

Student Reference Guide Covid-19 (Coronavirus)

Ponce Health Sciences University (PHSU) promotes a safe environment among its community. We are committed to the well-being of the university community and the general public, therefore, we have established protocols and practices to protect the health and safety of our students, faculty and staff.

Here at PHSU we have taken the necessary beginning steps to monitor outbreaks and cases of the coronavirus (COVID-19) if our community becomes affected. We have started planning mechanisms to ensure the continuity of the academic activities in the event of a campus closure as part of preventive measures to avoid further spreading of the virus.

Aware of recent developments, we are closely monitoring information and reports of Coronavirus 2019 (COVID-19) and the implementation of protocols are based on notices and guidelines issued by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) and the Puerto Rico Department of Health.

We have published a page with general information about COVID-19 that is accessible on the website www.psm.edu/coronavirus. This page will be updated periodically as new information appears, so we encourage students to visit it regularly.

Applicability of the Student Reference Guide

This informational guide is for all regular (full-time and part-time) and visiting students, including students in clerkships, internships and/or professional practices, in and outside of Puerto Rico.

Reference Guide

I. Guide for students with possible symptoms of acute respiratory illness

1. If a student has possible symptoms of an acute respiratory illness, they should remain at home and notify Academic Affairs immediately by clicking [here](#).
2. If a student appears to have acute symptoms of a respiratory illness while in the university, they must excuse themselves with the faculty member, return home, and immediately notify Academic Affairs by [here](#).
3. If the student lives at home with a family member who exhibits possible symptoms of an acute respiratory illness, the student must remain at home and immediately notify Academic Affairs by clicking [here](#).

4. Students who traveled or experience symptoms, must contact Academic Affairs before beginning to attend his/her classes and activities on campus to receive instructions on the evidence or authorization needed to resume in-person academic activities. You can request the returning authorization by sending an email to wvelez@psm.edu, and copying egonzalez@psm.edu.

II. Q&A

- **If I have just returned from a trip, what should I do?**

If you recently returned from a trip, you must report it to the Office of Academic Affairs to activate the protocol established for this purpose. Click [here](#) to complete the form.

- **If I live in Mainland and want to go home with family during the quarantine in PR, can I request a travel authorization?**

The recommendations from the government of PR, the CDC and the World Health Organization is to avoid traveling during this crisis to limit the possibility of dissemination of the virus. Ponce Health Science University published a travel ban policy to support these measures. If a student decides to travel out of Puerto Rico, he/she must inform the Academic Affairs Office by completing this form. The Academic Affairs office will not issue a travel authorization but will coordinate a quarantine period of fourteen (14) days for the student starting from the returning date to PR. These measures are set in place to protect the university community.

- **If I have symptoms or have I been exposed to people with symptoms, how should I report it to the university?**

If you have symptoms or have been exposed to people with symptoms, you must report it to the Office of Academic Affairs to activate the protocol established for this purpose. Click [here](#) and fill in the requested information.

- **What should I do if I notice that another student has symptoms?**

If you notice that any student has symptoms, you should inform the faculty member so that they can report it and start the recommended protocol.

- **What should I do if I notice that an employee or faculty member shows symptoms?**

If you notice that any faculty member has symptoms, you should inform the Dean of Academic Affairs, and contact Mrs. Wilda Vélez at 787-840-2575 ext. 4769 or wvelez@psm.edu to start the recommended protocol. If it is an employee (administrative),

you must report it to the Human Resources Office by calling ext. 4702 or 4767 or aramos@psm.edu and drosado@psm.edu .

- **If I am sick, in quarantine or if the University is in shutdown, what will happen to my participation in the study and work program?**

In any of these situations, you should contact the administrator of the study and work program, Mrs. Myrian Gaud calling at 787.840.2575 ext. 4836 or writing to mgaud@psm.edu . The DOE has issued specific provisions to this effect and the Office of Financial Aid will assist you using the official guidelines issued.

- **If I have technical difficulties for the internet connection, who should I contact?**

We will have technical staff from the IT and Educational Technology Department available through the following electronic addresses: itsupport@psm.edu (for any difficulty or problem related to internet connection); eugelugo@psm.edu and lpereles@psm.edu (for any difficulties related to Canvas or Moodle).

- **Will the university have open facilities for access to the Internet or Library resources?**

No. Given the Governor's Executive Order the Institution must stay closed for the students and general public. Any changes to this order, will be communicated to students using the official communication methods (web page and institutional email).

- **How will changes or additional information determined by the institution be communicated?**

All communications related to the courses will be available through the Canvas and Moodle academic platforms and will also be sent through institutional email by their respective programs and schools. For policy updates, communications, event status and any other details concerning the university community in general, the communications will be send using the institutional email and they will also be available on our website at www.psm.edu/coronavirus.

III. Contacts for Students- Remote Services

Enid González Student Success Manager Student Affairs Tel.: 939.238.4710 Email: egonzalez@psm.edu	Elisandra Rodríguez Moreno Executive Director for Student Affairs Tel.: 939.579.8529 Email: elirodriguez@psm.edu
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<p>Wilda Vélez Executive Assistant to the Chancellor Academic Affairs</p> <p>Email: wvelez@psm.edu</p>	<p>Betzaida Ferrer Assistant to the Executive Director for Student Affairs Student Affairs</p> <p>Email: bferrer@psm.edu</p>
<p>María E. Torres Registrar</p> <p>Email: registrar@psm.edu</p>	<p>Myrian Gaud Financial Aid Director</p> <p>Email: mgaud@psm.edu</p>
<p>Marianette Cruz Financial Aid</p> <p>Email: macruz@psm.edu</p>	<p>Linda Sánchez Accounting</p> <p>Email: lsanchez@psm.edu</p>
<p>Dr. Jose Soto Franceschini Counselor</p> <p>Email: jsoto@psm.edu</p>	<p>Grace Morales Mercado Counselor</p> <p>Email: gracemorales@psm.edu</p>
<p>Emsley Vazquez Admissions and Marketing Director Phone: 787.664.4607 Email: evazquez@psm.edu</p>	<p>Astrid Velazquez Admissions Coordinator Phone: 787.908.8085 Email: avelazquez@psm.edu</p>
<p>Rafmary Pomaes Admissions Officer</p> <p>Email: rpomaes@psm.edu</p>	<p>Agnes González University Ambassador Phone: 787.679.6746 Email: agnesgonzalez@psm.edu</p>
<p>Jaime Rojas University Ambassador Phone: 787.664.6864 Email: jrojas@psm.edu</p>	<p>Coralis Santiago University Ambassador San Juan University Center Phone: 939.227.5866 Email: csantiago@psm.edu</p>
<p>Mariela González San Juan University Center Administrator Phone: 939.438.2399 Email: margonzalez@psm.edu</p>	<p>Karina Delgado Administrative Assistant San Juan University Center Email: kdelgado@psm.edu</p>

IV. Integrity and compliance

The effective operation of emergency prevention and management measures depends on the collaboration of all members of the university community. Each person is responsible for following the rules and procedures in a prudent manner and for offering reliable information so that the University can respond effectively and allocate the necessary resources for the benefit of all. Any person who offers false information or abuses the announced procedures, could be responsible under the policies and rules of conduct and the unprofessional behavior policy of the University. In case of doubts or questions regarding the application of this guide, please contact the Executive Director of Student Affairs at (939) 579-8529, or writing to elirodriguez@psm.edu.

V. Register of Student Cases

PHSU will keep a record of student cases in the Office of Student Success. Said registry will be kept and managed in strict confidentiality and will be used to take the corresponding actions, both individually and institutionally. Information from registered cases with related diagnostic confirmation may be shared with appropriate health agencies, pursuant to CDC or state-mandated regulations.