



FALL 2020 REOPENING CAMPUS PLAN & GUIDANCE



June 26, 2020
Norfolk, Virginia

TABLE OF CONTENTS

LIST OF FIGURES.....	4
EXECUTIVE SUMMARY.....	5
OVERVIEW.....	5
PLANNING CRITERIA.....	5
GUIDING PRINCIPLES	6
2020-2021 FALL SEMESTER CALENDAR.....	6
CAMPUS LIVING ARRANGEMENTS & RESIDENTIAL FACILITIES	7
TEACHING & INSTRUCTION	7
COMPONENTS OF IN-PERSON INSTRUCTION.....	9
ONLINE INSTRUCTION	9
STUDENT RESPONSIBILITIES.....	10
FACULTY & STAFF RESPONSIBILITIES.....	10
2020-2021 ACADEMIC CALENDAR	11
August 24 – November 25, 2020	11
INSTRUCTIONAL METHODS.....	13
HEALTH AND SAFETY MEASURES ON CAMPUS	14
PHASED REPOPULATION OF CAMPUS TIMELINE	15
NSU HEALTH TESTING, SCREENING, & RESPONSE.....	16
CONTAINMENT	17
CAMPUS CLOSURE/SHUTDOWN	17
GUIDANCE FOR STUDENTS.....	20
TRAINING & RESOURCES.....	20
TRAVEL	20
STUDENT LIFE.....	21
GUIDANCE FOR FACULTY	22
TRAINING	22
TRAVEL	22
COURSE PLANNING	22
RESOURCES & SUPPORT.....	22
FACULTY REQUIRING ACCOMMODATIONS OR FLEXIBILITY.....	23
GUIDANCE FOR STAFF.....	24
TRAINING	24

TRAVEL	24
STAFF REQUIRING ACCOMMODATIONS OR FLEXIBILITY	24
GENERAL GUIDANCE FOR HEALTH AND SAFETY	26
SPARTAN HEALTH CENTER	26
TESTING	26
CDC DAILY SELF-SCREEN RECOMMENDATIONS	27
DEEP CLEANING AND DAILY SANITATION	28
CLEANING GUIDELINES FOR CAMPUS FACILITIES	28
CLEANING GUIDANCE FOR DINING HALLS AND RETAIL OPERATIONS	28
CLEANING GUIDANCE FOR RESIDENTIAL FACILITIES	29
CLEANING AND DISINFECTING	29
FACE COVERINGS/MASKS	30
PHYSICAL/SOCIAL DISTANCING	30
HANDWASHING	31
GLOVES	31
GOGGLES & FACE SHIELDS	31
COUGH & SNEEZE MANAGEMENT	31
NSU SHUTTLE & PUBLIC TRANSPORTATION	31
RESTROOM USAGE	31
ELEVATOR USAGE	32
DINING SERVICES & MEALS	32
COPIER DEVICES	32
LABORATORY WORK	32
Appendix A. Commonwealth of Virginia Higher Education Reopening Guidance	33

LIST OF FIGURES

Figure 1. Monitoring COVID-19 at Norfolk State University	16
Figure 2. Managing Cases of COVID-19 Exhibited by Students.....	18
Figure 3. Managing Cases of COVID-19 Exhibited by Faculty and Staff.....	19
Figure 4. Virginia Department of Health COVID-19 Algorithm	27

EXECUTIVE SUMMARY

OVERVIEW

This document provides information about the academic and operational planning for the Fall 2020 semester and the 2020-21 Academic Year. Planning is fluid as new guidance is provided to the University by various entities and agencies including the Commonwealth of Virginia, the Virginia Department of Health, the Center for Disease control, and the Federal Government.

As the NSU leadership, faculty, and staff work to resume in-person activities and classes at NSU, this fluid plan creates the academic and residential experience designed to provide for the health and safety of students as well as for faculty and staff who interact daily with the students

Multiple campus constituencies, faculty, staff, administrators, and students were involved in the planning activities that resulted in the creation of this document including a steering committee consisting of cabinet members who delegated tasks to six subcommittees and an advisory committee. In conjunction with medical professionals and public health guidance, this plan aims to provide the best educational experiences for students while limiting the spread of disease and providing the support systems needed to mitigate the spread of new COVID-19 cases. Robust processes for testing, contact tracing and isolation are essential to the execution of this plan. Indeed, the University continues to build upon the recommendations for a University-wide plan that will guide these activities.

Based upon higher education reopening guidance provided by the Commonwealth of Virginia (Appendix A), this document presents NSU's phased reopening of campus for the 2020-2021 academic year. Final implementation, however, will depend on requirements imposed and implemented by the Commonwealth of Virginia and other officials as the public health situation regarding the COVID-19 pandemic continues to develop. The criteria outlined here discusses measures related to COVID-19 that NSU will implement to promote and foster the health and safety of students, faculty, staff.

PLANNING CRITERIA

- First, after considering numerous scenarios, this plan allows for flexibility and may be adapted should conditions change.
- Second, physical/social distancing is critical to limiting the spread of infection. When fully occupied, classrooms and undergraduate residential facilities will not allow for sufficient physical/social distancing. Providing for sufficient physical/social distancing in the time of COVID-19 means adjusting classrooms, residential halls, and other facilities' utilization.
- Third, there will be sufficient residential space available to allow students to quarantine or self-isolate as needed on campus.

GUIDING PRINCIPLES

The health and safety of students, faculty, staff and the greater NSU Community will guide our decisions.

The following principles were used to develop this plan:

- Complying with the Commonwealth of Virginia Higher Education Reopening Guidance.
- Following applicable health guidance from the Commonwealth of Virginia, Centers for Disease Control and Prevention (CDC), and local health agencies.
- Evaluating and providing health and safety measures, supplies and personal protective equipment (PPE), and to support the phased return.
- Encouraging flexibility in addressing the COVID-19 pandemic, especially the needs of vulnerable members of the NSU community.
- Monitoring the health of the NSU community and responding appropriately to any increase in infection rates consistent with the advice of the Virginia Department of Health (VDH) and local health departments (medical and science professionals).
- Remaining flexible to address new situations, including potential waves of COVID-19 and changes in requirements, guidelines and best practices.

With these considerations and guiding principles in mind, delineated below are the primary features of the plan that have been developed for the 2020-2021 Academic Year. Final implementation, however, will depend on the public health situation and on any requirements that may be imposed by the Commonwealth of Virginia and other officials. The plan has to be flexible due to the fluidity of COVID-19.

2020-2021 FALL SEMESTER CALENDAR

The Academic Calendar was modified to reflect changes necessary to promote the health and wellbeing of our students, faculty, and staff. Below is an overview of the academic calendar:

August 22 – 23, 2020	New Student Residence Hall Move-In
August 24 – 25, 2020	Returning Student Residence Hall Move-in
August 26, 2020	Classes Begin
September 4, 2020	Drop/Add Deadline & All Tuition and Fees Due for Fall 2020 Semester
September 7, 2020	Labor Day – No Classes
November 18 – November 25, 2020	Finals Week
November 25, 2020	Semester Ends

NOTE: There will be no fall break.

The University will plan for Commencement activities for Spring 2020 and Fall 2020 graduates. The University will adhere to guidance issued by government officials regarding the hosting of large events.

CAMPUS LIVING ARRANGEMENTS & RESIDENTIAL FACILITIES

A residential housing program will be available.

- Students living on campus will leave campus when classes end, and final exams will be held prior to students departing for the Thanksgiving break. This arrangement will allow students who are residing on campus to travel home for Thanksgiving and remain at their homes. In rare cases where students are unable to leave campus due to exceptional circumstances, limited special accommodations will be made.
- Undergraduate students will be housed in no greater than two-room doubles in order to provide for sufficient physical/social distancing. This approach will reduce the total number of undergraduate housing spaces available; however, it will also limit the risk of disease transmission between students in a multi-occupancy room. The residential housing assignment staff will contact undergraduates as that process takes shape. For students living in Spartan Suites living spaces, no major residential changes are expected because the apartment-style living spaces with single-occupancy bedrooms already provide for greater physical/social distancing than do most on-campus undergraduate residences. Some adjustments in housing will be needed to support public health needs in all residence halls.
- The University will provide for the physical/social distancing needed in the classrooms and residence halls, and will set aside sufficient housing for quarantine or self-isolation in case of a wave of infection. If health conditions improve, this plan will allow NSU to expand on campus residential access later during the year.
- In addition, there are many students with special circumstances, including medical needs. As during the 2020 spring semester, a limited number of residential spaces will be reserved for students who have a need to be on campus due to a special circumstance. Students will be notified by the housing staff regarding their request.

TEACHING & INSTRUCTION

The primary mode of delivery of classes will be in-class and synchronous. Technology to support these modes is being installed in classrooms to ensure equitable access.

- There will be some asynchronous-delivered online classes; however, the expectation is that the best learning takes place when the instructor is actively teaching and engaging the student in real-time during the learning process.
- In-person instruction, when safe and feasible for students and faculty to be present on campus, will be supplemented by online classes.
- Adaptations to classroom occupancy to maintain the 6 feet physical/social distancing guideline will be a standard practice for the Fall 2020 semester. In-person and synchronous learning, online

and asynchronous learning, and remote learning will be utilized with the adherence to the 6 feet physical/social distancing guideline. Class schedules may extend from 8 am to 10 pm to provide the best use of classroom spaces. Also, some classes can only be held in person and need to be offered multiple times throughout the year. The Provost and Vice President for Academic Affairs and Deans are working with faculty to address the aforementioned issues.

- The faculty will continue working to ensure the in-person and online educational experiences are as engaging and enriching as possible. In preparation for next year, teaching and learning experts from across campus are available to instructors to optimize their course offerings for in-person and online delivery.
- Graduate programs will continue to move forward at near-full capacity next fall with some adaptations in instruction and research modalities. Degree requirements and academic procedures in graduate programs vary; therefore, departments will provide specific guidance to their graduate students.

CAMPUS LIFE

Students, faculty, and staff will be required to wear face coverings while on campus. Physical/social distancing protocols will be in place for all campus buildings and common spaces. Limitations on gatherings shall be expected and virtual formats for activities will be encouraged. In addition, students are strongly encouraged to minimize travel outside of the local area while enrolled in courses at NSU.

SUMMARY

To have a successful year, the entire campus community will work together to promote a safe and healthy learning environment. This plan outlines what is expected of everyone to maintain a healthy campus and a world class, exemplary learning experience. Information will be provided on a regular basis and should changes need to be implemented, communications regarding those changes will be provided as soon as reasonably possible to the entire campus community.

ACADEMIC INSTRUCTION

As NSU reopens this fall, the University offer a wide range of course offerings, both in person and online.

COMPONENTS OF IN-PERSON INSTRUCTION

- Students and faculty are required to practice physical/social distancing.
- Students and faculty are required to wear facemasks or cloth face coverings to reduce the potential spread of the novel coronavirus, COVID-19, from person to person.
- Students and faculty are encouraged to procure or make their own facemasks/cloth face coverings to protect themselves and their peers to supplement University-provided face coverings. The University will make facemasks available to students.
- Students and faculty are also encouraged to use hand-sanitizing stations at entrances to classroom buildings prior to entering and leaving classrooms.
- Students and faculty are further encouraged to bring hand sanitizer with them and sanitizing wipes to disinfect the surfaces of desks and learning stations both before and after use.
- **STUDENTS, FACULTY, AND STAFF WHO ARE EXPERIENCING SYMPTOMS CONSISTENT WITH CORONAVIRUS INFECTION ARE ADVISED TO STAY HOME**, to avoid coming to campus/classroom and to seek care from either the campus Spartan Health Center (students) or their independent healthcare provider (faculty and staff).
- Any student who is unable or unwilling to wear a mask or face covering, for whatever reason, should consider online courses, as face coverings will be required for in-person classes.

ONLINE INSTRUCTION

Online classes will be synchronous, with possible asynchronous elements.

- The Remote Learning Guide has been posted to help students prepare to learn effectively online.
- Faculty will continue training to teach effectively online.
- Colleges, schools and departments will provide the technology specifications needed for the online courses and tools for learning online, including Blackboard, Microsoft Teams, etc.
- Academic advisors, tutors, counselors and writing assistance, career services and other experiential learning opportunities, etc., will be available for all online learners.
- Online learners with additional needs will be able to access accommodations.
- Online learners will be provided with a list of support services and personnel for additional help.
- Online learners will know who to speak with if there are difficulties learning in class.

STUDENT RESPONSIBILITIES

- Complete Return-to-Campus training and sign compliance agreements.
- Monitor health daily according to established protocols.
- Wear a face covering or mask on campus.
- Adhere to physical/social distance guidelines in all settings.
- Clean and disinfect their personal spaces.
- Report symptoms associated with COVID-19 to the [Spartan Health Center](#): 757-278-3360.
- Adhere to rules regarding face coverings or masks, cleaning and physical/social distancing.
- Comply with directives and guidance provided by the University.

NOTE: The Dean of Students will be notified in case of non-compliance. Refusal to comply with rules can include progressive disciplinary action, including suspension, as delineated in the [NSU Student Code of Conduct](#).

FACULTY & STAFF RESPONSIBILITIES

- Complete Return-to-Campus training and acknowledge the requirements and consequences.
- Monitor health daily according to established protocols.
- Wear a face covering or mask on campus.
- Adhere to physical/social distance guidelines in all settings.
- Clean and disinfect their personal and shared spaces before and after use.
- Report symptoms associated with COVID-19 to their NSU supervisor, the Office of Human Resources, and independent health provider.
- Communicate regularly with manager and provide ongoing reports/outcomes if telecommuting.
- Comply with DHRM policies and state policies regarding leave.
- Adhere to rules regarding face coverings or masks, cleaning and physical/social distancing.
- Comply with directives and guidance provided by the University.

NOTE: Managers/supervisors will be notified in case of non-compliance. Disciplinary action, including termination, will be administered for failure to comply with the rules.

2020-2021 ACADEMIC CALENDAR

The 2020 – 2021 Academic Year Calendar was modified to reflect changes necessary to promote the health and wellbeing of students, faculty, and staff.

ACADEMIC CALENDAR FALL SEMESTER 2020

AUGUST 24 – NOVEMBER 25, 2020

EVENT	DATE
Departmental Advising and Registration	Friday, August 24 –Friday, September 4
Classes Begin/Late Registration	Wednesday, August 26
Deadline for Late Registration/Adding Courses or Declaring Audit	Friday, September 4
Mini Term 1A/1C Deadline for Late Registration/Adding Courses or Declaring Audit	Friday, September 4
Deadline to Drop a Course and Receive 100% Refund (20/1 and Mini Term 1A/1C)	Friday, September 4
Labor Day Holiday (No Classes)	Monday, September 7
Mini Term 1A/1C advisory grades due (6 week session)	Monday, September 14 – Saturday, September 19
Mini Term 1A/1C advisory grades due (6 week session)	Friday, September 18
Founders Day Convocation	
Deadline to Apply for December 2020 Graduation	Friday, September 18
At the 5 th Week, First Advisory grades due (13 week session)	Monday, September 21 – Saturday, September 26
Mid Term Grading for Graduate Courses	Monday, October 05 – Saturday, October 10
Mini-Term 1B/1D (Classes Begin)	Wednesday, October 7
Mini-Term 1B/1D Deadline for Late Registration/Adding Courses or Declaring Audit	Wednesday, October 14
Deadline to Drop a Course and Receive 100% Refund (Mini Term 1B/1D)	Wednesday, October 14
Registration for Spring 2021 Semester Begins	Monday, October 26 – Saturday, January 9
At the 10 th week, Second advisory grades due (13 week session)	Monday, October 26 – Saturday, October 31
Mini Term 1B/1D advisory grades due (6 week session)	Monday, October 26 – Saturday, October 31
Deadline to Drop a Course (20/1,20/1B,20/1D)	Friday, November 6
Final Grades Due for December 2020 Graduates	Wednesday, November 25
Classes End	Wednesday, November 25
Last Day to Withdraw from the University without Academic Penalty	
Final Examination Period	Wednesday, November 18 – Wednesday, November 25
Deadline to Report Final Grades	Tuesday, December 1
COMMENCEMENT	TBD

Registration One-Stop Shop and Advising Services will be located in rooms 138A, 138B, 138C and 149 in the Student Center beginning Monday, August 24, 2020, thru Friday, September 4, 2020. Hours of operation will be 8:00 a.m. until 6:00 p.m. Office of the Registrar will be in Room 138A and Financial Aid, Cashiers and Student Accounts will be in Room 149 until Friday, September 4, 2020.

Note: Academic Calendar dates are subject to change. Visit the NSU Website at www.nsu.edu/enrollment-management/registrar/calendars for the most recent updates.

The University will plan for Commencement activities for Spring 2020 and Fall 2020 graduates. The University will adhere to guidance issued by government officials regarding the hosting of large events.

This schedule allows students residing on campus to travel home for Thanksgiving and to remain there, rather than returning to campus after Thanksgiving and increasing potential for the virus to spread. Students who need housing after Thanksgiving due to exceptional circumstances will have housing options. Details about housing options after Thanksgiving 2020 will be provided during the fall semester.

INSTRUCTIONAL METHODS

How members of the campus community interact with one another and conduct daily life on campus will change, including the interactions between faculty and students. As a result, the mode of instruction and learning will continue to evolve and advance during the Fall 2020 semester.

The following are elements of the classroom and instructional methods that will be utilized to maintain a healthy, engaging, and productive learning environment:

- Course offering modalities will be in-person, in-person blended learning, and online learning.
- On-campus courses may have fewer students in person at one time due to physical/social distancing requirements.
- Classes may require groups of students to alternate in-person attendance (hybrid instructional mode).
- Online courses will be available.
- Resources will be provided to faculty to support the blended learning experience, online learning and best practices.

HEALTH AND SAFETY MEASURES ON CAMPUS

To promote a healthy campus environment, the University is implementing will implementing measures and practices to mitigate the spread of COVID-19 and other health risks. Adherence to physical/social distancing guidelines will be required throughout campus.

The following measures will be implemented to mitigate the spread of COVID-19:

- Resources will be provided to support student learning, health, safety, and overall well-being.
- Facilities Management will enhance daily cleaning, install sanitizer dispensers on vehicles, redistribute buses to high-ridership routes, and require face coverings or masks.
- Shuttle bus services will require the adherence to physical/social distancing guidance.
- All gathering sizes on campus will be determined by Commonwealth of Virginia mandates, CDC and VDH guidelines.
- Return-to-campus training will be required for students, faculty and staff.
- Face coverings or masks are required on campus.
- Each faculty and staff member will wipe down personal workspaces using sanitizing spray at the beginning and end of each workday. Shared equipment and appliances must be sanitized before and after use.
- Facilities will be cleaned at least two or more times per-day with the focus on high-touch surfaces in common areas.
- Meetings and gatherings will be conducted virtually when possible; virtual options should always be made available. For meetings, conference rooms must allow for 6 ft. of distance per participant, with no more than 50 percent capacity in any room.
- Occupancy of break rooms and use of coffeemakers, microwaves, etc., must be limited to promote appropriate physical/social distancing and sanitation. Usage of shared refrigerators is also discouraged. Employees will be permitted to eat or socialize together if at least 6 feet apart.
- Hallways, pathways, waiting lines and restrooms will have signage indicating protocols for physical/social distancing compliance.
- Elevators generally may be shared with only two persons at a time.
- Plexiglas shields will be installed in welcome centers, direct customer service centers, testing services, and other high-contact areas.
- High-touch items, e.g., magazines, common pens, etc., will be removed.

PHASED REPOPULATION OF CAMPUS TIMELINE

June 2020	July 2020	August 2020
Phase I – June 15 – 30	Phase II(a) – July 1 – 15	Phase III(a) August 1 – 14
Limited number of faculty and staff on campus.	Approximately 25 percent of non-designated employees who cannot work remotely will return to campus; researchers return at no greater than 50 percent occupancy capacity; a limited number of students return for clinical placements; and limited number of student-athletes return.	Approximately 75 percent of non-designated employees who cannot work remotely return to campus; 100 of researchers who cannot telecommute return. Students who have a specific need (e.g., internships, early arrival programs) may return to campus.
	Phase II(b) – July 16 – 31	Phase III(b) – August 15 – 31
	Approximately 50 percent of non-designated employees who cannot work remotely return to campus; researchers return at no greater than 85 percent capacity; a limited number of students return for clinical placements; and limited number of student-athletes return.	Approximately 100 percent of non-designated employees who cannot work remotely return to campus; all positions needed to support the in-person student experience return to campus. All other employees continue telecommuting.

Academic Calendar

September 2020	October 2020	November 2020
September 7	Classes Continue	Last day of classes
Labor Day – University Closed		November 18 – 25
		Final Exams Week
		In extenuating circumstances as determined by colleges/schools and approval by the Provost, there may be a limited number of students returning after Thanksgiving for clinical and internship requirement completion.

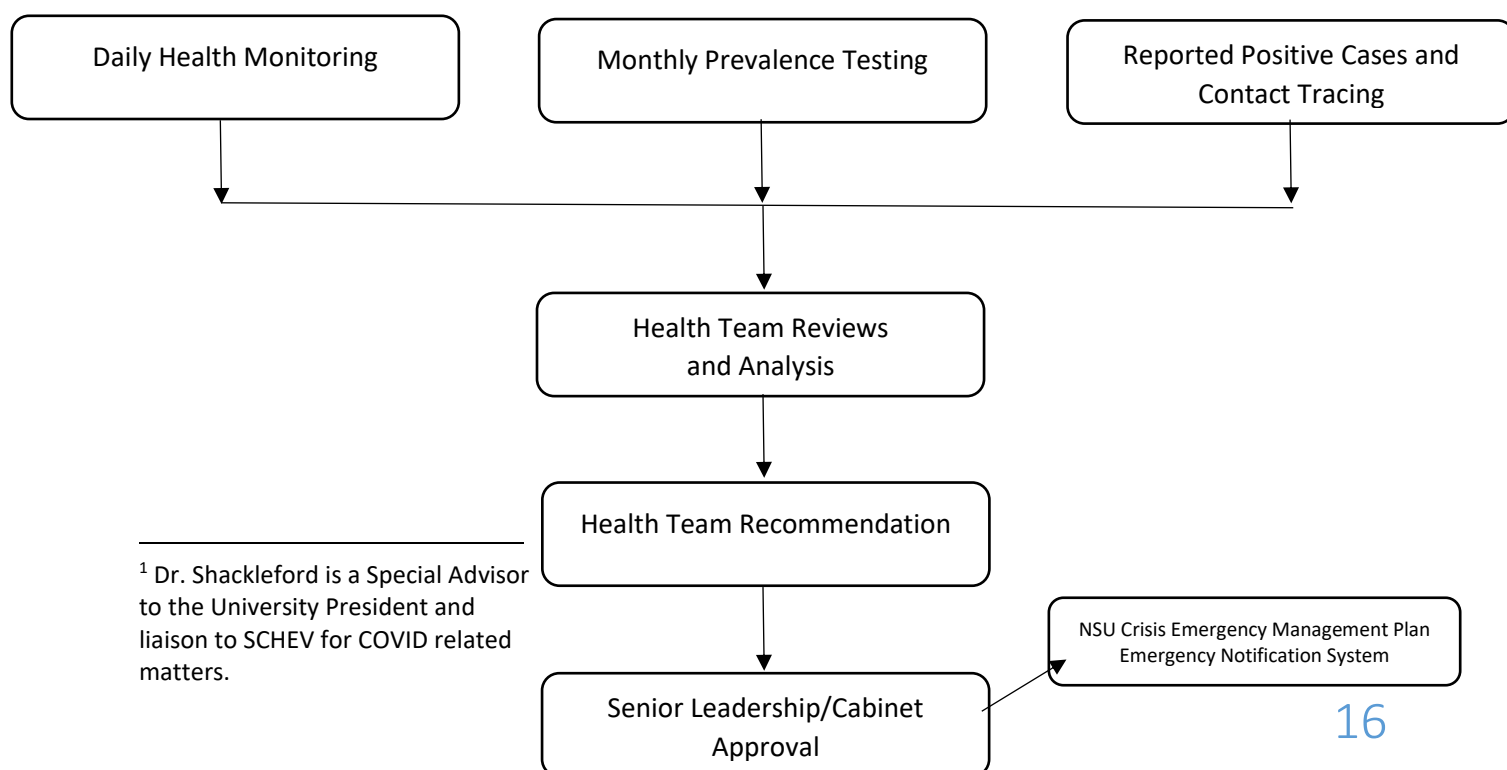
NSU HEALTH TESTING, SCREENING, & RESPONSE

The University will promote a safe and healthy campus by utilizing measures to test and screen for COVID 19 to allow us to monitor and control the potential spread of COVID-19 in the NSU campus community.

The University, in conjunction with a Campus COVID-19 response team, will employ the following measures regarding testing:

- Conduct required COVID-19 testing to monitor and determine the health of students, faculty, and staff as directed by the Virginia Department of Health (VDH) and local health departments.
- Monitor COVID-19 statistics provided by the Virginia Department of Health (VDH) and local health departments.
- Identify trends and outbreaks to recommend course of action which includes:
 - Monitoring the prevalence testing, protocols and daily health acknowledgements.
 - Developing protocols for response to rise in incidence rate, Spartan Health Center operations, and the contact tracing team. Dr. Michael Shackleford is the NSU Campus COVID-19 Director.¹
 - Managing responses to NSU outbreaks of COVID-19.
 - Making recommendations to NSU senior leadership regarding local and general closure.

Figure 1. Monitoring COVID-19 at Norfolk State University



CONTAINMENT

The COVID-19 Health Team will continuously monitor the number of positive cases among faculty, staff and students to determine the need to seek guidance from health agencies and solicit recommendations on whether or not NSU has a serious outbreak of the virus.

The University will make every effort to contain the spread of the virus by maximizing use of quarantine spaces and controlling the number of individuals present throughout all campus spaces. If it is determined that the number of cases warrant concern of a potential outbreak, the University will take the appropriate actions to remove all students, faculty and staff from campus, except those designated as essential. At that point, the University will implement its Crisis Emergency Management Plan. The plan may lead to the closure of the campus.

CAMPUS CLOSURE/SHUTDOWN

If there is a campus closure/shutdown, instruction will be delivered online synchronously using remote teaching and learning strategies.

Faculty and staff may be designated to work remotely, depending upon their role and the severity of an outbreak.

Figure 2. Managing Cases of COVID-19 Exhibited by Students

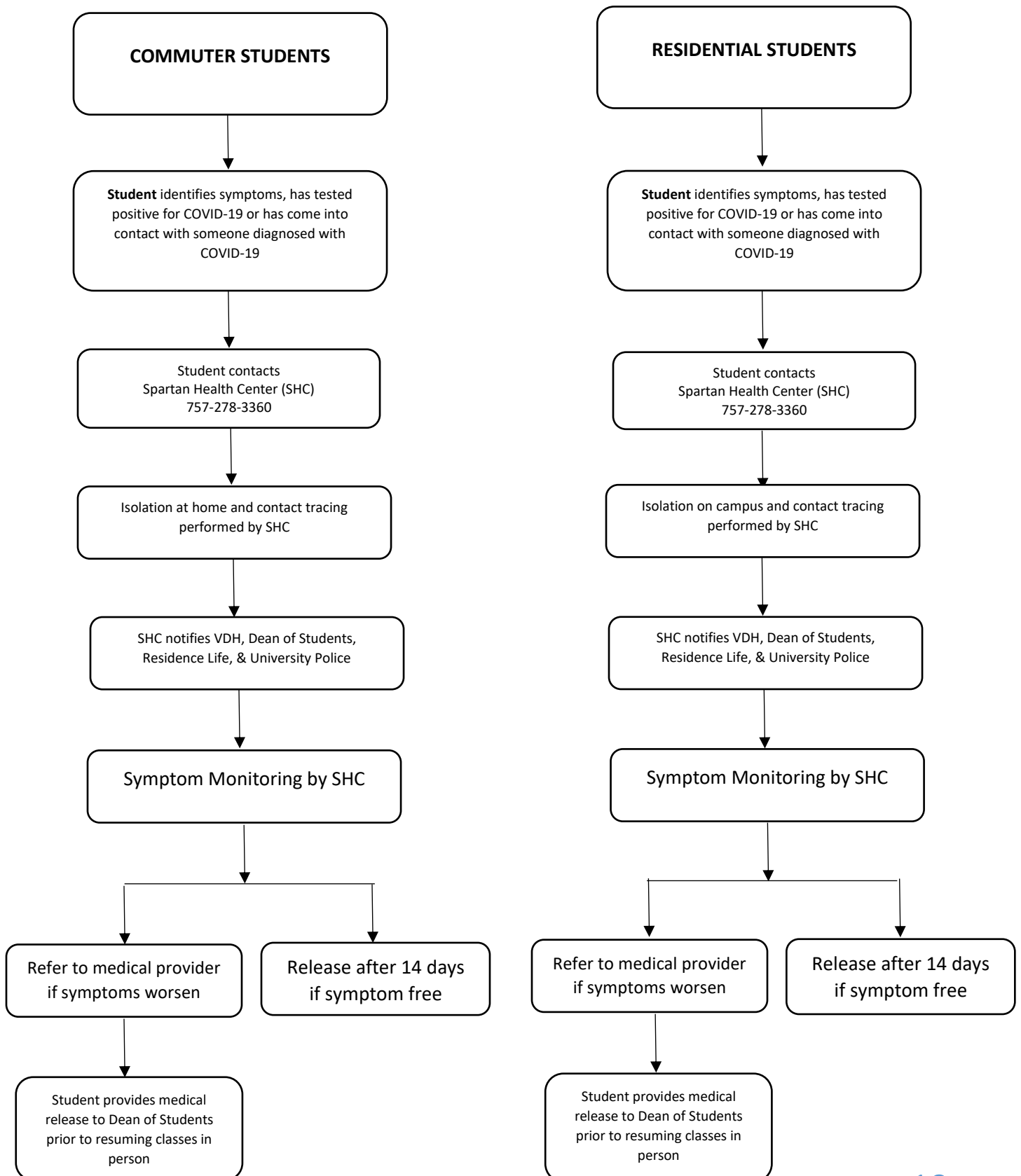
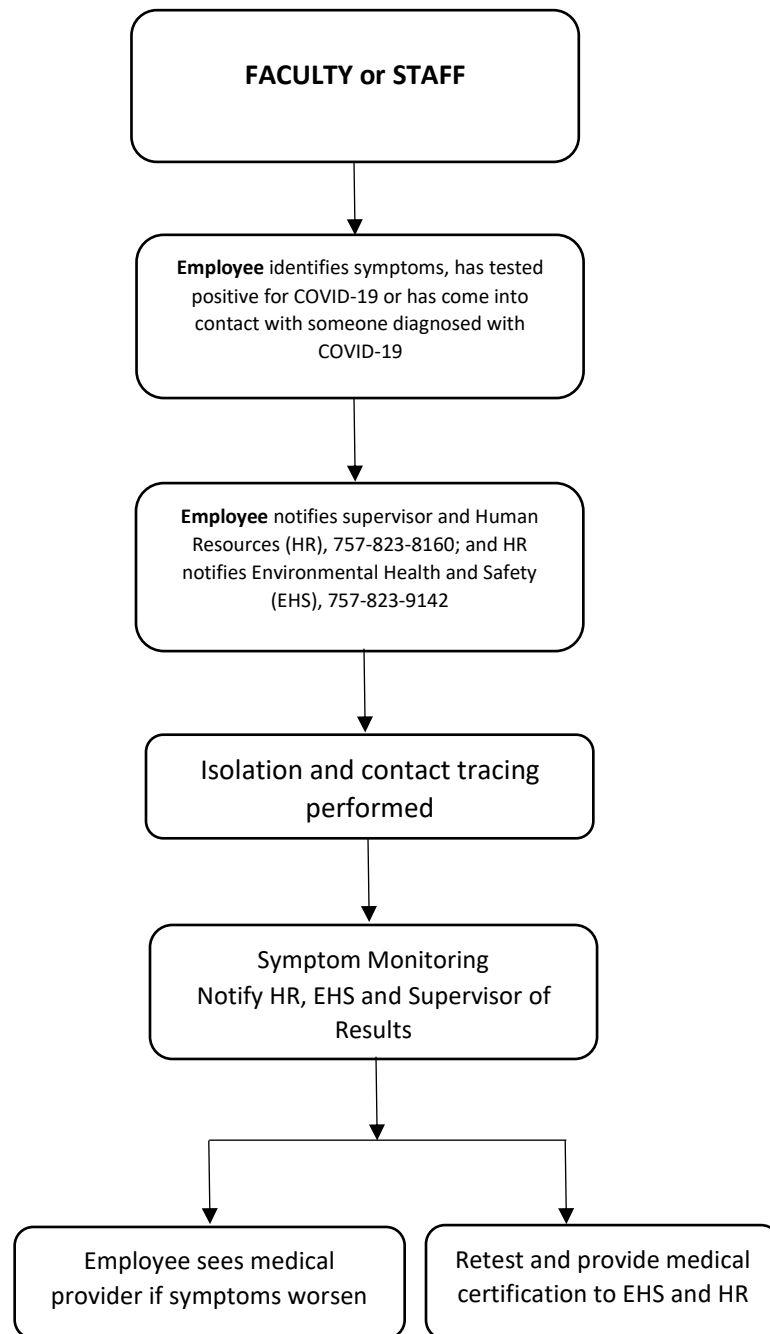


Figure 3. Managing Cases of COVID-19 Exhibited by Faculty and Staff



GUIDANCE FOR STUDENTS

To promote a healthy and safe environment, students must adhere to guidance, training, and posted rules.

TRAINING & RESOURCES

Each student will be required to complete back-to-campus training to have a better understanding of COVID-19 and the actions taken by NSU to promote health and safety, as well as an understanding of their expected contributions to the health, safety and success of the NSU community. The student will sign an attestation indicating training completion and personal compliance with safety protocols.

International students who did not travel outside of the USA will be screened and processed in accordance with the protocol for all other NSU students. However, international students who traveled outside of the USA will be tested and quarantined upon return to campus based upon Commonwealth of Virginia, CDC and local health department guidelines (e.g., COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.). The international student will sign an attestation indicating training completion and personal compliance with safety protocols.

Student success remains at the core of the NSU Mission and NSU will continue to provide resources to help students successfully navigate academic life, including:

- Technology assets
- Promoting a healthy campus campaign
- [Spartan Health Center](#): 757-278-3360
- 24/7 student support for online and blended learning
- [Counseling Services](#), 312 Student Services Center, (757) 823-8173
- [OASIS \(Office of Accessibility Services/International Students Services\)](#), 121 James A. Bowser Building, (757) 823-8325
- Early alert reporting and student self-referral

TRAVEL

- University-sponsored international travel is suspended until further notice for students.
- University-sponsored domestic travel out of state for clinical and research purposes is permissible upon approval by the department.
- Students are encouraged to refer to the [Centers for Disease Control and Prevention \(CDC\)](#) and [US Department of State](#) to be fully informed of the potential health risks and travel restrictions that may be in place.

STUDENT LIFE

Student services and activities include changes to building operations, environmental adjustments and occupancy/capacity to promote appropriate physical/social distancing and programming, including the following:

- Residential Housing phased move-in, COVID-19 guidelines for living with others.
- **Spartan Health Center** (757-278-3360): all visits by appointment (including nurse visits), prior to visit telephone COVID-19 screening and registration, temperature screening each visit; use of telemedicine appointments whenever possible, no walk-ins, only patients allowed in the waiting room. Respiratory appointments will be scheduled in the afternoon to reduce risk to other patients.
- **University Counseling Services:** including onsite and telemedicine appointments, assessment, treatment delivery, psychoeducation, supervision, and consultation.
- **Recreational Sports:** adjusted hours for mid-day cleanings, no contact or team-based sports initially and continuation of eSports (organized video games) and virtual fitness options.
- **Student Center and Activities:** modified hours, no large fall events.
- **Dining:** no self-serve, eat-in with physical/social distancing, take-out orders, mobile ordering and contactless payment options.
- **Libraries:** modified hours for cleaning and disinfecting, and modified seating for physical/social distancing.

GUIDANCE FOR FACULTY

To promote a healthy and safe environment, faculty must adhere to guidance, training, and rules regarding COVID-19.

TRAINING

Faculty will work with their department/unit on their return-to-campus plan. Each faculty member is required to complete return-to-campus training to have a better understanding of the steps being taken by NSU to promote their health and safety, as well as an understanding of their expected contributions to the health, safety and success of the NSU community. Health and Safety protocols, shared accountability for health and safety, physical/social distancing, correct usage of facial coverings, additional guidelines for meetings and class sizes, accommodation process, self-care and well-being. Faculty members will sign an attestation indicating training completion and personal compliance with safety protocols.

TRAVEL

- University-sponsored international travel is suspended until further notice for faculty.
- University-sponsored domestic travel out of state for clinical and research purposes is permissible upon approval by the department.
- Faculty are encouraged to refer to the [Centers for Disease Control and Prevention \(CDC\)](#) and [US Department of State](#) to be fully informed of the potential health risks and travel restrictions that may be in place.

COURSE PLANNING

Plans include a phased return to campus as well as changes to course formats and instructional spaces. Numerous resources to support faculty endeavors to teach, design, build and assess courses and are available. Course planning includes the following:

- Determining modality: in-person, hybrid or online, based upon faculty requests and course needs assessment.
- Determining instructional space assignment and room capacity.
- Integrating course material in Learning Management System (LMS), e.g., Blackboard.
- Reviewing syllabi statements that address safety measures, protocols, and expectations in learning settings (e.g., physical/social distancing, wearing face covering or mask, etc.).

RESOURCES & SUPPORT

- Online Course Development
- Faculty Workshops

- Accessible virtual classrooms guidance
- Video streaming and capture training
- Online assessment and exams
- Rubrics to self-review hybrid and online courses

FACULTY REQUIRING ACCOMMODATIONS OR FLEXIBILITY

College and School Deans and Chairs should demonstrate flexibility in developing return-to-campus staffing plans, particularly for those caring for others, or those who have concerns about returning to campus. Management options include the following:

- Tele arrangements for eligible employees.
- Alternative schedules to limit contact with other employees.
- Leave usage in adherence with HR Guidelines
- Manager training, which covers liberal and equitable distribution of telecommuting and task assignments to support employees, as well as best practices for managing remote employees.
- Faculty members may request ADA workplace accommodations through the Office of Human Resources. The faculty member should discuss with their manager and their HR professionals any other alternative work arrangements.
- Each Dean and/or Department Head will:
 - Confirm return-to-campus training completion for all returning faculty and staff members.
 - Support ongoing compliance with safety protocols, including health monitoring, facial coverings and physical/social distancing.
 - Address non-compliance with faculty regarding safety protocols and appropriate disciplinary action.
 - Provide flexibility to employees and work with the ADA/504 HR professional to develop ADA accommodations.
 - Manage telecommute employees ensuring effective work and use of leave when necessary, regular check-ins and review of employee reports/outcomes.
 - Support continued faculty well-being.
 - Complete any required training for managers prior to return to campus.
- Each unit's HR professional will complete a staffing plan identifying the status of each employee relative to campus (designated, return to campus in-person work; continue effective telecommuting, hybrid telecommute, etc.). Staffing plans should include the availability of health and safety supplies for those returning to campus.
- Facilities Management will work with deans, chairs, unit managers and vice presidents to coordinate the application of safety and health protocols and availability of supplies for faculty and staff members returning to campus.
- Facilities Management will assist with the personal protective equipment (PPE) distribution, supply inventory and facility signage and readiness.
- **Appeals to return-to-campus decisions:** A process for return to campus appeals decisions will be provided.

GUIDANCE FOR STAFF

To promote a healthy and safe environment, staff must adhere to guidance, training, and rules regarding COVID-19.

TRAINING

Each staff member is required to complete return-to-campus training to have a better understanding of the steps taken by NSU to promote health and safety, as well as an understanding of their expected contributions to the health, safety and success of the NSU community. Health and Safety protocols, shared accountability for health and safety, physical/social distancing, correct usage of facial coverings, additional guidelines for meetings and class sizes, accommodation process, self-care and well-being. The staff member will sign an attestation indicating training completion and personal compliance with safety protocols.

TRAVEL

- University-sponsored international travel is suspended until further notice for staff.
- University-sponsored domestic travel out of state for University business is permissible upon approval by the department.
- Staff are encouraged to refer to the [Centers for Disease Control and Prevention \(CDC\)](#) and [US Department of State](#) to be fully informed of the potential health risks and travel restrictions that may be in place.

STAFF REQUIRING ACCOMMODATIONS OR FLEXIBILITY

- Managers should demonstrate flexibility in developing return-to-campus staffing plans, particularly for those caring for others, or who have concerns about returning to campus. Management options include the following:
 - Continued telecommuting arrangements if this has been a successful arrangement.
 - Develop alternative schedules to limit contact with other employees.
 - Follow HR Guidelines regarding leave usage.
- Manager training covers liberal and equitable distribution of telecommuting and task assignments to support employees, as well as best practices for managing remote employees.
- A staff member may request ADA workplace accommodations through the Human Resources professional. The staff member should discuss with their manager and their HR professional any other alternative work arrangements.
- Each manager is required to:
 - Confirm return-to-campus training completion for all returning staff members.
 - Support ongoing compliance with safety protocols, including health monitoring, facial coverings and physical/social distancing.

- Address non-compliance with flexibility to employees with the safety protocols and with appropriate disciplinary action.
- Provide flexibility to employees and work with the ADA/504 HR professional to develop ADA accommodations.
- Manage telecommuting employees ensuring effective work and use of leave when necessary, regular check-ins and review of employee reports/outcomes.
- Support continued employee well-being.
- Complete training for managers prior to return to campus.
- Each unit's HR professional will complete a staffing plan identifying the status of each employee relative to campus (designated, return to campus in-person work; continue effective telecommuting, hybrid telecommuting, etc.). Staffing plans should include the availability of health and safety supplies for those returning to campus.
- Facilities Management will work with department managers and vice presidents to coordinate the application of safety and health protocols and availability of supplies for staff members returning to campus.
- Facilities Management will assist with the personal protective equipment (PPE) distribution, supply inventory and facility signage and readiness.
- **Appeals to return-to-campus decisions:** A process for return to campus appeals decisions will be provided.

GENERAL GUIDANCE FOR HEALTH AND SAFETY

SPARTAN HEALTH CENTER

The Spartan Health Center (757-278-3360) primarily provides acute/urgent care and will continue to do so to all student patients as safely as possible.

While it is currently limited in its ability to test for COVID-19, the Spartan Health Center should be the first point of contact if a student believes they have been exposed to COVID-19. The Student Health Center can test for other possible causes of symptoms similar to COVID-19 such as flu and mononucleosis. Students who come to the Spartan Health Center with respiratory illnesses will have a special check-in area and a social-distanced waiting area. To limit exposure to other patients and staff in the building, a rotating team of professionals will care for students with COVID-19 symptoms.

The Spartan Health Center has taken the following steps to mitigate the spread of disease:

- Expansion of waiting areas for individuals who may be sick and isolated from those who are well and visiting the center for non-coronavirus-related concerns.
- Installation of Plexiglas at reception areas and throughout waiting areas.
- Activation of an established treatment team in which sick patients will receive care from the same nurse and provider in order to decrease or eliminate cross contamination or exposure to potential COVID-like illnesses. The team also provides consistency in care provided and helps with contact tracing, if necessary.
- Cleaning of high touch areas will be done regularly by staff and twice-daily housekeeping cleaning of high touch areas as well as daily cleaning of SHC with sanitizing misters will occur.
- Patrons will be provided hand sanitizer and mask upon entry if the patron does not already have a mask or face covering.
- Student Health Center staff members will be required to wear masks, use appropriate personal protective equipment (PPE), and maintain physical/social distancing, when possible.
- Increased stockpile of PPE supplies such as masks, gowns, gloves and face shields.
- Additional housekeeping staff will be added if needed.

TESTING

A testing protocol for all students will be implemented. If a student had close contact with a COVID-19 positive person, the student will be tested and quarantined per VDH and CDC guidelines (currently 14 days). Health professionals in the Spartan Health Center will evaluate symptoms and make a recommendation for symptom management or further treatment at a local hospital. Healthcare professionals on campus can provide telemedicine visits to monitor students in isolation or self-quarantine, on or off campus. Students will be required to include the Spartan Health Center in their contact list, answer phone and keep their voice mail active, check their temperature daily, access the Self Checker daily (or other VDH or CDC recommended tool for self- monitoring).

Figure 4. Virginia Department of Health COVID-19 Algorithm

VDH COVID-19 TESTING ALGORITHM

For healthcare providers to understand who to test and what recommendations to provide based on the results

May 29, 2020

```

graph TD
    Start([Does the patient have symptoms* consistent with COVID-19?]) -- YES --> Test[Test using PCR†]
    Start -- NO --> NoSymptoms[Indicates no active infection  
Follow situation-specific infection prevention measures  
Negative test does not rule out the potential for future infection]
    
    Test -- TEST POSITIVE --> TestPos[Indicates current infection  
Report to VDH Morbidity Report  
Patient should self-isolate and close contacts should self-quarantine until no longer infectious  
If admitted to a healthcare facility, use transmission-based precautions  
Follow situation-specific patient management (e.g., delay major surgeries, if possible)]
    
    Test -- TEST NEGATIVE --> TestNeg[Indicates no active infection  
Recommend self-isolation based on exposure and symptoms‡  
Consider re-testing and notify VDH if suspicion of COVID-19 still exists, despite negative COVID-19 test  
Advise patient to follow protective measures in place in the community]
    
    NoSymptoms --> ConsiderPCR[Consider testing using PCR‡]
    
    ConsiderPCR -- TEST POSITIVE --> ConsiderPCRPos[If any of these describe the patient:  
• Pregnant and presenting in labor  
• Neonates born to women with confirmed or suspected COVID-19  
• Undergoing aerosol-generating procedures with limited PPE at the facility (if testing, test within 48 hours of procedure)  
• Undergoing major time-sensitive surgeries (if testing, test within 48 hours of surgery)  
• Immunocompromised person being admitted to the hospital  
• Undergoing immunosuppressive procedures]
    
    ConsiderPCR -- TEST NEGATIVE --> ConsiderPCRNeg[Consider testing using PCR‡ (ideally test 5-7 days after exposure)]
    
    ConsiderPCRNeg --> Congregate[See specific congregate setting guidance (LITCF, correctional facility, etc.)]
    Congregate --> CongregatePatient[If this describes the patient:  
A resident or staff of a congregate setting]
    
    ConsiderPCRNeg --> Diagnostic[Diagnostic testing is likely not indicated]
    Diagnostic --> OtherAsymptomatic[Any other asymptomatic person]
  
```

Recommendations are based on CDC guidance and [Infectious Diseases Society of America Guidelines on the Diagnosis of COVID-19](#).

* COVID-19 patients may present with typical [symptoms](#) of cough, shortness of breath, fever, chills, muscle pain, sore throat, or new loss of taste or smell. Atypical presentations have been [described](#). Older adults and persons with medical comorbidities may have delayed presentation of fever and respiratory symptoms and older persons may have delirium or falls. Some persons with COVID-19 have experienced gastrointestinal symptoms such as nausea, vomiting, or diarrhea. Children have similar symptoms as adults and generally have milder illness. Multisystem Inflammatory Syndrome in Children (MIS-C) has been [described](#) in patients aged <21 years.

† For known specimen collection locations in Virginia, see [here](#). Serology testing can be used for public health surveillance or research purposes, but is not recommended for diagnosing active COVID-19 infection or making decisions about returning to work. Antigen tests have a limited interpretation: negative antigen tests should be confirmed with a PCR test.

‡ If the person has a known exposure to someone with COVID-19, the person should continue to self-quarantine until 14 days after the last known exposure. If the person did not have a known exposure to someone with COVID-19, the person should self-isolate until at least 24 hours after symptoms resolve (if symptomatic) or follow protective measures in place in the community (if asymptomatic).

§ For COVID-19, a close contact is defined by CDC as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset (or, for asymptomatic patients, 10 days prior to positive specimen collection) until the time the patient is isolated. Data are insufficient to precisely define the duration of exposure that constitutes prolonged exposure and thus a close contact.

All students should plan to self-screen daily for any potential of infection with coronavirus. That includes regular temperature checks and noting any symptoms consistent with infection.

- Cough
- Unusual shortness of breath or difficulty breathing
- Fever of 100.4°F or above
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell

The following approaches will provide for a diminished capacity for COVID-19 cases to arise on campus:

DEEP CLEANING AND DAILY SANITATION

Recognizing the special challenges of preventing the spread of COVID-19, daily deep cleaning will be employed.

Deep cleaning and sanitation methods:

- Housekeeping teams will clean lobby areas and heavy traffic areas daily, based on CDC guidelines for disinfection and Occupational and Environmental Safety protocols.
- Students are encouraged to bring sanitizing wipes and hand sanitizer with them to any on-campus classes or meetings and wipe down surfaces where they will be seated prior to the class or meeting.
- Facilities Management will maintain hand-sanitizer stations at major building entrances, elevator stops, auditoriums, classrooms, computer rooms and high traffic areas across the campus. The University will supply disinfectant, initially. Students, staff, and faculty, will be encouraged to frequently disinfect areas that they occupy.

CLEANING GUIDELINES FOR CAMPUS FACILITIES

Housekeeping staff will increase cleaning during hours of operation. Deep disinfection and sanitization will be conducted after hours, in preparation for the next day. Cleaning and disinfectant products will be used on common-use surfaces daily to lessen the spread of germs.

- **Restrooms:** Housekeeping staff will increase restroom cleaning during hours of operation by checking supplies, and wiping down counters, sinks, door handles, mirrors and stalls. Each restroom will be closed at predetermined times throughout the day for disinfection. Deep cleaning of restrooms will be performed after hours.
- **Offices:** Housekeeping staff will clean office areas such by vacuuming, removing trash, and wiping down common area surfaces. Staff will be asked to use provided disinfectant wipes to clean their workstations or areas daily to lessen the spread of germs.
- Hand sanitizing stations will be provided throughout the facilities. Sanitizers are provided in smaller bottles at service areas, staff workstations and workrooms. Face coverings will be provided for workers and students.

CLEANING GUIDANCE FOR DINING HALLS AND RETAIL OPERATIONS

- The number of touchless hand sanitizing stations will be increased at each location.
- All surface areas will be wiped down, cleaned and sanitized every 30 minutes at each location.
- Ongoing and routine disinfection will be performed on high-touch areas and shared objects—such as doors, doorknobs, rails, payment terminals, countertops, tables and trays—with an approved disinfectant as well as increasing disinfection during high traffic times.
- Booths and dining tables will be disinfected between uses.

- Staff will wash hands frequently and use hand sanitizer.
- Hand sanitizer stations, soap and hand-drying materials will be checked and refilled frequently.
- Type of Hand Sanitizer - Hand sanitizer will be at least 60% ethanol alcohol based.
- Additional Staff
 - Thompson Hospitality will employ additional staff to serve, monitor and clean all areas that previously were self-service, such as pizza, grill, salad bar, bread station and condiments.
 - Additional utility staff will be in place for increased cleaning of all high touch areas.
- Face Coverings
 - All staff will wear masks and disposable gloves as per state/regulatory agencies' requirements.
 - Patrons will be responsible for their own masks/face coverings.

CLEANING GUIDANCE FOR RESIDENTIAL FACILITIES

- Residential facilities are treated with electrostatic misting machines that kills bacteria and other disease-carrying microbes. Facilities Management will deep clean residential common spaces. Following deep cleaning, residential spaces will receive a second treatment of the electrostatic misting machine.
 - Facilities Management will continue to implement and modify its cleaning protocols to address COVID-19 and minimize spread of disease.
 - Hand sanitizer stations are located in all residence hall lobbies.
 - Suites and traditional style halls will be cleaned twice daily, seven days a week, including all common areas, lounges, study rooms, computer labs and community bathrooms, as well as common surfaces (door handles, glass surfaces, etc.) in traditional halls.
 - Housing and Residential Life will educate and inform residential students on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within residence halls.
- NOTE:** Student housing will be no more than double occupancy.

CLEANING AND DISINFECTING

Housekeeping teams will clean lobby areas, and heavy traffic areas, based on CDC guidelines for disinfection and environmental safety protocols.

- Facilities Management also will maintain hand-sanitizer stations at major building entrances, elevator stops, auditoriums, classrooms, computer rooms and high-traffic areas.
- NSU will supply disinfectant; employees in individual workspaces will be responsible for frequently disinfecting their own areas.
- Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.
- Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Research laboratories will undergo an additional cleaning checklist.

FACE COVERINGS/MASKS

- Using - Putting on Face Coverings/Disposable Masks
 - Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
 - Ensure the face covering/disposable mask fits over the nose and under the chin.
 - Situate the face covering/disposable mask properly with nose wire snug against the nose, where applicable.
 - Tie straps behind the head and neck or loop around the ears.
 - Avoid touching the front of the face covering/disposable mask.
- Taking off Face Coverings/Disposable Masks
 - Do not touch eyes, nose or mouth when removing the face covering/disposable mask.
 - When taking off the face covering/disposable mask, loop finger into the strap and pull the strap away from the ear or untie the straps.
 - Wash hands immediately after removing.
- Care, Storage and Laundering
 - Keep face coverings/disposable mask stored in a paper bag when not in use.
 - Cloth face coverings may not be used more than one day at a time and must be washed after each use.
 - Cloth face coverings should be properly laundered with regular clothing detergent before the first use and after each shift.
 - Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped, punctured) or visibly contaminated.
 - Disposable masks must not be used for more than one day and should be placed in the trash after shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated).

PHYSICAL/SOCIAL DISTANCING

The University will ensure that physical/social distancing is practiced in common areas, lounges, exercise rooms, dining facilities; therefore, the University physical/social distancing guidelines restrict occupancy, stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls, athletic facilities, etc., to ensure appropriate physical/social distancing.

- Maintaining physical/social distance between individuals is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if there are no symptoms.
- Physical/social distancing is important for everyone, especially to help protect people who are at higher risk of getting ill.
- Situations that would violate physical/social distancing should be avoided. If unavoidable, use face masks/face coverings.

HANDWASHING

- Wash hands often with soap and water for at least 20 seconds, especially after being in a public place, and after blowing nose, coughing, sneezing or touching face.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Cover all surfaces of the hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth, and wash hands after touching your face.

GLOVES

- Healthcare workers and others in high-risk areas should use gloves as part of personal protective equipment (PPE), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.
- Washing hands often is considered the best practice for common everyday tasks.
- Wear gloves if you are caring for someone ill, on errands where there is heavy traffic such as grocery shopping or where there are high touch areas such as voting.

GOGGLES & FACE SHIELDS

- While goggles or face shields may need to be worn in certain work areas, the majority of individuals will not need to wear them as part of general activity on campus.
- Good hand hygiene and avoiding touching the face are generally sufficient for non-healthcare environments.

COUGH & SNEEZE MANAGEMENT

- In a private setting without a cloth face covering, remember to always cover mouth and nose with a tissue to cough or sneeze, or use the inside of the elbow, then throw used tissues in the trash.
- Immediately wash hands with soap and water for at least 20 seconds.
- If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

NSU SHUTTLE & PUBLIC TRANSPORTATION

If the use of the NSU Shuttle or public transportation is necessary, wear a face covering before entering the bus and avoid touching surfaces with hands, if possible. Upon disembarking, wash hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene as soon as possible and before removing the mask.

RESTROOM USAGE

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash hands thoroughly afterward to reduce the potential transmission of the virus.

ELEVATOR USAGE

No more than two people may ride an elevator at a time; use the stairs whenever possible. If using the elevator, wear a mask or face covering and avoid touching the elevator buttons with exposed hand/fingers. If possible, use elbow to press buttons. Wash hands or use alcohol-based hand sanitizers as the preferred forms of hand hygiene upon departing the elevator.

DINING SERVICES & MEALS

- The Thompson Hospitality Return-to-Campus Plan offers a three-phased approach for dining services.
 - **Phase 1** - all retail and residential dining is take-away and catering is pre-portioned with contactless drop-off.
 - **Phase 2** - provides limited seating, packaged meals and take-away for residential/retail dining options. Catering is available with an attendant to serve.
 - **Phase 3** - continues to have limited seating and take-away with all stations served by associates; however, catering will have a self-service option.
- When dining on campus, before and after eating, wash hands thoroughly to reduce the potential transmission of the virus.
- Wear a mask or face covering until ready to eat and then replace it afterwards. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Students, faculty and staff are encouraged to take food back to their rooms, office area, or eat outside, if reasonable.
- For more information, please visit the [Norfolk State University Path Forward webpage](#).

COPIER DEVICES

The sanitization/cleaning recommendations for copier devices include the following:

- Protective disposable rubber or nitrile gloves during the cleaning of any equipment to protect skin and avoid contamination.
- All areas of the device(s) that come into human contact should be cleaned, including control panels, covers, jam locations, etc., with the use of isopropyl alcohol. It is critical to note that this agent is a flammable chemical compound, so please handle with care and only use within a highly ventilated area. Although 99.9% isopropyl alcohol is recommended, a solution of 70%+ isopropyl alcohol may be used.
- **DO NOT** spray the cleaning agent directly onto the device(s). Instead, spray the cleaning agent onto a lint-free cloth/rag, and then wipe surfaces as needed. Utilize glass cleaner, with a lint free cloth, only on the platen glass surface of the device(s), wiping in a single direction to avoid possible damage. To ensure that individuals do not spray solution directly onto the unit, wipes are the preference.

LABORATORY WORK

Each department will provide specific criteria for students working in laboratory environments.

Appendix A. Commonwealth of Virginia Higher Education Reopening Guidance



JUNE 11, 2020

HIGHER EDUCATION REOPENING GUIDANCE

GUIDANCE OVERVIEW

This document provides guidance to Virginia institutions of higher education regarding their plans for offering in-person instruction and reopening their campuses in the 2020-21 academic year. The criteria outlined here, in consultation with the Virginia Department of Health, concern measures relating to COVID-19 that institutions should take for promoting and fostering the health and safety of students, faculty, staff, and surrounding communities as equitably as possible.

Additionally, it recognizes the widely varied missions and circumstances of the many different colleges and universities, public and private, across the Commonwealth. Institutions are asked to prepare campus plans specific to their unique constituencies and settings, for timely submission to the Commonwealth.

The Virginia Department of Health (VDH), the State Council of Higher Education for Virginia (SCHEV), and local health departments will serve as close partners to institutions throughout the duration of this pandemic, providing guidance, data, and assistance facilitating relationships with local health infrastructure as needed.

SECTION I: WHY SAFE AND SUSTAINABLE OFFERING OF IN-PERSON INSTRUCTION AND REOPENING OF HIGHER EDUCATION ARE CRUCIAL FOR VIRGINIA

Virginia's colleges and universities are anchor institutions for the Commonwealth, and Virginia is widely regarded as having the best array of public and private institutions of higher education in America, as well as powerful workforce development and credentialing programs. COVID-19 has put at risk the more than \$39.074 billion in annual economic impact higher education creates for the Commonwealth, and the 167,000 jobs tied directly or indirectly to Virginia colleges and universities. More fundamentally, COVID-19 has disrupted the education of the 525,335 total students at Virginia institutions this year – 51% of them from underrepresented populations.

To address this disruption, reopening higher education in Virginia in a safe and sustainable manner must be a statewide priority. While much can be achieved online, it is also true that the classroom environment, collaboration, and mentoring remain vital. Each of Virginia's colleges and universities has a distinct mission and unique circumstances, and that distinctiveness and autonomy will foster ingenuity in their approaches to this historic challenge.

Colleges and universities that have residential students have additional important considerations and challenges, and may take different precautions than those that may be largely or entirely nonresidential or part-time. Every institution must work to address the concerns of vulnerable populations, such as at-risk faculty and staff and at-risk members of local communities.

As institutions implement the guidance provided here, their campus plans are crucial and must address the following items: repopulating the campus; monitoring health conditions to detect infection; containing the disease when detected; and shutting down if necessary. The Virginia Department of Health will be a lead partner to help institutions open through providing best practice guidance on screening and testing and coordinating contact tracing.

SECTION II: PUBLIC HEALTH CONDITIONS AND CONSIDERATIONS FOR REOPENING CAMPUSES

The following are necessary conditions for campuses to reopen, and with these necessary conditions in place campus reopening may begin upon the Commonwealth, as well as the specific region of a given institution, having entered at least Phase II under the Forward Virginia Blueprint, unless directed otherwise by the Governor:

A. POSITIVE TRENDS IN PUBLIC HEALTH DATA

The COVID-19 pandemic is inherently unpredictable. The Commonwealth's Key Measures as outlined in the Forward Virginia Blueprint will continue to be updated with new information and guidance throughout the duration of the pandemic. It is anticipated that fall semester reopening of campuses would be most practicable in Phase Three of the Forward Virginia Blueprint, or with notably higher precautions in Phase Two. Executive Orders provide additional clarifying guidance for each phase of the Forward Virginia Blueprint and should be referenced and adhered to as campuses consider reopening. Institutions should consult with their local and regional health departments regarding questions about public health data.

B. SURGE HEALTH CARE CAPACITY

Hospital bed capacity in Virginia and hospitalization rates are presently stable. The continuation of this trend is vital for campuses to reopen. Adequate surge health care capacity must be available in nearby health care facilities for campuses to reopen – increasing the population size in their local community – and remain in operation. Institutions must work closely with local health departments and local and regional health care facilities to maintain awareness of preparedness.

C. CLIMATE OF ADHERENCE TO SOUND PUBLIC HEALTH PRINCIPLES

Institutions must foster a climate of adherence to sound public health principles among students, faculty, staff, and other constituencies. Following public health principles including social distancing, hygiene practices, quarantining, and wearing face coverings are most effective at preventing the spread of disease when all members of the institution participate in them. Therefore an institution must create a culture of compliance to encourage participation in the prescribed public health measures at all levels of the institution.

D. COVID-19 CAMPUS PREPAREDNESS PLANS DEVELOPED AND CONSISTENT WITH GUIDANCE SET FORTH BY THE COMMONWEALTH

Institutional campus plans must address COVID-19 preparedness on campus as it relates to each institution's unique conditions and setting. The plan must include considerations outlined in Section III regarding social distancing, hygiene practices, quarantining, face coverings, and PPE for staff in health services. Though the Virginia Department of Health will serve as a lead partner providing best practice guidance for testing and coordination for contact tracing (not to the exclusion of the role of academic medical centers for their universities or beyond), institutional plans must address these considerations, as would the planning of other governmental or private sectors. Plans should seek to implement actions that mitigate risk at each level of risk- low, more and high as described in [CDC COVID-19 Considerations for IHE](#).

According to the Centers for Disease Control and Prevention (CDC), the level of risk for COVID-19 transmission increases as follows:

- **Lowest Risk:** Faculty and students engage in virtual-only learning options, activities, and events.

- **More Risk:** Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects (ie hybrid virtual & in-person class structures or staggered scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full-sized in-person classes, activities and events. Students are not spaced apart, share classroom materials or supplies, live in campus housing, and mix between classes and activities.

SECTION III: DEVELOPMENT OF CAMPUS PLANS FOR REOPENING

Referencing [CDC guidance](#) and other best practice guidelines, public institutions of higher education and specified degree-granting private institutions shall prepare campus plans for offering in-person instruction and reopening and submit them to the Commonwealth for purposes of documentation to the State Council of Higher Education (SCHEV) no later than July 6, 2020. The specified degree-granting private institutions shall include, subject to criteria established by SCHEV: (i) all those certified to operate by SCHEV and (ii) all those operating without the requirement of certification as per Code of Virginia §23.1-219(D).

SCHEV will review the plans in a form and manner prescribed by SCHEV to ensure each is compliant in containing the required components in this guidance document, which was developed in consultation with the Virginia Department of Health. Institutions are strongly encouraged to post their plans on their websites.

As they receive additional health guidance, institutions may update their plans, and any update should be reflected on institution websites. These plans do not supersede any relevant state or federal level guidance that is in place, and institutions must be in compliance with such guidance. At all times, institutions must remain in close contact with their local health departments.

Even in Phases Two and Three of the Forward Virginia Blueprint, it is likely that outbreaks of COVID-19 will continue, including on campuses. Therefore, the campus plans outlined in this section should consider various contingencies for continuing operations in the event of a campus outbreak. Institutions must report cases and outbreaks to their local health department, and consult with their respective local health department regarding management of outbreaks, dismissals or similar decisions such as a shutdown of campus activities.

At a minimum, campus plans must address the following considerations:

A. REPOPULATION OF THE CAMPUS

1. Establishment of a COVID-19 coordinator/campus team
2. Contact information and procedures for reaching the local health department.
3. Students' initial return to campus (such as initial screening, move-in)
4. Education/training of students: consider COVID-19 prevention education as part of student orientation. (hand washing, staying home if ill, etc.)
5. Physical Distancing, according to CDC guidance:
 - a) Strategies to allow physical distancing in classrooms/learning environments. (e.g. occupancy, staggered schedules, classroom layouts, workspace distancing, etc.)
 - b) Social distancing considerations outside the classroom (e.g. limiting visitors, changes to dining services, extracurricular activities, sorority/fraternity life, etc.)
 - c) Restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls, etc. to ensure physical distancing. Occupancy must be consistent with any active Executive Orders.
 - d) Limitations on size of gatherings and/or strict physical distancing to be in place during gatherings.
 - e) Strategies for food/dining services should be consistent with plans to optimize physical distancing. Plans regarding dining services should consider strategies such as requirements for face coverings, policies to encourage staff to stay home if ill, ensuring adequate hand hygiene, routine cleaning/disinfection, and health screenings for staff. Implement engineering controls including: limiting the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating buffet-style or self-serve food, and take out/delivery options.
6. Hygiene practices and cleaning/disinfecting protocols.
 - a) Cleaning and disinfection protocols to include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage
 - b) Provisions for hand sanitizer/handwashing stations

- c) Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).
- 7. Housing: it is difficult to maintain physical distancing in on-campus housing, even with modifications. Plans should consider strategies to decrease the risk such as requirements for face coverings in shared spaces, reminders of proper hand hygiene, enhanced cleaning, training for residential advisors/live in staff, restrictions on events/social activities in housing facilities, establishment of occupancy limits, restrictions on building access, etc. IHEs may want to require training and document training of certain staff.
- 8. Consideration of vulnerable individuals (e.g. 65 years or older, underlying health conditions):
 - a) Policy options to support those at higher risk for severe illness to mitigate their exposure risk (e.g. telework, modified job duties, virtual learning opportunities).
 - b) Implement flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.
 - c) Develop policies for return to class/work after COVID-19 illness.
- 9. International student considerations (e.g. COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.)
- 10. Partnership and communication/information sharing with the local community, health systems and other stakeholders.
- 11. Face coverings.
 - a) Plans submitted by each institution should include information on how it intends to teach/reinforce use of face coverings among students, faculty and staff.
 - b) For Faculty cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained. For example, an instructor standing in a classroom seven feet from students could teach without a face covering. During meetings or gatherings or in narrow hallways or other settings where physical distancing may not be easy to maintain, a face covering would be prudent to wear. Other considerations such as speaking loudly, singing, etc should be considered and may require additional distance.

- c) Students should be encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.
 - d) Institutions should consider adopting relevant business-sector guidance for staff regarding the use of face coverings (e.g. fitness center, dining, student services, etc.). Face coverings should be worn in public facing areas and in office spaces where six feet of physical distance cannot be maintained.
12. Student Health Services (SHS):
- e) Assurance of provision of medical-grade PPE for health services staff
 - f) Maintenance of typical (non-COVID-19) health services
 - g) Mental health services
 - h) SHS facility considerations such as waiting areas, signage, environmental management/cleaning, IT considerations, etc.
 - i) SHS administrative/staff considerations such as PPE, employee health program protocols, education/training of staff, billing/charges, staff scheduling, etc.
 - a) SHS patient care considerations such as online appointments, strategies to limit shared objects (e.g. pens, keypads), triage protocols, screening forms, patient screening procedures (e.g. for symptoms/temperature checks before entering the clinic).
13. Large events, including athletic events, and others such as ceremonies or performances
14. Communications strategy
15. Orientation and education/training, including anti-stigma training

B. MONITORING HEALTH CONDITIONS TO DETECT INFECTION

- 1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population.
- 2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.
- 3. Establishment of a testing strategy. Testing strategies should consider testing for all students, faculty or staff with symptoms and access to testing for close contacts of cases as recommended by public health. Institutions may consult with their local health department, local health systems and other relevant partners.

C. CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED

1. Partnership with VDH for contact tracing
2. Quarantining and isolating (provision of housing, basic needs, medical case management)
3. Campus outbreak management
4. Partnership with local health systems to assure care for symptomatic individuals as needed. (e.g. a local health system representative could serve on the COVID-19 team)

D. SHUTDOWN CONSIDERATIONS IF NECESSITATED BY SEVERE CONDITIONS AND/OR PUBLIC HEALTH GUIDANCE

1. Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.
2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance.
3. Considerations regarding student health and safety on campus versus returning home.
4. Communications plan for dismissals/shutdowns.

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.

