information about HTHRHSC 4189, students can visit the [HRS Internship page](#).

HTHRHSC 4998 is an Ohio State Undergraduate Research Experience. Students can use up to three credit hours of HTHRHSC 4998 towards their major elective hours requirement in the health sciences program. These hours can be taken over multiple semesters or in one semester. Students interested in enrolling in HTHRHSC 4998 must contact an HRS faculty member whom they are interested in working with. The HRS faculty member and the student must

establish guidelines, requirements, and enrolled credit hours. This information must be sent to the student’s Health Sciences advisor for enrollment processing.

Ohio State’s 4998 Courses:

Health Sciences students who enroll in any Ohio State’s academic unit’s 4998 or undergraduate research course are eligible to enroll up to 3 credit hours as part of their major elective requirement. Undergraduate 4998 course work can be from any department at the university and do not have to be completed in HRS. Although non HRS department courses will not count toward a student’s major without a petition, this type of course does not require a petition to meet major elective requirements.

- Any student completing research outside of Ohio State or under a department that does not have the ability to award credit should must speak to their Health Sciences advisor to find out if alternative forms of academic credit may be possible. This decision is ultimately up to the Health Sciences division director whether or not the experience is able to earn credit.

Waiving Major Elective Requirements:

Students who hold an Associate of Applied Sciences degree are eligible to waive the required 12 credit hours of major electives in the Health Sciences program. This is due to their additional clinical hours earned during their associate program. Students who hold additional certifications, training, and clinical hours outside of a traditional Associate of Applied Science program must petition to waive the major electives. In the petition, students must provide supporting documentation such as, the course syllabus, a description of the courses completed, and Ohio State transfer credit report, and a personal statement regarding the skills learned and impact of the experience from the program/certification that was completed. The petitions will be reviewed by the Health Sciences division director on a case-by-case basis.

Substitutions for Degree:

Substitutions may be made for designated pre-requisite courses as indicated in the following table. For these courses, careful consideration should be given to the impact of the course on the program of student and on post baccalaureate plans for a career or graduate/professional program. Substitutions should be communicated to the advisor but will not require a petition. The following list is subject to change.

Course	Substitution
Math 1148 or higher	Math 1130
Sociology 1101	Sociology 1500
Anatomy 2300.04	EEOB 2510, Anatomy 3300.01
Statistics 1350	Statistics 1450 or higher
HTRHSC 2500	Clas 2010

Science Pre-Requisites:

Students will need to complete 3 science courses as a part of their pre-requisites to the program. The 3 science courses can be chosen from the table below. Additional courses not listed may be reviewed via petition on a case by case basis. Students are encouraged to choose science courses that align with their professional interests.

Chem 1110	Chem 1210	Chem 1220	Microbio 4000.01	Bio 1101
Bio 1102	Bio 1110	Bio 1113	Bio 1114	Humntr 2210
Humntr 2310*	Physics 1200	Physics 1201	Phphysics 1250	Physics 1251

*Humntr 2310 will count as a Health Sciences pre-req but will not fulfill a student’s Natural science GE.

Quarter Courses:

Although admitted Health Sciences students were permitted to use courses taken at Ohio State during quarters, to meet prerequisite coursework, they will be required to follow the new semester requirements regarding, university GE requirements degree hours for each category. Applying quarter credit hours in semesters may result in the need for a student to take additional credits to graduate.

No expiration of credits:

The Health Sciences program does not impose a “use by” date for GE coursework taken or transferred to Ohio State. Thus the program will accept these types of courses as long as Ohio State posts the course on the student’s academic record. However, some courses may require additional petitions, review, or information from the division to be accepted. (example: Chemistry general credit from 15 years ago may require additional evaluation by the division to be approved for use.) Students who plan to go on to graduate school may be required to retake coursework that was not complete within the last 10 years.

Pre-Req Exception:

Students who wish to use a course as a pre-requisite that is not generally accepted must submit a petition to the health sciences division director. If the pre-req is accepted, the student will be notified and it will be documented on the students file. HRS admissions will be alerted when the student submits an application.

Minors and Waivers:

Overlap and waiving courses:

A few courses within the health sciences program can be waived to assist students with not repeating similar content in both their major and minor. The following exceptions are automatic and do not require a petition.

Minor	Waive	Special Instructions
Psychology (any of the 7)	Waive HTHRHSC 5900 due to Taking Psych 2300 for minor.	Students who waive HTHRHSC 5900 must complete fifteen major elective hours instead of twelve.
Human Development Family Sciences (HDFS)	Waive HTHRHSC 3500 due to taking HDFS 2400 for minor	Students who waive HTHRHSC 3500 must complete fifteen major elective hours instead of twelve.

Major courses and minor courses are not permitted to double count. Each minor must contain 12 unique hours separate from the major. General Education requirements may overlap with the minor up to 6 hours. Students can also overlap pre-requisites to the Health Sciences program with their minor. It is the students responsibility to read the minor form and understand the minor guidelines. Some minors have the option to choose HRS courses as part of that minor. These minors include:

- Integrative Approaches to Health and Wellness
- Aging
- Medical Laboratory Sciences
- Medical Humanities
- Bioethics
- Epidemiology
- Global Public Health

Please see a Health Sciences advisor for more information about minors and overlapping courses.

Waiving the Minor:

The reasons below exempt a Health Sciences student from completing the minor requirement.

Please note: exempt students are welcome to complete a minor if it suits their interest but it will not be required.

- Earned Associate Degree
- Completing a dual degree at Ohio State
- Any student who is completing a double major is also eligible to waive the minor.
- Completion of an advanced degree in any area, including outside of healthcare.
- Completion of an Ohio State certificate program. Non-Ohio State certificate programs will require a petition.

Military Experience:

Students who have transfer credit from the military able to submit a petition to waive major elective or minor coursework in the program. Petitions are not guaranteed to be approved. Any course a student would like to waive outside of HRS will be up to the department offering that course. Students should work with their Health Sciences advisor to assist with presenting a strong petition to the Health Sciences division director.

Work Experience:

At this time, we do not allow students to waive or petition to waive major coursework based on work experience. However, students who feel they understand the concepts of a course are welcome to take an examination for course credit or test out. Students can choose to test out of core classes or major elective coursework. Any course a student would like to waive outside of HRS will be up to the department offering that course. Students can speak to their academic advisor for more information regarding this option.

Waiving Medical Terminology:

All students are required to complete one course in medical or scientific terminology as a co-requisite to the Health Sciences program. This course can be completed prior to starting the Health Sciences professional coursework or concurrently with the professional coursework.

Students with five or more years of work experience in a healthcare setting are eligible to opt out of the medical terminology course. Students with less than five years of healthcare experience will be required to complete the medical terminology course or choose to test out of the course.

COVID-19 ADDENDUM to SHRS Student Handbook August 2020

(Subject to change)

During spring 2020, our academic environment changed dramatically due to the COVID pandemic. Thus, our policies and procedure to maintain safety for students, staff and faculty have changed as well. This is a very fluid situation that will necessitate our constant update for this section of our student handbook.

Background:

- Outbreak started in December 2019 in Wuhan, China- Initially linked to a large seafood and animal market
- Virus is named SARS-CoV-2-SARS-CoV-2 causes Coronavirus disease 2019 (COVID-19)
- Spread via person-to-person transmission primarily via droplet transmission
- Symptoms have ranged from mild to severe respiratory illness and death: Fever; Cough; Shortness of breath; Body aches; Loss of taste or smell
- Incubation period is 1 to 14 days (most patients ill within 10 days of exposure)
- 80% or more of patients do NOT require hospitalization and have only mild/moderate symptoms
- Estimated mortality is between 1-3% and varies based on the country where the patient resides and patient's age
- Mortality rate in South Korea estimated to be lower at 0.6%
- Mortality rate is higher than influenza but likely due to the protective effect of influenza vaccination
- Patients at highest risk of severe COVID-19 disease: Older adults, Chronic medical conditions including heart disease, diabetes, lung disease, Immunocompromised patients

HOW TO STAY UP TO DATE:

- Information is evolving quickly, and changes occurring rapidly.
- Please read the university and OSU Medical Center updates.
- Most up-to-date information is on both the: OSUWMC Coronavirus page <https://wexnermedical.osu.edu/features/covid-resources> and
- Safe and Healthy Buckeyes: <https://safeandhealthy.osu.edu/>. All current policies and procedures for students, faculty and staff are located here.
- Clinical Epidemiology OneSource page: <https://onesource.osumc.edu/departments/epidemiology/Pages/default.aspx>
- CDC's website on COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

UNIVERSITY GUIDELINES:

Safe and Healthy Campus Expectations and Accountability Measures

July 24, 2020

Overview

Purpose: To help promote a safe and healthy campus community, this document outlines the expectation that Ohio State students, faculty and staff follow the Safe Campus Requirements outlined on the Safe and Healthy Buckeyes website, as well as complete online training in BuckeyeLearn and the Together as Buckeyes Pledge.

Safe campus requirements include but are not limited to: wearing masks, hand hygiene, physical distancing, health symptom monitoring, participating in contact tracing, quarantine and isolation, and additional safety expectations detailed at safeandhealthy.osu.edu. This document also outlines how the institution will hold students, faculty and staff accountable to these expectations, to help keep our community safe during this pandemic.

Guiding Principles: It is essential that students, faculty and staff understand the Safe Campus requirements. Training and education are the essential first step to ensuring these requirements are followed. Accountability measures will be in place for those who refuse to complete the training or choose not to abide by community expectations. Accountability measures may range from additional training, to informal coaching, to formal disciplinary action up to and including suspension/dismissal and/or termination of employment. Formal action will depend on the seriousness of the violation and will generally be pursued when it is clear there is intent, a pattern and/or neglect associated with the violation.

Together as Buckeyes Pledge

All Ohio State students, faculty and staff are required to complete the Together as Buckeyes Pledge to help promote a safer and healthier campus community. Those who decide not to sign the Pledge will be addressed as follows:

- **Students:** Students who decide not to sign the pledge will be alerted by Student Conduct using an automated/email process that they have five (5) days to sign the pledge. If they do not sign the pledge within five (5) days, they will only be permitted to take courses virtually, may not schedule a move-in time (if intending to live on-campus), may not physically enter any campus or university facility, and may not physically participate in any university activity on or offcampus.

- **Faculty or Staff:** Faculty or staff members who decide not to sign the pledge will be reminded by their dean or manager, who will document the decision. Faculty or staff will still be held accountable for complying with all health and safety requirements in the pledge. Decisions regarding remote work are made based on operational needs; a staff or faculty member's failure to complete this training requirement will not enable them to work remotely in the absence of a defined operational need.

Safe and Healthy Return to Campus Online Training

All Ohio State students, faculty and staff are required to complete the Safe and Healthy Return to Campus online training and Together as Buckeyes Pledge to help promote a healthy campus community. Those who fail to complete the training, after a reminder, will be managed as follows:

- **Students:** Students who fail to complete the training will be contacted by Student Conduct and advised they must complete the training within five (5) days or will only be permitted to take courses virtually, and may not physically participate in any university activity on or off campus.
- **Faculty:** Faculty who fail to complete the training will be provided an informal resolution opportunity through a meeting with their department chair or dean. Continued refusal after this meeting will be addressed through the university process under Rule 3335-5-04. Decisions regarding remote work will be made based on operational needs; a faculty member's failure to complete this training requirement will not enable them to work remotely in the absence of a defined operational need.
- **Staff:** Staff who fail to complete the training will face corrective action in accordance with [university policy](#) and procedures based on the staff member's classification (unclassified, classified civil service). Corrective action for staff members in a bargaining unit will be in accordance with the respective collective bargaining agreement. Staff members issued corrective action will still be expected to continue to work while following all safe and healthy requirements. Formal corrective action decisions will be made in consultation with unit/college HR Consultant/HR Business Partner and Employee and Labor Relations. Decisions regarding remote work will be made based on operational need; a staff member's failure to complete this training requirement will not enable them to work remotely in the absence of a defined operational need.

Ongoing Behavioral Expectations under the Safe Campus Requirement

All Ohio State students, faculty and staff are expected to meet the behavioral and safety expectations under the Safe Campus Requirements when they physically participate in any university activity, on or off campus. All students, faculty and staff also will be required to perform a daily health check to report body temperature each day they intend to be physically on an Ohio State campus. Failure to adhere to these requirements will be addressed through standard enforcement mechanisms, and an approach built on escalation, whereby adherence will be reinforced through education, choice and peer support before escalating to disciplinary action whenever possible. Where violations are serious and/or ongoing, however, they will be addressed as follows:

- **Students:** A student and/or student organization will be referred for disciplinary action where the student and/or student organization's behavior endangers the health or safety of campus community members, on or off campus, and/or fails to comply with the directives outlined in the Safe Campus Requirements.
 - During an incident in which a student is not adhering, the student should first be asked to comply (e.g., to wear a mask). If this does not resolve the situation, the student should be reminded about safe and healthy requirements. If the student continues to refuse, the student should be told to leave the location and not to return until they are prepared to follow the requirements.
 - For all situations, except those students who quickly comply when reminded, the incident should be reported to the Office of Student Life Student Conduct for potential disciplinary action and to assist with appropriate tracking. Even if the student's name is unknown, a report to Student Conduct should be made to assist the university in evaluating adherence efforts; however, it should be acknowledged that Student Conduct will be unable to take disciplinary action without identifying information.

Student Health Monitoring- Go to hrs.osu.edu. Click on Student Box listed under COVID 19 update

Novel Coronavirus (COVID-19) Brief

Learn more about the temporary changes within the School of Health and Rehabilitation Sciences

HRS COVID-19 Briefing

Required temperature check login for faculty, staff and students attending lab sessions

Faculty and Staff

Students

- **Take your temperature every day**
- **Enter it in the app and answer the questions**

Any exposure to a confirmed or suspected patient should be monitored by the program and student. Less than 1% of all WMC Healthcare Providers identified as having an exposure to a COVID-19 patient subsequently tested positive for COVID-19. Approximately 1% of all high and medium risk exposures (those who had been excluded from work for 14 days) subsequently tested positive for COVID-19.

The results after completing your questions will be one of three options:

There is currently no information entered into the system for you. Please do not report for your assigned educational or research activities until you have entered your information.

3/20/20 at 1:05pm
 Temperature: 98.3 Symptoms: No Exposure: No
 Location: At an OSU clinical facility

It has been longer than 18 hours since your last information entry. Please do not report for your assigned educational or research activities until you have entered your information.

3/20/20 at 1:05pm
 Temperature: 98.3 Symptoms: No Exposure: No
 Location: Home, planning to come to work

Please enter updated information in 18 hours - 3/21/20 at 7:05am
 If you begin to feel symptomatic or are exposed to someone suspected or confirmed to have COVID-19, please enter new information sooner.

3/20/20 at 1:05pm
 Temperature: 100.3 Symptoms: Yes Exposure: No
 Location: Home, planning to stay at home

Your temperature and symptoms indicate you may have COVID-19.
DO NOT REPORT FOR YOU ASSIGNED EDUCATIONAL/RESEARCH ACTIVITIES. IF YOU HAVE ALREADY REPORTED, PLEASE LEAVE NOW.
 Please contact your student program manager as soon as possible.

What should I do if I have symptoms or exposure to COVID-19?

EXPERIENCING SYMPTOMS

COVID-19 SYMPTOMS








Symptoms may appear 2-14 days after exposure and are a change from an explainable "normal" (for example, seasonal allergies or an existing, lingering cough).

-  **Stay home**
 - Don't go into work
 - Avoid spreading virus to others
-  **Separate yourself from others**
 - Stay in a separate room at home
 - Use separate bathroom if possible
-  **Contact your primary care provider or COVID-19 Call Center at 614-293-4000 to determine if testing is needed**
-  **If tested for COVID-19 at the Ohio State Wexner Medical Center**
 - **Positive results:** You will receive a call from an Ohio State provider before posting to MyChart
 - **Negative results:** will be shared via MyChart
-  **Follow ill call-of procedures**
 - If you are being tested, notify your manager.
 - Don't go to work, while test results are pending.

IF POSITIVE COVID-19 TEST RESULTS

-  **Stay home**
 - Don't go into work
 - Avoid spreading virus to others
-  **Separate yourself from others**
 - Avoid close contact
 - Self-monitor for symptoms
-  **Notify manager**
-  **Wash your hands often with soap and water or use hand sanitizer**
-  **Cover your mouth and nose with a tissue or sleeve when you sneeze or cough**
-  **Clean and disinfect "high-touch" surfaces**
-  **Return to work only after receiving clearance from Employee Health Services and your local health department**

IF NEGATIVE COVID-19 TEST RESULTS

-  **Notify manager**
-  **Return to work only if you are fever-free for at least 3 days (72 hours) and see a significant reduction in symptoms.**

NO SYMPTOMS, BUT CLOSE AND PROLONGED EXPOSURE

-  **Close and prolonged contact with a person who has COVID-19**
-  **Contact with cough and droplets**
Unprotected direct contact with infectious secretions or excretions (e.g., being coughed on, touching used tissues with a bare hand).

AT-WORK EXPOSURE

-  **Employee Health Services will contact you to assess risk level and to determine if you should stop working**
There is no testing of exposed employees that have no symptoms.

AT-HOME EXPOSURE

-  **If a person in your household has symptoms, contact your primary care provider and COVID-19 Call Center 614-293-4000.**
The call center is now taking calls for health care providers' families.
-  **Stay home until household test results are known**
-  **Follow ill call-of procedures**
 - If household contact has **positive COVID-19** test results or a clinical diagnosis by a primary care provider, employee can return to work 14 days from the date the contact has been cleared by the health department (if employee has no symptoms).
 - If household contact has **negative COVID-19** test results and employee has no symptoms, they can return to work.

NO SYMPTOMS, NO KNOWN EXPOSURE

-  **Keep working**
-  **Self-monitor for symptoms**
-  **Avoid close contact**
-  **Wash your hands often with soap and water or use hand sanitizer**
-  **Cover your mouth and nose with a tissue or sleeve when you sneeze or cough**
-  **Get good sleep**
-  **Eat well-balanced meals**
-  **Disinfect and clean "high-touch" surfaces**

PLEASE SEE THE COVID-19 EMPLOYEE EXPOSURE GUIDELINES FOR DETAILED EXPLANATION AND SPECIAL CIRCUMSTANCES INCLUDING:

- Immunocompromised and/or pregnant employees
- Guidance will be adjusted based on CDC recommendation and/or in the event there is a major issue with staffing and other measures to backfill with other staff have been exhausted. Hospital leadership will make this determination.

Updated April 2, 2020

What should I do if I have symptoms or exposure to COVID-19?

EXPERIENCING SYMPTOMS

COVID-19 SYMPTOMS



Symptoms may appear 2-14 days after exposure and are a change from an explainable "normal" (for example, seasonal allergies or an existing, lingering cough).

- Stay home**
 - Don't go into work
 - Avoid spreading virus to others
- Separate yourself from others**
 - Stay in a separate room at home
 - Use separate bathroom if possible
- Contact your primary care provider or COVID-19 Call Center at 614-293-4000 to determine if testing is needed**
- If tested for COVID-19 at the Ohio State Wexner Medical Center**
 - **Positive results:** You will receive a call from an Ohio State provider before posting to MyChart
 - **Negative results:** will be shared via MyChart
- Follow ill call-of procedures**
 - If you are being tested, notify your manager.
 - Don't go to work, while test results are pending.

IF POSITIVE COVID-19 TEST RESULTS

- Stay home**
 - Don't go into work
 - Avoid spreading virus to others
- Separate yourself from others**
 - Avoid close contact
 - Self-monitor for symptoms
- Notify manager**
- Wash your hands often with soap and water or use hand sanitizer**
- Cover your mouth and nose with a tissue or sleeve when you sneeze or cough**
- Clean and disinfect "high-touch" surfaces**
- Return to work only after receiving clearance from Employee Health Services and your local health department**

IF NEGATIVE COVID-19 TEST RESULTS

- Notify manager**
- Return to work only if you are fever-free for at least 3 days (72 hours) and see a significant reduction in symptoms.**

NO SYMPTOMS, BUT CLOSE AND PROLONGED EXPOSURE

- Close and prolonged contact with a person who has COVID-19**
- Contact with cough and droplets**
Unprotected direct contact with infectious secretions or excretions (e.g., being coughed on, touching used tissues with a bare hand).

AT-WORK EXPOSURE

- Employee Health Services will contact you to assess risk level and to determine if you should stop working**
There is no testing of exposed employees that have no symptoms.

AT-HOME EXPOSURE

- If a person in your household has symptoms, contact your primary care provider and COVID-19 Call Center 614-293-4000.**
The call center is now taking calls for health care providers' families.
- Stay home until household test results are known**
- Follow ill call-of procedures**

PLEASE SEE THE COVID-19 EMPLOYEE EXPOSURE GUIDELINES FOR DETAILED EXPLANATION AND SPECIAL CIRCUMSTANCES INCLUDING:

- Immunocompromised and/or pregnant employees
- Guidance will be adjusted based on CDC recommendations and/or in the event there is a major issue with staffing and other measures to backfill with other staff have been exhausted. Hospital leadership will make this determination.

- If household contact has positive COVID-19 test results or a clinical diagnosis by a primary care provider, employee can return to work 14 days from the date the contact has been cleared by the health department (if employee has no symptoms).**
- If household contact has negative COVID-19 test results and employee has no symptoms, they can return to work.**

PANDEMIC GUIDELINES FOR ATWELL HALL COVID

RULES FOR ATWELL HALL

- Ohio State students, faculty and staff must follow the Safe Campus Requirements outlined on the Safe and Healthy Buckeyes website <https://safeandhealthy.osu.edu/>, as well as complete online training in BuckeyeLearn, and sign the *Together as Buckeyes Pledge*. All OSU students who fail to complete the required online training will be contacted by Student Conduct and advised they must complete the training within five (5) days or will only be permitted to take courses virtually, and may not physically participate in any university activity on or off campus.
- A student and/or student organization will be referred for disciplinary action where the student and/or student organization's behavior endangers the health or safety of campus community members, on or off campus, and/or fails to comply with the directives outlined in the Safe Campus Requirements.
- If any student fails to abide by established health rules for Atwell Hall or any HRS course, will be asked to leave the building per university guidelines:
 - *During an incident in which a student is not adhering, the student should first be asked to comply (e.g., to wear a mask). If this does not resolve the situation, the student should be reminded about safe and healthy requirements. If the student continues to refuse, the student should be told to leave the location and not to return until they are prepared to follow the requirements.*
 - *For all situations, except those students who quickly comply when reminded, the incident should be reported to the Office of Student Life Student Conduct for potential disciplinary action and to assist with appropriate tracking. Even if the student's name is unknown, a report to Student Conduct should be made to assist the university in evaluating adherence efforts; however, it should be acknowledged that Student Conduct will be unable to take disciplinary action without identifying information.*

Building Use

- Building hours are 7:30-5:00. After 5:00 pm, entrance is only allowed when accompanied by a faculty member.
- Entrance is from the west entrance only. Please limit your time in Atwell before/after class. Prior Library is open for your study use. The Wexner Medical center has options for purchase of food/drink.
- All students must be enter via a health screening station (see requirements below). After 5:00 pm, the faculty member is responsible for screening individual students. After 5:00 pm, all students must be accompanied by a faculty member.
- The elevators may be used to go up to all floors. Please reserve elevators for those who may physically require the elevator. All individuals are encouraged to use the stairs to go down unless physical conditions prohibit this.
- The NORTHWEST stairwell is dedicated for all traffic going UP to access all floors.
- The MIDDLE WEST (FL 2-5) or SOUTHWEST (FL 1-2) stairwells are dedicated for all traffic going DOWN to access the lower floors or exit the building.
- A six-foot distance is required, as possible, throughout the building.

- Women's restroom capacity 1:4 (main) 2-5: 2
- Men's restroom capacity 1: 4 (main) 2-5: 2
- Elevator capacity: car 1: 2; cars 2,3: 1 person
- Masks are universally required throughout Atwell except in a private office.
- Common use areas with Atwell will remain closed (lobby, 2nd floor study space and computer labs)
- Occupants may not eat while in any classroom or common area in Atwell Hall. Individual water bottles are allowed.

Code of conduct within the building

- Students are to go to class and leave immediately after class.
- The only location in the building that students should visit at this time, other than the classroom for their designated educational activity, is the restroom.
- Students should not congregate in common spaces or outside of classroom. Students should maintain social distancing of at least 6 feet.

Social Distancing within the building

- Classroom numbers are determined by university guidelines and signage should be strictly followed.
- Faculty will organize students within cohorts in order to limit student-to-student exposure.
- Each student is required to clean their individual desk or lab space upon entering and exiting the classroom. Supplies and cleaning checklist are located within each classroom.
- If a learning space is used for approved clinical laboratory activities, hand sanitizer, wipes, and applicable PPE will be in each room.
- Students and faculty must wear masks (Level 1 Procedure Mask) at all times. If a six-foot distance is not maintained during a classroom activity, goggles are also required. It is essential to keep hands away from your face.
- Upon arrival to the designated laboratory space, students are asked to clean their hands with hand sanitizer.
- Students will change gloves (if required for that lab) and clean their hands between each interaction with another student.
- After the laboratory session, students will disinfect the laboratory equipment with approved EPA registered cleaning solutions monitored by faculty.

Student Clinical/Fieldwork Rotations

All students will be required to complete specified modules on BUCKEYELEARN for infection control, DON/DOFF PPE, and COVID risk. Students have already completed mandatory training and have demonstrated competency in the concepts of hand hygiene. Students may have to complete further training at their assigned clinical sites. Routine mask use will be required for all learners and is already required for all staff at OSU Wexner Medical Center and community sites.

Each program has coordinated with the Supply Chain Work Group at the OSU Wexner Medical Center to define the personal protective equipment (PPE) needs for all learners in the clinical, non-clinical, and research environments. Depending on the classroom/laboratory based instruction, PPE will include universal masking in addition to gloves, gowns, and goggles. A process has been defined so that PPE will be ordered by the Medical Center for learners in the clinical environments and by the programs for non-clinical experiences. Each community site/partner is contacted to establish their ability to provide the

necessary PPE. In the event that it cannot be provided by the community site, the program will provide it.

All programs will be using a modified version of the COVID-19 Employee Health Monitoring application to monitor learner health and safety in the clinical learning environment. The application will be modified to include revised questions that reflect that learners are engaged in study/instruction instead of work, sites where these activities take place (OSUWMC, Nationwide Children's Hospital, OhioHealth, Mt. Carmel, etc.), and will ask questions about adequacy of supervision and access to PPE. This will allow programs to respond to trends in changes in the learning environment or symptoms.

Testing of symptomatic students with suspected SARS-CoV-2 infection will continue to be coordinated via the Wexner Medical Center COVID call center until testing becomes available at the Wilce Student Health Center. Programs will maintain an internal database for tracking positive results. Contact tracing will be coordinated with the Ohio Department of Health.

Social distancing of 6' and 1 person /30 square feet will not always be possible in all patient care situations due to the nature of the acts of direct patient care/contact (direct bedside care, procedures, operating rooms, common workspaces, etc.) but it will be encouraged and optimized whenever possible. Routine mask use will be required for all learners and is already required for all staff at OSU Wexner Medical Center and community sites.

The College of Medicine will provide ongoing monitoring of clinical site prevalence of COVID-19 patients and make adjustments to student participation based on predetermined COVID-19 patient volumes.

The OSUWMC has created response guidelines commensurate to those volumes, which detail the extent to which routine operations (staffing and space) can continue. These same guidelines will serve as indicators that the system can accommodate students in the inpatient-learning environment. COVID-19 volumes in the Yellow and Orange surge levels permit usual care models. If volumes begin to reach the higher limit of Orange surge (156 patients), the school will once again pull students out of the learning environment. This same process will be followed for students that are in other areas in Ohio and other states.

The College of Medicine plans to exclude HRS students from the care of patients with confirmed or suspected COVID-19 whenever possible. In high-risk areas (ex. Aerosol generating procedures), students may not participate in the direct clinical care of the patient unless the appropriate SARS-CoV-2 testing has been completed and has been confirmed to be negative prior to the interaction.

What communications about risk will be provided to students?

Each academic programs will establish policies for learners returning from out-of-state that adhere to current health orders as directed by the Ohio Health Director. All students will be required to complete specified modules on BUCKEYELEARN for infection control, DON/DOFF PPE, and COVID risk.

What process will be used to accommodate students whose physical or mental health renders them unable to complete in-person instruction, and to direct them to established resources?

Students will be provided the opportunity to delay their progression in the clinical program without any penalty and will be allowed to restart their clinical program when they are able to do so and when the clinical rotations are available to the student. Students will have access to HRS mental health counselors for guidance and support via telehealth if needed.