



The Peninsula's Community College

**Thomas Nelson Community College
Plan for Reopening**

Created and submitted by the Reconstitution Work Group

Table of Contents

- 1 Introduction Page 3
- 2 Repopulating the Campus Page 4
 - 2.1 Reconstitution Work Group Page 4
 - 2.2 Contact Lead and Backup Page 4
 - 2.3 Contact Information and Local Resources Page 4
 - 2.4 Communication Plan Page 5
 - 2.5 Instructional Space modifications Page 6
 - 2.6 Non-instructional Spaces Page 6
 - 2.7 Food Service On Campus Page 7
 - 2.8 Phased Return on Campus Page 7
- 3 Health Maintenance and Mitigating Strategies Page 7
 - 3.1 Cleaning and Disinfecting Protocols Page 7
 - 3.2 Face Coverings Page 8
 - 3.3 Hygiene Practices and Basic Infection Prevention Measures Page 9
 - 3.4 Consideration for Vulnerable Individuals Page 10
 - 3.5 Identification and Isolation of Sick People Page 10
- 4 Monitoring Health Conditions to Detect Infection Page 11
 - 4.1 Daily Health Screening Page 11
 - 4.2 Campus-level Disease Surveillance Page 12
 - 4.3 Testing Strategy Page 12
 - 4.4 Contagious Disease Policy and Procedures Page 12
- 5 Containment to Prevent Spread of the Disease Page 15
 - 5.1 Partnerships for Contact Tracing Page 15
 - 5.2 Campus Outbreak Management Page 15
 - 5.3 Partnerships with Local Health Systems Page 16
- 6 Shutdown Considerations Page 16
 - 6.1 Shutdown Decisions Page 16
 - 6.2 Communication Plan for Shutdowns/dismissals Page 16
- 7 Licensing and Regulatory Flexibility Page 16
- 8 Attestation Page 17
- 9 Appendices Page 18
 - HR Form 1

1. INTRODUCTION

The mission of Thomas Nelson Community College is to change lives, empower students to succeed and enhance the civic and economic vitality of the Peninsula community through high quality education and workforce training, excellent services and innovative partnerships. To accomplish its mission, Thomas Nelson Community College must ensure that operations continue during any emergency, with minimal disruption to essential functions. The Thomas Nelson Community College Continuity of Operations (COOP) Plan provides direction and guidance to ensure its ability to carry out its essential functions under all threats and conditions.

The Reconstitution Plan (COVID-19: Response) is a companion document to the Thomas Nelson Community College COOP Plan as amended, and focuses on the reconstitution and implementation of non-essential services, or the transition of services and associated personnel to the onsite provision of services. The Reconstitution Plan (COVID-19: Response) provides guidance and direction for surviving and/or replacement Thomas Nelson Community College personnel to resume normal organization operations from the original or a replacement primary operating facility once the College President or successor determines that reconstitution operations for resuming normal business operations can be initiated.

This Reconstitution Plan (COVID-19: Response) has been developed in accordance with guidance issued by the Centers for Disease Control, the related and associated Executive Orders issued by the President of United States, Executive Orders issued by the Governor of Virginia as amended, policies, procedures, guidelines, and best practices issued and/or conveyed by the Virginia Department of Emergency Management, Virginia Department of Health, Virginia Department of Human Resources Management, Virginia Community College System, as well as the authorities issued by applicable local government bodies and the applicable policies, procedures, guidelines and plans promulgated and/or approved by Thomas Nelson Community College.

Thomas Nelson Community College will follow the guidance provided by the Governor's Office, the Virginia Community College System, the State Council for Higher Education in Virginia, the Center for Disease Control and the Virginia Department of Health.

The College is committed to compliance with all directives of the CDC and VDH. The health of our campus community members is a priority. The college will take the following steps to support the health and safety of our campus community:

2. REPOPULATING THE CAMPUS

2.1 Reconstitution Work Group

In preparation for re-opening Thomas Nelson Community College to students, staff and faculty, the college transitioned from Continuity of Operations Plan (COOP) to Reconstitution Planning. As outlined in the COOP plan, the Reconstitution Manager is the Vice President for Student Affairs. Under the coordination of the Vice President for Student Affairs, a Reconstitution Work Group was created on May 21, 2020 and has been meeting since that time to review state and federal guidance, Virginia Community College guidance, and VDEM guidance and protocols.

At Thomas Nelson Community College, the Reconstitution Work Group is comprised of the following members:

- Dr. Kris Rarig, Vice President for Student Affairs
- Mr. Steven Carpenter, Vice President for Finance and Administration
- Dr. Susan English, Vice President for Academic Affairs and Workforce Development
- Mrs. Cyndie Callaway, Vice President for Institutional Advancement
- Dr. Lynda Byrd-Poller, Director of Human Resources
- Mr. Steven Felker, Director of Institutional Research and Effectiveness
- Mr. Paul Long, Interim Dean for Public Safety, Allied Health and Human Services
- Dr. Betsy Harrison, Dean of Student Services
- Mrs. Shakeesta Sumbry-Caldwell, Human Resources Workplace Management Coordinator
- Dr. Lauren Williams, Director of Curriculum and Instruction
- Mrs. Michelle Alexander, Faculty Senate Representative

2.2 Contact Lead and Backup:

Dr. Kris Rarig, Vice President for Student Affairs

Mr. Steve Carpenter, Vice President for Finance and Administration

2.3 Contact information and procedures for reaching the local health department.

Peninsula and Hampton Health District:

Hampton - Victoria Center

3130 Victoria Boulevard

Hampton, VA 23661-1588

Telephone (757) 727-1172

FAX (for general messages) (757) 727-1185

FAX (for confidential information) (757) 727-1169

Peninsula Health Center

416 J. Clyde Morris Boulevard
Newport News, VA 23601
(757) 594-7305
Fax (757) 594-7714

Williamsburg/James City County Office

Physical Address:
4095 Ironbound Road
Williamsburg, VA 23188

Mailing Address:
4095 Ironbound Road, Suite 200
Williamsburg, VA 23188
(757) 253-4813
Fax (757) 253-4285

<https://www.vdh.virginia.gov/health-department-locator/>

2.4 Communication Plan

General Communication:

- The college provides timely, accurate communications to employees, students, visitors, and the public regarding academic and campus changes as well as health and safety protocols related to COVID-19 through a variety of mediums.
- The college uses email distribution lists to communicate direct messages to employees and students. The college's website at TNCC.edu displays campus-wide messages and [COVID-19](#) related messages.
- Omnilert (formerly e2Campus) is the college's mass notification system, where individuals can sign up to receive campus safety and weather alert notifications via text, email, and phone.
- The college posts important COVID-19-related messages and emergency information to its social media pages on Facebook, Twitter, and Instagram. The college also distributes information to the local media through news releases and media alerts as necessary.
- Cyndie Callaway, Vice President for Institutional Advancement, is a member of the college's crisis action team and acts as spokesperson for the media.

Student Communication:

- Thomas Nelson uses email functionality within Navigate to communicate with students, as well as VCCS student lists.

THOMAS NELSON PLAN FOR RE-OPENING

- A COVID 19 Canvas Page has been added to all Fall courses outlining safety procedures such as social distancing, handwashing, wearing face coverings, and remaining at home as much as possible.
- Signs and posters will be displayed to encourage social distancing. In student services areas, numbers will be limited, and social distancing markers will be placed on floors and in hallways.

2.5 Classroom Modifications

In preparation for students' initial return, the following measures will be enacted:

- The college will structure classroom and instructional spaces to allow physical distancing, according to [CDC guidance](#).
- All student seating at desks or tables will be arranged with at least six feet between each seat. If necessary, desks or tables will be removed in order to reconfigure the classroom.
- All seats will face in a single direction.
- To promote socially responsible practices, physical distancing, personal space and accountability, students will be assigned seating in each classroom.
- Faculty will conduct and record attendance per class session.
- The promotion of physical distancing and recording of attendance in Navigate will aid with contact tracing and notification if necessary.
- The student seat closest to the entrance will be at least six feet away from the door and from the pathway for student to get to their seats.
- The lectern, podium, or instructor seating will be at least six feet away from any entrance or pathway through which students walk to their seats.
- In cases where ADA accommodations need to be made for students, the instructor will work with the ADA Accessibility Disability Services Coordinator to arrange seating for any adaptive equipment needs. In cases where ADA accommodations are needed for faculty and staff, the employee should work with the Human Resources Department through an interactive process to arrive at the most appropriate accommodations.
- Large lecture halls or auditoriums with fixed seating will have seats sectioned off with caution tape, or an equivalent product such as rope, to indicate which seats should not be used in order to allow for at least six feet or more between seats. In some cases, this will also include sectioning off entire alternating rows in order to extend social distancing in all directions of a given seat.
- Classrooms will retain the social distancing configuration, even as teleworking continues. All course instruction will continue to be delivered online, except for those with necessary hands-on course work.

2.6 Non-Instructional Spaces

Outside the classroom, the college will ensure social distancing practices:

- No large events or performances are planned in the Dr. Mary T. Christian Auditorium (MTCA) for fall 2020. The college will continue to monitor state directives and CDC guidance for any future events or ceremonies
- Any social activities planned on campus by employees or students for other employees or students will observe social distancing, cleaning, sanitizing and personal hygiene requirements.

THOMAS NELSON PLAN FOR RE-OPENING

- The College will not rent or otherwise permit outside individuals, groups or organizations to use the MTCA through 2020. The plan will be re-evaluated in early 2021 based upon current CDC, VDH, and other state and local guidance at that time.
- The Learning Resource Center/Library and TutorZone spaces, student study spaces, and other non-education buildings will remain closed to staff, students and the public through the end of the fall semester. Students can access library services online including research and technology assistance. Students can access TutorZone services online, including virtual sessions with Thomas Nelson TutorZone and Math Emporium tutors, and sessions with the 24/7 online tutoring service, Brainfuse.
- Communal or shared spaces in educational buildings will require the use of masks by all persons and proper social distancing. If chairs are present in shared or communal spaces, they will be stationed at least 6 feet apart.
- Gatherings will be limited in size and strict physical distancing will be required.
- Social distancing requirements will apply in all group settings. Students, staff, visitors will be required to stay at least 6 feet (about 2 arms' length) from other people.
- Internal College events, including meetings, trainings, and conferences, will be hosted virtually wherever possible or will conform to all current physical distancing guidelines and capacity limitations.

2.7 Food service on Campus

- Food/dining services will be closed to staff, students and the public

2.8 Phased Return of Staff to Campus

- Most of the College workforce will continue to telework.
- Select student services be offered in-person on alternate days at both campuses.
- Supervisors, deans, vice presidents will work with their units to plan, execute, and communicate the return to campus.
- Human Resources has developed a process and a form for staff returning to work on campus, See Appendix A.
- All staff working on campus will follow the protocols outlined in this plan and any new guidance that is issued from the federal or state or system office.
- All faculty and staff working on campus will complete the [CDC Health Check Questionnaire](#) each day before arriving on campus.

3. HEALTH MAINTENANCE AND MITIGATING STRATEGIES

3.1 Cleaning/disinfecting protocols.

- Each building will be assigned a Safety Coordinator.
- Each morning the Coordinator will ensure cleaning supplies are available to students and staff and contracted cleaning services are thorough.

- Daily deep cleaning will be conducted by a licensed contractor; however, employees may conduct additional cleaning. In cases where a medical condition limits employee exposure to cleaning products, the employee should notify a supervisor so reasonable accommodations can be arranged.
- All spaces where students interact with faculty or staff will be stocked with cleaning and disinfection supplies, in the form of disinfectant wipes and/or spray bottles of disinfectant and paper towels. Wipes may be used by staff and/or students to provide additional cleaning in areas as desired. Due to supply-chain demands, supplies may be subject to availability.
- The building Safety Coordinator should inspect the facility periodically throughout each business day to ensure supplies are available and there are no visible signs of contamination. The inspection should include high touch areas such as: tables, doorknobs, light switches, countertops, handles, desks, faucets, and sinks.

3.2 Face Coverings

- Except for those unable to participate due to health reasons, face coverings are mandatory inside College facilities and are to be worn by all individuals in these spaces.
- All communications to staff and students will include reminders of requirements for face coverings.
- Signage about the importance of face coverings will be posted at facility entrances and throughout the campus and posted on the College's website. Signage will note all students, faculty and staff must cover nose and mouth
- The College will reiterate CDC advice regarding simple cloth face coverings in the absence of manufactured face masks.
- Cloth face coverings should:
 - fit snugly but comfortably against the side of the face
 - be secured with ties or ear loops
 - include multiple layers of fabric
 - allow for breathing without restriction
 - be able to be laundered and machine dried without damage or change to shape
- Pictures/diagrams will be used to show the proper way to wear a facial covering. As available, disposable, single use face coverings and/or hand soap/sanitizer may be available at strategic locations throughout the college.
- If a student, faculty, or staff member does not have a facial covering, a disposable one will be provided if available (due to supply-chain demands, supplies are subject to availability).
- If the College is unable to provide masks due to lack of supply, visitors will not be able to enter the College building until they obtain a facial covering.
- Masks and face coverings, as with all Personal Protective Equipment (PPE), reduces the risk of spreading COVID-19 but does not guarantee that a person will not spread or become sick with COVID-19. No guarantees of safety are implied in this plan. All measures taken by the College represent an attempt to prevent the spread of COVID-19 during this public health crisis. Every person on TNCC's campus should cooperate with the guidance, protocols, and procedures established in this plan.

3.3 Hygiene Practices and Basic Infection Prevention Measures

As appropriate, Thomas Nelson will implement hygiene and infection control practices, including:

- Placement of hand sanitizer stations in high-traffic areas and communal spaces. The ability of the college to supply such stations will depend on the availability of supplies accessible to the College.
- Students, faculty, staff and the public will minimize the sharing of equipment, tools, and supplies to the extent possible. Instructional and cautionary signage will be placed in strategic locations in each building as a reminder.
- At no time will faculty, staff and/or students share or be encouraged to share face coverings, eye protection and/or gloves.
- Placement of signage to promote frequent and thorough hand washing by all employees, students, contractors and visitors with reminders of the importance of handwashing.
- Employees and visitors will also be encouraged to use commercial or homemade alcohol-based hand-sanitizing solution containing at least 60% alcohol.
- Employees will be encouraged to stay home when they are ill and/or exhibiting the signs and symptoms of illness.
- The College will encourage socially responsible respiratory etiquette, including appropriately covering coughs and sneezes.
- The College will provide tissues and/or other comparable paper-based products and strategically placed trash receptacles. The ability of the College to supply such products will depend on the availability of supplies accessible to the college.
- To the extent possible, the College will extend current COVID-19 telework agreements through the end of 2020.
- Increase environmental services (housekeeping) practices and disinfecting of surfaces, equipment, and other elements of the work environment. While employees will not be expected to clean their work areas, when choosing to clean in addition to the College's regularly scheduled cleanings, employees should consult information on Environmental Protection Agency (EPA) regarding approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Employees are expected to follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
- Minimize contact among employees, students, and visitors by replacing face-to-face meetings with virtual communications and implementing telework when feasible. For employees who are reporting to work in person, alternating schedules will reduce the total number of employees on campus at the same time, allowing employees to maintain social distance while maintaining a full onsite work week.
- Discontinue nonessential travel, access to campus, community gatherings, conferences and other events that would increase the potential of exposure to faculty, staff and students.
- The College will post handwashing signs in restrooms and provide additional educational materials regarding hygiene practices for COVID-19 for the College's faculty, students, and staff.

- Physical barriers, such as clear plastic sneeze guards, will be installed where feasible and where appropriate, limit customers' and the public's access to the worksite, or restrict access completely to only certain workplace areas.
- The Department of Human Resources will provide educational materials, including anti-stigma training, to employees through the Employee Update, Mentoring Moments, and the College intranet.

3.4 Consideration of Vulnerable Individuals

- Employees in high-risk categories as defined by the Centers for Disease Control (CDC) or who reside with a high-risk person or persons as defined by the CDC are encouraged to telework to the extent possible. If employees feel that they belong to a risk group or that a present circumstance places them or others in their home at risk, the employee should contact their immediate supervisor to explain the need and, together with the supervisor and the Human Resources department, develop an acceptable work plan or arrange to use available leave.
- Students who are in high-risk categories are encouraged to work with their instructors and the Office of Student Services/Disability Support Services to find appropriate accommodations.
- Employees will be encouraged to notify their immediate supervisors of all leave needs as soon as possible so that Human Resources can work with each employee's set of unique circumstances to provide the best advice on leave options.

3.5. Identification and Isolation of Sick People

- Employees will be required to self-monitor for signs and symptoms of illness including, but not limited to COVID-19. If an employee suspects they have been exposed to COVID-19, the expectation is that the employee will seek medical attention, self-quarantine for a minimum of 14-days, consult their primary physician to seek instructions about returning to work. If discovered to be ill, the employee should notify their immediate supervisor. Human Resources will work with the employee to provide with leave options to help them heal and return to work
- In the case of an employee who is exhibiting signs of illness while a work, the supervisor or Human Resources representative will, in a socially responsible manner, ask the person/persons to leave campus, and conduct their business or work remotely in accordance and refrain from returning to campus, site, location when:
 - He/she has exhibited no signs and/or symptoms (including fever) without the assistance of fever reducing medications/supplements for at least 75-hours; and
 - If present, respiratory symptoms (cough and shortness of breath) have improved; and
 - At least fourteen days have passed since symptoms began.

4. Monitoring Health Conditions to Detect Infection

4.1 Daily health screening

- Employees shall complete a self-assessment prior to arriving on-campus and/or other assigned locations/sites. Self-assessments may include, but are not limited to the following questions: *Do I currently have any of the following symptoms?*
 - Fever (100.4°F or higher), or a sense of having a fever.
 - New cough that you cannot attribute to another health condition.
 - New shortness of breath that you cannot attribute to another health condition.
 - New sore throat that you cannot attribute to another health condition.
 - New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise).
 - Have I had any combination of these systems over the last three days?
- If an individual answers YES to any of the self-assessment questions, they should contact their immediate supervisor to discuss options before reporting to work. An employee answering yes to any of the self-assessment questions will also be encouraged to contact their health care practitioner/provider.
- Regardless of an employee's responses to the self-assessment questions, if the employee feels ill and/or has signs and symptoms related to COVID-19 and/or any other possible illness, they should contact their supervisor and their health care practitioner/provider.
- Supervisors will maintain consistent and collaborative contact with employees assigned to telework and in-person duties and provide encouragement and resources appropriate to assist personnel who may require encouragement and/or resources on health, safety, physical and mental well-being.
- Supervisors are responsible for ensuring all employees assigned to their area(s) of responsibility working in an on-site location have appropriately completed the mandatory self-assessment.
- Employees who refuse to cooperate with the health and safety standards established by the College and/or other appropriate authority shall be subject to the requirements, policies, procedures and/or guidelines established within Virginia Department of Human Resource Management Standards of Conduct Policy 1.60, and/or other applicable regulation, standards, policies, procedures and/or guidelines established by the appropriate authority/employer/organization.
- If an employee is ill and does not report to work and/or leaves the workplace with signs and symptoms of an illness, they may return to work when:
 - He/she has exhibited no signs and/or symptoms (including fever) without the assistance of fever reducing medications/supplements for at least 75-hours; and
 - If present, respiratory symptoms (cough and shortness of breath) have improved; and
 - At least fourteen days have passed since symptoms began.
- In some cases, and at the discretion of the College, the employee may be asked to provide a physician's note releasing him/her to return to work.
- In a circumstance where there is a confirmed case of COVID-19 on campus, the maintenance of confidentiality of the student or employee staff, as required by the Americans with Disabilities Act and the Family Educational Rights and Privacy Act, as applicable shall be the highest priority. All College

employees must maintain confidentiality and allow all communications about dismissal decisions (medical absences), COVID-19 cases, or possible COVID-19 exposure, to come exclusively from the College's Reconstitution Work Group.

4.2 Campus level syndromic (disease) surveillance

- Thomas Nelson is a non-residential community college and will require self-monitoring and reporting of illnesses with potentially contagious and/or transmittable signs and symptoms.
- Thomas Nelson will not maintain protected health information related to employee and/or student health, except for those records required by law and/or for education program requirements.
- Thomas Nelson will continue to collaborate with the Peninsula Health District (Hampton and Newport News Offices), as well as the Virginia Department of Health Regional Emergency Planner regarding disease reporting and/or surveillance.

4.3 Testing Strategy

- Thomas Nelson closely collaborates with the Virginia Department of Health Regional Emergency Planner, as well as the emergency, disease surveillance and medical reserve corps coordinator at the Peninsula Health District (Hampton/Newport News).
- Due to the prevalence of publicly available testing sites within and adjacent to Thomas Nelson's service area, Thomas Nelson will not conduct on-site/campus testing of employees, students and/or visitors. Self-assessments will be required, and all employees and students will be encouraged to seek publicly available testing, if they determine it would be appropriate for them to pursue.
- Anyone experiencing and/or exhibiting the signs and symptoms of illness including, but not limited to COVID-19 shall be directed to contact their healthcare practitioner, and as determined appropriate, seek publicly available testing.
- As appropriate and applicable, Thomas Nelson will share information and/or consult with their local health department, local health systems and other relevant partners.

4.4 Contagious Disease Policy and Procedures Per TNCC APM 6.21

Procedures. Persons who know or have reason to believe they are infected with a contagious disease that, according to public health officials, creates a risk of death or significant injury or impairment, must stay home and notify appropriate college personnel, e.g., instructor(s) or immediate supervisor. They also should contact their healthcare provider and advise the local health department. They must follow the directions of the local health department to prevent the spread of infection and to protect their own health. The Dean of Public Safety, Allied Health and Human Services Division will serve as the point(s) of contact between the local health department and the College.

THOMAS NELSON PLAN FOR RE-OPENING

1. Students:

- a. Students who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others, i.e., creates a risk of death or significant injury or impairment, must stay home and notify the Dean of Student Services
- b. Faculty or staff who suspect a student is exhibiting symptoms of a contagious disease shall report what they have observed to Dean of Student Services but may not take any other direct measures with respect to the student.
- c. The Dean of Student Services may send students home if they exhibit or report experiencing symptoms of the contagious disease. Failure to follow the Dean of Student Services instructions will be considered a violation of the Student Code of Conduct and may result in disciplinary action.
- c. Before returning to the College, students who reported having, or have been diagnosed as having, a contagious disease must be free of all symptoms of the disease for at least fourteen days since the date of the first report or diagnosis, or as otherwise recommended by a healthcare provider, the VDH, CDC, or other public health officials. The College may require students to provide written documentation from a healthcare provider or local health department that the student may return to campus safely, unless state officials advise agencies to not make such requests, in which case students may return after the appropriate period as established by public health officials.
- d. Students have a responsibility to stay in contact with faculty/ instructors regarding their absence and missed class assignments and should contact the Academic Division Dean. if they have any difficulties or concerns. The College will provide reasonable accommodations as requested and required by law.

2. Employees:

- a. Employees who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others must notify their immediate supervisor and Human Resources that they have symptoms associated with the disease. Employees should stay home or leave the workplace if symptoms occur while already present at work. Supervisors have the authority to send employees home if they exhibit symptoms of a contagious disease while at the workplace. Employees will be charged sick or annual leave if sent home.
- b. Before returning to the College, employees who have been diagnosed as having a contagious disease as listed above must be free of all symptoms of the disease for at least fourteen (14) days since the date of the first report or diagnosis or as otherwise recommended by a healthcare provider, the CDC, or other public health officials. Employees must provide written documentation from a healthcare provider that the employee may return to work safely, unless state officials advise agencies to not make

THOMAS NELSON PLAN FOR RE-OPENING

such requests, in which case employees may return following the appropriate period as established by public health officials.

- c. Employees must comply with all policies and procedures related to sick leave and supervisor notification regarding their ability to return to work. The College will provide reasonable accommodations as requested and required by law.
 - d. Failure to follow a supervisor's directive is considered insubordination and is subject to formal disciplinary action under the Department of Human Resource Management's ("DHRM") Standards of Conduct or faculty human resource policy.
 - e. When the State Health Commissioner and the Governor of the Commonwealth of Virginia declare a Communicable Disease of Public Health Threat as defined in [Section 32.1-48.06](#) of the Code of Virginia, employees, pursuant to [DHRM Public Health Emergency Leave Policy \(Policy No. 4.52\)](#), are permitted or required to attend to the medical needs of themselves and immediate family members and will be afforded up to the maximum hours of paid leave per leave year as established by DHRM for this purpose.
3. College:
- a. Should any disease reach a pandemic stage, the College will rely on information and guidance from local and state health officials to provide appropriate information to the College community. College officials may temporarily close the College or its campuses, if such closure serves the best interest of the College community.
 - b. Thomas Nelson Community College will inform the College community of plans to provide continuity of operations that will minimize disruption to campus operations. Such continuity measures may include requiring and/or permitting employees to transition to temporary telework through a telework agreement; modifying or shifting responsibilities and duties based on College needs and access to the campus; or modifying or altering normal working hours and schedules. Other measures may include implementing new safety and sanitary measures at the workplace based on current and applicable recommendations by the VDH, CDC or any other state or federal agency, and in compliance with any Executive Orders issued that would require such measures. Students and employees will be notified of specific measures and may be asked to acknowledge receipt and understanding of those measures as well as agreement to abide by them.
 - c. The College will consult with local and state health officials to provide any specific instructions for individuals returning to the College following infection of a contagious disease.
4. Visitors, Guests, Contractors, and Other Third Parties. The College reserves the right to limit access to its facilities to any third parties (visitors, guests, contractors, etc.) in the event of an epidemic, pandemic or any outbreak of a contagious disease that alters normal business

operations. The College may institute additional safety measures based on the recommendations of public health officials that would be applicable to third parties visiting or working on campus.

5. Confidentiality. No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other college community member unless required or allowable under state and/or federal law. Furthermore, all medical information relating to contagious diseases of students and employees will be kept confidential, according to applicable state and federal law. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible college officials on a need-to-know basis.
6. Non-Discrimination/Harassment. Discrimination or harassment of employees having or regarded as having a contagious disease is prohibited.

E. Sanctions:

- a. Students who fail to comply this policy and applicable state and federal laws are subject to sanctions in accordance with the Student Code of Conduct.
- b. Employees who fail to comply with all applicable Thomas Nelson Community College, VCCS, and DHRM policies and procedures, and applicable state and federal laws are subject to formal disciplinary action.

- F. Authority. This policy is authorized under [DHRM Policy 4.52, Public Health Emergency Leave](#), and [VCCS Policy 6.0.8.1, Contagious Diseases](#).

5. Containment to Prevent Spread of the Disease When Detected

5.1 Partnership with VDH for Contact Tracing

- Thomas Nelson will continue to collaborate with the Virginia Department of Health, Peninsula Health District (Hampton/Newport News), as well as with the Peninsula Medical Reserve Corps, and other agency(s) as appropriate with regard to disease monitoring, surveillance and contact tracing.

5.2 Campus Outbreak Management

- Thomas Nelson will cooperate in accordance with applicable state statutes, policies, procedures, standards, guidelines and/or orders to provide assistance and/or information to appropriate agencies and/or healthcare organizations to reduce outbreaks of contagious illnesses, including, but not limited to COVID-19.
- Campus outbreaks, as applicable, will be managed through a unified command approach in accordance with the Thomas Nelson Crisis Emergency Management Plan and/or the Thomas Nelson Community College Continuity of Operations Plan.

5.3 Partnership with local health systems

- Thomas Nelson campuses, sites and education facilities are located within a robust network of healthcare services managed publicly and privately (Virginia Department of Health District/Local Offices, Riverside, Sentara, Mercy-Bon Secours and Tidewater Physician's Multi-Specialty Group), urgent care centers, as well as multiple free/low-cost clinics. Thomas Nelson does and will continue to strongly encourages persons exhibiting the signs and signs and symptoms of illness including, but not limited to COVID-19 to contact their healthcare practitioner, and/or other appropriate care facility/location, and as determined appropriate, seek publicly available testing, vaccination, and medical care/treatment.
- Weekly communication and collaboration with local health officials, emergency managers and health system leadership allow Thomas Nelson to maintain situational awareness of test, bed, PPE availability, surge and system needs, demands and availability.

6. Shutdown Considerations

6.1 Shutdown Decisions

- Decisions regarding dismissals and shutdowns will be made in consultation with local, regional and/or state emergency preparedness/management and public health officials. The Thomas Nelson Community College Continuity of Operations plan, updated in March 2020, remains in effect and would be the guiding document should the College need to take additional actions such as dismissing students and shutting down the campuses to students.
- In the event of severe conditions/emergency preparedness and/or public health direction and/or guidance, the President's Cabinet, in consultation with the Director of Emergency Management and in accordance with the Thomas Nelson Crisis Emergency Management Plan and/or the Thomas Nelson Community College Continuity of Operations Plan will decide, announce and supervise any necessary reduced campus activity
- As a non-residential institution, Thomas Nelson will be able to send students home in the event of a shutdown.

6.2 Communications Plan for Dismissals/Shutdowns.

- Thomas Nelson will mobilize staff and implement communications strategies included in its Continuity of Operations Plan for communicating the operational status of the institution, including as needed dismissals or shutdowns.

7. Section IV: Licensing and Regulatory Flexibility-

In light of the unpredictable complexities to which COVID-19 may give rise, it is recommended that state agencies and boards responsible for professional licensing and/or educational programs explore initiating and/or continuing appropriate regulatory flexibilities. The flexibilities adopted should generally support the

ability of educational institutions to continue to provide instruction and related activities in a manner consistent with state and federal guidance.

Agencies are urged to allow innovative solutions regarding the full range of educational activities, but especially clinical training, field experiences, student teaching, and similar endeavors. Relevant agencies include, but may not be limited, to the following agencies and their boards: State Council of Higher Education for Virginia, Virginia Department of Education, Virginia Department of Health, and the Virginia Department of Professional and Occupational Regulation, Virginia Department of Health Professions, Virginia Board of Nursing, Virginia Office of Emergency Medical Services, and the Virginia Department of Fire Programs.

8. Attestation:

I attest that this document is in complies with Higher Education Reopening Guidance.



July 6, 2020

Dr. Greg DeCinque, Interim President
Thomas Nelson Community College

Date

Additional Resources for IHEs:

- [Commonwealth of Virginia's Forward Virginia Plan](#)
- [Virginia's Key Measures](#)
- [VDH Business Webpage](#)
- [VDH Guidance for Testing for COVID-19](#)
- [American College Health Association \(ACHA\) Re-opening Guidance](#)
- [CDC Higher Education Guidance](#)

Appendix A Faculty and Staff Safety Agreement



COVID-19 RETURN TO ON-SITE WORK ENVIRONMENT

Faculty and Staff Health Safety Agreement

The health and well-being of our students, faculty and staff is a top priority. With the current and uncertain future of the COVID-19 Pandemic outbreak, it is imperative we follow very specific guidelines until such time as the Pandemic ends. This document provides guidelines for keeping students, faculty, and staff safe during the current COVID-19 pandemic for all ON-SITE WORK /EMPLOYMENT ACTIVITIES. As a condition for your return to the on-site work environment, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter on-site.

For my safety, the College/my employer will do the following:

- Maintain a commitment to keeping educational/academic interruptions to a minimum and helping students stay on track to complete their programs of study;
- Initiate steps to mitigate the risk and transmission of COVID-19 including the thorough cleaning and disinfecting of the on-site work environment, to include, but not limited to: offices, classrooms, lab areas, etc., at the conclusion of use;
- Provide hand sanitizer and hand sanitizing stations on-site; provide regular cleaning/disinfecting of common areas such as water fountains and restrooms;
- Respond to faculty and staff concerns and/or questions as they may arise; and
- Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

Faculty and Staff Expectations:

As an employee, I agree to the following conditions to return to class:

1. I will not come to work on-site if I am sick or stay on-site if I feel sick, regardless of symptoms. I will contact my supervisor so that he/she is aware and can provide guidance as necessary. I will stay in touch regularly with my instructor during my work absence. If he/she has not provided me with guidance, I will contact my next level supervisor or Human Resources;
2. I will not come on to work if I have been exposed to someone with COVID-19 or traveled to an area with a high incidence of COVID-19. I will quarantine per CDC guidelines. I will not come back on to work until I have quarantined for a minimum of 14 days. I will contact my supervisor and work with Human Resources to request appropriate accommodations, i.e., telework options, alternative work options, etc., if appropriate, until I return to work on-site;
3. If after returning to work on-site, I find out that I was exposed to someone with COVID-19 outside of the work environment, I will contact my supervisor immediately and quarantine per CDC guidelines. I will not come back on-site to work until I have quarantined for at least 14 days. My supervisor in consultation with Human Resources may offer work accommodations, i.e., telework options,

THOMAS NELSON PLAN FOR RE-OPENING

alternative work options, etc., if appropriate for the type of job/position I hold at the college. I will stay in touch with my supervisor and Human Resources during my work absence;

4. If I am diagnosed with COVID-19 I will not come on-site to work. If I recently worked on-site, I will advise my supervisor immediately of my diagnosis. I will stay in touch with my supervisor and Human Resources as I am able. I will not return to work on-site until I have been authorized by Human Resources.
5. I will practice Social/Physical Distancing and will not congregate before, during, and after on-site work activities, as well as during breaks. I will not loiter or socialize on-site and will leave the premises when not engaged in work-related activities;
6. I will properly wear a protective face covering (mask) when on -site. This will be required for entry to any building until such time as I am directed to discontinue. Other Personal Protective Equipment (PPE) may be required by the college or by my supervisor, to include, but is not limited to: face shields, gloves, sanitizer, antibacterial wipes, etc. Failure to properly wear a face covering and/or use required PPE while on-site may result in conduct violations that may lead to possible disciplinary action and/or faculty sanctions;
7. I will be prepared if the college is moved to a fully remote work environment for all employees. In the event of a new outbreak or change in state guidelines, I understand it is possible the college may be moved to a full or partial work environment. I understand that if this occurs, I will need access to technology and internet with as little as 24 hours' notice;
8. **RECOMMENDATION:** I should sign up for my College's Alert System so that I will receive school-wide bulletins and update TEXTS/EMAILS not only about closings but other emergency information I should know. For the latest emergency closing information, please sign up.
9. Self-Check before Returning to On-site Work/Employment – Faculty and staff are to conduct a daily health screening by completing the [CDC Self-Check Questionnaire](#) before going to work on-site or attending class.

Signature

By signing below, I agree to the above Employee Expectations as a condition of returning to on-site work/employment. If, at any time, I fail to follow any of these conditions, I understand I may be subjected to possible disciplinary action to include dismissal or termination of employment. This agreement will become part of my official personnel file.

PRINTED NAME

SIGNATURE

DATE

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.