

Guidelines for Off-Campus Learning Experiences

Introduction

This document contains health and safety guidelines for Daemen University students participating in service learning, internships, clinical rotations, field experiences, student teaching, volunteering, or any other experiential learning opportunity. (Students *studying abroad* or participating in *international* service learning, internships, clinical rotations, field experiences, research, student teaching, or volunteering must see the Global Programs office for separate Safety and Security Guidelines required for international experiences conducted under the auspices of Daemen University. Students traveling abroad are required to attend a mandatory pre-departure meeting conducted by the Global Programs Office.)

To help ensure that your external learning experience is a safe and rewarding experience, please thoroughly review the following requirements and safety guidelines. You will need to sign and keep a copy of these guidelines to acknowledge that you have received them and that you are aware of possible risks associated with your off-campus learning experience.

The "College site coordinator" referred to hereafter will be, depending on the student's experience: the Director or Assistant Director of the Saffrin Center for Sustainability and Civic Engagement, Career Services staff, the Coordinator of Student Teacher Placement, the Director or Assistant Director of Clinical Education for Physical Therapy, Clinical Coordinator for Physician Assistant, Clinical Coordinator for Athletic Training, Field Placement Coordinator for Social Work, Clinical Nursing Instructor, or any other faculty member responsible for class participation in an off-site field experience. The Associate Vice President for Student Affairs and Institutional Effectiveness is also available for any general advice or answers to questions you may have about your off-campus learning experience.

Insurance Information

Daemen University does not assume responsibility for healthcare-related costs arising from the illness or injury of a student. All students should have health insurance. All residential students, international students, student-athletes and students in health-related fields of study while participating in clinical internships/clerkships/external learning experiences *must* be covered by health insurance and provide proof of that coverage to the Health & Insurance Services office. Both full and part-time students taking six credits or more are eligible to purchase the Daemen University Student Health Insurance Plan, which provides health insurance coverage to students in compliance with the Affordable Care Act. Students may contact the Office of Health & Insurance Services to arrange for coverage or to get more information about the plan.

The University has an Educators General Liability Insurance Policy which provides coverage to authorized student volunteers and the College in the event a claim for bodily injury or property damage is made against either party as a result of an accident or negligence while performing duties in a College sponsored activity.

Any incident which is determined to have occurred outside the scope of a Daemen University sponsored activity may be covered under the student's individual homeowner's policy, parent's homeowner's

policy, or the student's professional liability insurance. Professional liability insurance is available through various professional organizations, e.g., American Counseling Association, National Association of Social Workers, among others. For clinical affiliations and similar external learning experiences, your department will advise you of the requirements.

Know Your Site

- **Orientation:** Attend any training or orientation sessions provided by your site. These may include both general and specific information about the organization, neighborhood, or community. Know the organization's policies and reporting structures, and follow them. Know how your site supervisor will interface with your Daemen University site coordinator. Always ask questions of your site supervisor to clarify any issues. Complete any paperwork required by your site. Be sure that your status is duly recognized by the agency – that is, that you are authorized to be on the premises and in what capacity. Visit the website of the agency to learn more about the organization's mission, location, and opportunities, so you will have realistic expectations of what your learning experience may entail.
- **Health screenings:** If required by your placement, you may need to show proof of having had a TB test, flu shot, rubella test, and/or other immunizations. If your placement requires completion of any health screenings or preventive routines such as vaccinations, you will need to use your own insurance if these costs are not covered by the site.
- **Home visits:** If home visits are part of your experience, you should pair up with another person, unless otherwise directed by your University site coordinator. Do not park your car in the driveway of the home; in the home, sit facing the front door and have access to an exit.
- **Personal belongings:** The University does not take responsibility for loss of or damage to personal belongings. Secure storage may or may not be available at your site. Plan accordingly. Leave valuables at home if at all possible.
- **If you have questions or concerns:** Follow the guidelines or protocols you have been given about client and employee safety and ensure that any irregularities are reported immediately to your site supervisor. If you feel uncomfortable with any person or situation, inform your site supervisor and the University site coordinator at the earliest opportunity. If you feel that your site supervisor is not the suitable person, consult with the University site coordinator, or a higher authority on the site if the matter is urgent. Possible crimes, e.g. suspected child abuse, should also be reported to the appropriate law enforcement agency.

In the Event of Violence: Respond, Assess, Isolate, Notify (RAIN)

In recent years, there has unfortunately been an increase in workplace violence, including assaults by active shooters. While the occurrence of such an emergency is highly unlikely, it is important to be prepared. Remain observant and, as you would on campus, respond as necessary to protect yourself. Students at Daemen University are being trained to use the RAIN approach: Respond, Assess, Isolate and Notify. **Respond** to what has occurred and take appropriate life-safety measures: run, hide, fight – in that order. **Assess** the environment, see what resources are available, and if possible, help to **isolate** the perpetrator to prevent him/her from causing more harm. **Notify** 9-1-1 immediately if you can do so safely (that is, if you are not in hiding and remaining silent). Know the physical address of the building so you can relay it quickly to 9-1-1.

Health and Safety Reminders

- **Your whereabouts:** Inform friends, relatives, and/or professors of your whereabouts. Make sure someone reliable knows where you're going, when you're leaving and returning. If plans change, notify them. If you attend after-hours meetings, home visits, or go to other sites that you are not familiar with, be aware of the location and neighborhood. If you are uncomfortable going to any such place, discuss your concern with your supervisor. Do not take unnecessary risks.
- **Take an active role in your safety:** Be knowledgeable of your environment and of any possible risks at your site. Violence, drugs, and personal safety issues may be factors at your location. Be aware of potential unpredictable behavior of clients and know strategies for handling such behaviors. If a situation does not seem safe, leave and get help as needed. When possible, don't walk alone or at night. Don't isolate yourself. Be sure phones are charged and ready to use at all times.
- **Health matters:** If you are injured on the site, promptly report your injury to your immediate supervisor, site coordinator, and the University site coordinator for documentation and action. Always wash your hands or use hand sanitizer between caring for individual patients/clients, before entering and after leaving the agency, before and after eating, after coughing, sneezing, or using the restroom. Cough or sneeze into the crook of your arm instead of your hand. Pay attention to details, ask questions and pay attention to supervisors' advice. For example, be aware of any food allergies (peanuts, nuts, milk) or other allergies (such as bee stings) that agency clients may have, especially young children you may give snacks to and/or take outside. Make sure to have your own allergy medicines on hand at all times (such as EpiPens).

Vehicle safety

When driving, pay attention to current weather conditions and forecasts; travel on well-lighted, populated streets. Keep your doors locked and windows closed. Park in well-lit and/or high traffic areas. Lock your vehicle and put valuables of any kind (laptops, cell phones, electronics of any kind, handbags, backpacks, any purchases, even spare change) out of sight in the glove compartment or trunk or do not bring them with you.

Even if you are familiar with the area in which you are traveling, it is a good idea to carry a map or have navigation software – especially in case of inclement weather and/or need to take an alternate route. Make sure your vehicle is in good working order and that you have at least ½ tank of gas at all times.

Do not use your personal vehicle to transport clients or people you do not know. Be aware of any limitations to your personal vehicle insurance coverage concerning passengers.

If you are using **public transportation**, make sure that you are aware of the routes and schedules and that you have the correct fares. If you are using campus transportation to and from off-campus sites, the use of seat belts by the driver and all passengers, at all times, is mandatory.

Confidentiality

You may come into contact with confidential information during your external learning experience – be sure you are clear about your site's expectations of you in this regard. Confidential information should never be disclosed: serious problems or potential legal action can result if disclosed. Never make disparaging or otherwise indiscreet remarks about the organization, its products, services, clients, or

personnel in conversation, email, or on Facebook, Twitter, Snapchat, LinkedIn or any other social media site. Photos should not be taken unless expressly permitted by your supervisor. Some locations may not permit any photography in order to maintain confidentiality of clients and/or staff.

In Case of Emergency or Other Concerns

If concerns of a serious nature arise, including but not limited to accidents, violent or pre-violent behaviors, or harassment, immediately contact your site supervisor or higher management AND your University site coordinator. If something said or done at the site makes you uncomfortable and/or may be inappropriate or illegal, you should inform your site supervisor and your University site coordinator at the earliest opportunity.

Guidelines for Off-Campus Learning Experiences: acknowledgement for student to keep

I have read the above information provided by my University site coordinator. I am also responsible for reading any safety information provided by the site. I have discussed any potential concerns with my University site coordinator and I understand that this experience may present some risks. I understand that prudent choices and exercising caution can minimize these risks. I understand that it is my responsibility to become informed of site policies and practices regarding the safety concerns above. I understand that it is my responsibility to notify my University site coordinator and my on-site supervisor immediately of any incident or situation that may be a cause for concern under these guidelines. I verify that I have health insurance as required by the University and all immunizations as required by New York State.

Student name (print)

Student Signature

Date

Guidelines for Off-Campus Learning Experiences: acknowledgement for College department to keep:

I have read the above information provided by my University site coordinator. I am also responsible for reading any safety information provided by the site. I have discussed any potential concerns with my University site coordinator and I understand that this experience may present some risks. I understand that prudent choices and exercising caution can minimize these risks. I understand that it is my responsibility to become informed of site policies and practices regarding the safety concerns above. I understand that it is my responsibility to notify my University site coordinator and my on-site supervisor immediately of any incident or situation that may be a cause for concern under these guidelines. I verify that I have health insurance as required by the University and all immunizations as required by New York State.

Student name (print)

Student Signature

Date

Career Advisor name

Semester and Year