



Returning to Campus

Fall 2020 COVID-19 Guide

Contents

A. Repopulation of Campus	3
B. Monitoring Health Conditions and Detecting Infection	11
C. Containment to Spread of the Disease When Detected	12
D. Shutdown Considerations if Necessitated by Severe Conditions and/or Public Health Guidance	13

Repopulation of Campus

A. Repopulation of Campus

1. While the institution maintains both Emergency Response and Continuity of Operation Plans, and as we also have an established Campus Emergency Response Team, which includes representation from multiple campus areas, the University created a group whose specific purpose is to manage the impact of COVID-19.

This team is charged with developing and executing a plan to support face-to-face delivery of education for its traditional students and to safely return to this instructional method for the Fall, 2020.

Virginia Wesleyan University's COVID-19 Emergency Response Team includes:

Dr. Scott Miller, University President
Dr. Maynard Schaus, Vice President for Academic Affairs
Dr. Keith Moore, Vice President for Campus Life and Operational Management
Jim Cooper, Vice President for Finance and Administration
Jason Seward, Associate Vice President for Campus Life and Operational Management

Provisions for managing the impact of the coronavirus (COVID-19) includes a modified fall semester, which involves changes to the start and completion dates for the term, as well as changes to recognized University breaks.

At this time, all institutional travel has been suspended and opportunities for internships, study away, and other academic or other activities that require travel are placed on hold through January, 2021.

With intent to begin the semester with face-to-face instruction and to offer programs to include internships, student teaching, and other academic opportunities, and to safely support the academic mission and its complementing programs, all members of the community will be required to self-certify that a person:

- Has not been determined to be actively infected with SARS-CoV-2, the virus that causes COVID-19.
- Has not been in close contact with anyone known or suspected to have tested positive for COVID-19 in the previous 14 days.
- Does not have a fever, cough, or other symptoms of COVID-19 as listed on the CDC's website.
- Has not returned from travel or traveled through an area with state or local travel restrictions that mandate quarantine upon arrival home in the previous 14 days.

If an individual does not meet these criteria, that person should not report to campus. Self-certification is an ongoing, daily process that all community members should practice. Students will be required to indicate electronically, no sooner than one week prior to returning to campus, that they satisfactorily meet the criteria. This online acknowledgment will be available on

WebAdvisor (student portal). Additionally, upon arrival for the beginning of the fall semester, each student must certify that they have conducted a self-screen, understand their responsibility for daily self-screenings, and attest that their results immediately prior to reporting to campus were negative. Students will also acknowledge that they understand that they may be required to quarantine or isolate based on conditional concerns, reported exposures, and suspected or confirmed cases in compliance with guidance from the Virginia Beach Department of Public Health.

Screening for SARS-CoV-2 will be administered strategically in connection with the “move-in” process and throughout the semester. Temperature checks will be conducted of all parties reporting to campus on move-in days. Individuals registering a temperature of 100.4 at the time of move-in will not be permitted to stay on campus, should continue to monitor their conditions, and should consult with a medical professional. Students unable to report because of possible illness will be accommodated academically.

When able, those testing positive for SARS-CoV-2 will complete their self-isolation at their permanent residence. Where self-isolation at a student’s permanent residence is not feasible or poses risk of transmission to others, the University will coordinate with the student and local health authorities to identify an appropriate location for self-isolation. Students requiring more extensive medical care will be treated as needed by medical professionals.

Faculty and staff who test positive for SARS-CoV-2 will be required to work remotely or take Paid Annual Leave (PAL) or another appropriate leave in accordance with University policy. Symptomatic individuals should self-isolate as determined by local health officials at the time of testing, returning to campus only after cleared by their health care provider and consistent with CDC guidance.

After a period of isolation, employees must provide documentation to Human Resources. Given the need for confidentiality, trained Counseling Services staff will coordinate this process and serve as the contact for students in this regard.

The University and the Virginia Beach Department of Public Health will coordinate contact tracing. Contact tracing for those who test positive for SARS- CoV-2 will be led as dictated by local public health officials.

The University regularly updates its community through various means to include a dedicated webpage: <https://www.vwu.edu/coronavirus/index.php>

2. Contact information for reaching local health department:
Virginia Beach Department of Public Health
COVID Hotline
Phone: 757-683-2745
Website: <https://www.vdh.virginia.gov/virginia-beach/>
3. Screening - Beyond daily self-screening, which is going to be heavily promoted amongst all campus constituencies as a primary responsibility along with social distancing and proper hygiene, the University may also institute additional protocols with assistance from the Virginia Beach Department of Public Health and Sentara Medical Group. The University has selected LiveSafe and the Centers for Disease Control and Prevention (CDC) for its preferred self-screening mobile application. LiveSafe is available on both the Apple App Store and Google Play for Android devices.

4. The University has launched a cleanliness and hygiene campaign that includes online tutorials and videos, flyers, and other means to assure individuals understand their roles as responsible campus citizens. These efforts will be part of the institution's return to the workplace efforts, orientation of new students, and the education of those students returning to campus in the fall.
5. Physical distancing will be systematically integrated into all functions of the University.

Academic Calendar: To account for the possibility of individuals contracting the virus while away from campus for extended periods of time, to include fall, Thanksgiving, and winter breaks, the University modified its Fall 2020 academic calendar to the following:

- August 24: Semester starts two (2) days early
 - October 12-13: Fall break eliminated
 - November 20: On-campus instruction ends
 - November 30 - December 4: flex week with remote instruction, virtual individual conferences, independent work time
 - December 7-11: Exam week (exams Dec. 7, 8, 10, 11; Reading Day Dec. 9)
 - December 11: Semester ends
 - December 13: All grades due
- a. Class offerings will be spread out throughout the day to flatten the campus occupancy curve. Classrooms and other spaces will be limited in terms of occupancy. Occupancies across campus have been determined and usage will be consistent, at minimum, with most recent guidance from the CDC, VDH, and the Commonwealth of Virginia. No class will meet in a space that does not allow for safe distancing. Additionally, classes will be modified to afford opportunity and flexibility for instructors to conduct small group meetings throughout the week and through the course of the semester to limit the number of individuals exposed to others. Computer labs, campus laboratories, designated group study spaces, and other academic communal areas will also be modified to allow for appropriate adherence to social distancing guidelines.

A schedule will be posted outside each classroom providing faculty and students with an understanding of when those spaces are serviced. Each will be thoroughly cleaned twice daily with class periods reserved for this purpose as feasible. Each classroom will also list its safe capacity to allow for social distancing.

Cleaning materials will be available in each classroom, to enable faculty and students the opportunity to self-protect and clean their class space in addition to the increased custodial services. Supplies will consist of Oxivir TB Wipes, a EPA approved item used for disinfecting spaces.

All summer courses typically offered by the University have been moved to remote instruction and January Term courses will be held remotely or online. January study away courses will be shifted to May or otherwise rescheduled.

Faculty Accommodations: Faculty may teach courses completely through remote instruction if they have a health condition that puts them at greater risk of complications from coronavirus, if they are in an identified category that puts them at higher risk, if they live with someone (or are necessarily in frequent contact with someone) who is immunocompromised, or is otherwise at greater risk of complications from COVID-19. Faculty should take care to follow the recommended masking and sanitation guidelines. If teaching face-to-face provides faculty

members with risks associated with a condition that is documented or confirmed, those faculty members should select remote instruction. As an academic community, we are committed to providing high levels of student engagement with coursework, primarily through face-to-face or hybrid instruction. However, we will not compromise the health of our campus community members who are at greater risk or who regularly interact with people at greater risk of COVID-related complications. Faculty members are prepared to offer instruction remotely in the event that they must do so from home.

- b. Campus policies will be altered to account for social distancing and to deter large gatherings. No social engagements or registered parties or inter-hall visitation will be permitted, and guest privileges will be suspended until guidance and conditions change.
- c. Fitness rooms, study areas, and other communal spaces will be managed to afford individuals the ability to register or schedule use, and/or spaced and managed to afford appropriate social distancing.
- d. Limitations will be placed on size of gatherings. All gatherings must comply with Executive Orders, CDC and VDH guidance. The University's practice may be altered as conditions and recommendations change.
- e. Dining Services will be altered to afford social distancing, minimize occupancy, and otherwise offer a safe and sanitary dining experience.

Operational changes include:

- All food items are served by attendants. No self-service food available.
- Plates cannot be taken to multiple serving stations.
- Flatware will be available at each serving station.
- Station attendants will clean/sanitize stations every 20-30 minutes and keep logs.
- All staff will change gloves and wash hands frequently.
- Touchless sanitizing stations will be at each serving station and at entrances.
- Cashier stations will have clear acrylic partitions.
- Decals showing six feet (6') social distancing on floors at entrances and serving stations.
- Meals to-go options allowing students the option to pre-order online from a select daily menu that is boxed, labeled and delivered to a predetermined pick-up area will be offered.
- Reusable containers and foam boxes and cups will be not be allowed. However, eco-friendly packaging will be issued.

Dining flow modifications (modified as guidance is altered):

- Based on 6' social distancing requirements.
- Social distancing 6' between people in line utilizing floor markings.
- Dining tables 6' apart with no more than four (4) people at a table.
- Potential for all service ware to be disposable.
- Utensils distributed from each station.
- Disposable items in each station.
- Three seatings per meal period (breakfast/brunch, lunch, and dinner).
- 30 people at each seating per meal period.

- 30 minute break between each seating.
- Self-service beverages will be eliminated. An attendant will take and fill orders.
- Single-use washable cups will be issued without the option of refills; customers must receive a new cup each visit.

6. Hygiene practices and cleaning/disinfecting protocols

- a. Frequent cleaning of areas to include high-touch surfaces, vehicles, areas with routine personnel change (such as reception desks), and increased supplies. Daily cleaning will be increased on campus and consist of communal bathrooms, stairwells, lobby entrances, offices, etc.

Daily cleaning:

- Wiping all surfaces and high-touch items, light switches, door knobs, desks, fixtures, rails, etc., with Virex II 256 solution/spray, an EPA-approved product for sanitizing/disinfecting spaces.
- Emptying trash and disinfecting trash containers with Virex II 256.
- Sweeping floors, picking up debris, and placing it in the trash containers.
- Vacuuming or mopping areas using Virex II 256.

Weekly cleaning (Twice or more times a week):

- Dusting blinds.
- Wet cleaning floors.
- Dusting furniture surfaces.

- b. Additional sanitizing stations will be placed in needed areas with other cleaning products. All sanitizing products are EPA approved and include: Virex II 256 solution and spray, Oxivir TB wipes, and sanitizers meeting the 60% alcohol specification.
- c. Shared objects and materials available to multiple individuals, including reception areas and shared work-stations, will be removed altogether or cleaned/sanitized by tending staff. Additional provisions will be visited as needed, such as switching out phones or computer keyboards.

7. Housing - New practices will decrease risk and promote a culture of compliance. Training of professional and resident assistant staff members will include the importance of reporting and assisting with maintaining sanitary conditions.

Conditional Policy Provisions (subject to change based on updated guidance):

- Lounge furniture removed or decreased to allow for appropriate social distancing (i.e. apartments and lounge areas).
- Restrictions on any personal items left in common areas of suites/apartments (i.e. kitchen utensils, gaming stations, etc.) due to increased likelihood of gathering and/or contracting the virus from touching the same surfaces.
- Communal bathroom restrictions (number of occupants posted).
- Educate students to spend as little time in the bathroom as possible.
- Educate students to take shorter showers.

- Block off sinks where necessary to maintain social distancing between sink use.
- No outside guests for any reason.
- Students' keycards will only work for their own building, at all times.
- No guests from other halls/floors.
- Only one guest per resident from other rooms on the same floor.

Cleaning: Communal restrooms will be cleaned twice a day. Social distancing will also be promoted in the restrooms. A log inside each facility will note the cleaning schedule as well as when it was last serviced and by whom.

8. Protections for those at risk.
 - a. The accommodation of those in a higher risk category is addressed in the University's *Returning to the Workplace: COVID-19 Guide*, which directs individuals to work with their respective vice presidents to appropriately visit opportunities for modified schedules, duties, etc. Employees may also contact Human Resources for assistance. Students will be instructed to work with their instructors and the Academic Affairs office regarding circumstances and accommodations.
 - b. Individuals with symptoms will be accommodated through a policy that will allow them to continue to work from home, if able, or to utilize their Paid Annual Leave. Students will work with their instructors to continue their coursework, in a modified fashion, until their period of quarantine/isolation ends.
 - c. Individuals with symptoms or other knowledge of exposure to a positive case of COVID should seek medical care and take appropriate action based on guidance to include a possible period of quarantine. Individuals with confirmed cases must self-isolate for the period of time recommended by their treating physician and must provide documentation to the University upon return that speaks to their condition and ability to return to campus safely.
9. International students and individuals from areas with increased COVID-19 activity will be accommodated through remote instruction and other means to assist them with progress toward graduation and policies will be adjusted accordingly. It is understood that many international students may not be able to travel to the U.S. in time to begin face-to-face instruction with the rest of the students. The University's advising staff will work with each student to develop a plan of study that will serve as a solution for delayed starts or missing fall instruction altogether. This will include remote course instruction, substitution of online courses, use of consortial online course offerings, or other adaptations.
10. Virginia Wesleyan benefits from its close relationship with Sentara Medical Group through their management of the Student Health Center and Athletic Training Facility. Additionally, the Virginia Beach Department of Public Health is partnering with the University to provide the best and most recent information that will be shared with the community. These three parties meet regularly to discuss new guidance, plans, and scenarios relative to managing the virus.
11. Because of proven efficacy, for the safety of our campus community, and in compliance with Governor Northam's Executive Order 63, all individuals must wear face coverings that cover the mouth and nose when in public or in spaces where there is shared company with others. This includes visitors. Masks/face shields are available for all community members and will be provided upon return to campus. In addition to a mask, all students will receive VWU branded hand sanitizer and a thermometer for self-screening use and protection of self and others. Campus Security will

communicate with visitors to inform them of the expectation to wear a mask, and Enrollment Services and other frequented areas will have a supply of disposable face coverings. The University intends to maintain its face covering expectations regardless of changes in local and state policy.

- a. All community members will be educated on: the importance of maintaining social distancing, practicing proper hygiene, sick-leave/class absences protocols, and other best practices.
- b. Faculty will wear face coverings while teaching class or otherwise providing face-to-face instruction, particularly when 6' of distancing is not afforded. Faculty may use discretion in larger classrooms or lecture halls so long as 6' or more of social distancing is afforded.
- c. Students, as well as all community members, will be required to wear face coverings at all times when indoors. Additionally, face coverings will be required while outside when a minimum of 6' of social distancing is not afforded.
- d. In line with guidance, individuals working in offices and other areas that allow for 6' of distancing will only be required to use face coverings when in the presence of others sharing the same space. All reception and public facing areas must wear masks at all times.

12. Student Health Services

- a. All staff in the University's Student Health Center are in the employ of Sentara Medical Group, to include one advanced practitioner and one medical assistant. Additionally, the practice has a supervising physician and a support staff that assists with administration and advanced medical needs. All are outfitted appropriately in terms of Personal Protective Equipment.
- b. The Health Center has plans and provisions for addressing instances of suspected or confirmed cases of COVID-19 in addition to its standard operating procedures. This includes the promotion and use of Telehealth.
- c. Student mental health services is coordinated by Counseling Services. In the event someone is in quarantine or isolation, the University is prepared to assist remotely through technological solutions that were also utilized in the spring for students in need of continued care during the period of remote instruction. Counseling staff have completed specific training for managing matters associated with COVID-19, to include student anxiety and assisting with tracking and tracing.
- d. Waiting area space will be increased. Overflow for suspected cases, which also affords appropriate social distancing, has been identified.
- e. Sentara staff will refer individuals with suspected cases to one of two locations, close to campus, where testing will be available. They will also work with individuals and the institution with managing transportation, isolation, and returning to class.
- f. Telehealth, Sentara's remote solution for office visits, will be promoted as the preferred means for office visits and initial screenings. Telehealth is a convenient alternative to in-person visits for minor injury or illness, but also as an initial evaluation for COVID-19 symptoms. Video visits are a secure way to receive medical care from the comfort of home or residence hall and will be promoted as the primary means for COVID-19 related questions, concerns, and evaluations.

13. Large events, such as performances and ceremonies, are being evaluated as new information becomes available and guidance and conditions change. Currently, there are no University sponsored events, camps, or other gatherings scheduled through August and all functions for the fall are being evaluated, rescheduled, cancelled, or otherwise altered as appropriate. This includes new student orientation, fall convocation, homecoming, and similar events.

The University is awaiting guidance from the NCAA and the Old Dominion Athletic Conference as it relates to intercollegiate athletics, competitions, and other regulations. The University will release information about seasonal play once firm guidance relative to travel and conference and non-conference competition is provided.

14. Communication to the community and others is coordinated by the Emergency Response Team and includes a continued series of emails, notices, videos, and announcements. The community is updated as plans, guidance, and conditions change. Additionally, the University maintains a webpage on the University website which archives all recent and previous correspondence and information: www.vwu.edu/coronavirus.
15. Education and training will be provided to campus, to include addressing the reality that community members may contract and manage this virus, self-isolate, and return to work or to class. Focus areas will include (1) self-screening, (2) Telehealth, (3) reporting procedures, (4) accommodations during self-isolation-classes (meals, housing, etc.), and (5) returning from isolation/documentation.

Monitoring Health Conditions and Detecting Infection

B. Monitoring Health Conditions and Detecting Infection

1. All community members will be required to monitor their own health and potential symptoms. Each will be educated on the specifics of a self-check that includes the symptoms associated with COVID-19.
2. According to VDH's Interim Recommendations from May 27, 2020, campus-wide testing of students or faculty/staff upon arrival or at certain set intervals is not recommended. In areas with low prevalence (presumably most of Virginia), there is a high likelihood of false negative test results. Recommendations may change if prevalence increases in Virginia communities or as more information about SARS-CoV-2, the virus that causes COVID-19, becomes available. However, the University is strongly considering and weighing all viable options relative to testing and will adjust plans in this regard as guidance and best practices are updated. The University's preferred site is Sentara Independence located at 800 Independence Blvd., Virginia Beach, Virginia 23455.
3. After experiencing symptoms, an individual may be directed to have a test. Additionally, based on changes to prevalence on campus, the University may alter its approach. Testing strategies may include:
 - a. Community testing for all employees and students.
 - b. Systematic prevalence testing.
 - c. Screening/symptomatic testing on site during orientation/move-in.
 - d. Referral for testing if symptomatic or those self-reporting possible symptoms.

Containment to Spread of the Disease When Detected

C. Containment to Spread of the Disease when Detected

1. The University has partnered with the Virginia Beach Department of Public Health and has discussed protocols for contact tracing. This continued dialogue includes partners from Sentara Medical Group.
2. The University will hold a limited number of spaces on campus for individuals with suspected/confirmed cases of COVID-19 and to accommodate the needs for room changes. Additionally, the University will be working with its partners at a local Extended Stay as an overflow provision. The University has identified 20 spaces (approximately 2.5% of total occupancy) that will be reserved for students needing to quarantine or isolate. Staff members in Campus Life are prepared to assist students with transitioning to temporary space and will work with facilities staff to ensure a safe transfer. The University will work with a recovering student and his or her family to determine at what point it would be best to manage the illness at home or to be transported to a local facility for advanced care.
3. Campus outbreak management will include prevalence criteria based on VDH guidance and practices outlined by the Virginia Beach Department of Public Health.

After a confirmed case, facilities management and housekeeping staff, who have been trained on enhanced cleaning procedures, will identify areas of concern in conjunction with the Virginia Beach Department of Public Health. Subsequently, these places will be cleaned and disinfected. Outside doors and windows will be opened to increase air circulation in the area. Cleaning staff will follow procedures that consist of wearing disposable gloves, gowns, and masks. High-touch areas will be addressed with Oxivir TB wipes, an EPA-approved disinfectant. Trash and other disposable items in the area will be discarded and all surfaces will be cleaned and disinfected with Virex II 256. Areas will be vacuumed and hard floors cleaned and disinfected with Virex II 256. Each space will then be inspected by the supervising staff and staff from the Virginia Beach Department of Public Health if needed.

Other provisions may include:

- a. Temporary modification of course instruction.
 - b. Relocation of classes.
 - c. Suspension of academic and other activities based on conditions.
 - d. Revision of University policies and practices to address changes in conditions and guidance.
4. As stated on page 8, item 10, Virginia Wesleyan benefits from its close relationship with Sentara Medical Group through their management of the Student Health Center and Athletic Training Facility. Additionally, the Virginia Beach Department of Public Health is partnering with the University to provide the best and most recent information that will be shared with the community. These three parties meet regularly to discuss new guidance, plans, and scenarios relative to managing the virus to include managing schematic individuals requiring care.

Shutdown Considerations if Necessitated by Severe Conditions and/or Public Health Guidance

D. Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance

1. In collaboration with the Virginia Beach Department of Public Health, the University will address conditional concerns relative to COVID-19 prevalence in a certain population to include residence halls, sports teams, and the like. If necessary, entire halls or sub-groups of the campus population may be placed into quarantine while public health officials enact protocols that include tracing, screening, and testing. Provisions for these students will be made in accordance with the information provided in this document relative to remote instruction and other solutions.
2. Just as the University may alter practices based on favorable conditions relative to the containment of the virus and eases in guidance, it remains prepared to also return to more stringent measures should a resurgence occur or as a state guidance requires. This includes the option for remote instruction, smaller class sizes or breakouts of class rosters, assigned meal times or take-out only, restrictions on guests and visitation to other residence halls, suspension of athletic activities, and similar solutions. Facilities and other areas may also be closed or otherwise restricted to include the fitness center, pool, locker rooms, lounges, computer labs, study rooms, and other communal spaces.
3. If advised by the Virginia Beach Department of Public Health, and/or if a student or group of students prefers, individuals may return home during a time of recovery, or if the University alters practices based on guidance and conditions due to inability to continue to offer face-to-face instruction.

As the need for changes to standard operating procedures arise, the University, through the Emergency Response Team, will communicate with campus constituents in part or aggregate, depending on the nature of the message. All media forms previously mentioned in this document will be utilized. Additionally, in the event of a timely concern, the University will utilize LiveSafe, its contracted emergency notification system, to inform the community of a need to take immediate action.