



**Averett University’s Comprehensive
Fall 2020 Plan for Reopening**
**Last modified July 22, 2020*

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Averett University's Comprehensive Fall 2020 Plan for Reopening

The Averett experience is a valued one, and while we know that Fall 2020 will be different for us all as we work through health and safety precautions, we are committed to providing a memorable on-campus experience. Averett University will implement a phased, on-campus reopening for its Fall 2020 semester. We are confident in our plans for a safe and enriching semester with the help of each person on campus. Just as the plan's name indicates, we are One Averett, focused on working together to move forward, and we cannot wait to welcome everyone back to all University locations.

Background

The Averett University "One Averett, Together Again" Fall 2020 Plan for Reopening focuses on a safe return to campus for all students, faculty, staff, volunteers and visitors. The core COVID-19 campus team is comprised of the following team members:

- Dr. Tiffany Franks, President
- Mr. Buddy Rawley, Vice President for Philanthropy
- Ms. Cassie Jones, Executive Director of Marketing and Communications
- Mr. Charles Harris, Executive Vice President
- Mr. Don Aungst, CFO/COO *(COVID-19 Campus Coordinator)
- Ms. Lesley Villarose, Dean of Students
- Ms. Meg Stevens, Athletic Director
- Ms. Stacy Gato, Vice President for Enrollment Management
- Dr. Timothy Fulop, Vice President for Academic Affairs and Student Success

This team has been hard at work for months now, with the research and input of workgroups comprised of almost 50 faculty and staff members that have been preparing for on-campus operations that meet or exceed health and safety guidelines. We have also worked very closely with local health officials and statewide higher education leaders to stay informed of the most current recommendations and to implement best practices.

We will continue to take proactive steps to keep everyone well, and to adhere to current health and safety measures. This comprehensive plan consists of many components, including: the re-entry of employees; re-entry of students; re-entry of visitors; all things teaching and learning including the academic calendar; the procurement of personal protective equipment (PPE) and related health and safety supplies; ensuring that our food service and bookstore partners have plans consistent with the University's and representing best practices; adapting facilities consistent with the guiding principles of the other student, faculty and staff plans and providing appropriate services to disinfect and clean spaces appropriately; and the consistent communication of the process and planning outcomes to our campus and community stakeholders.

High-level elements of Averett's reopening plan were shared in June with incoming and returning students, employees, the Board of Trustees, alumni and community members through an email message that included a video recapping the highlights of campus changes in the fall. The video and overarching messaging live on the University's [Alert page](#), to which users are directed from multiple places on Averett's [homepage](#), and information is also shared on Averett's [Facebook](#), [Twitter](#) and [Instagram](#) pages. This same multifaceted communications approach is being used to communicate this more comprehensive plan, as well as any future updates.

Ahead, you will find details regarding the following four sections: Academics and Classrooms, A Safe and Healthy Campus, Welcoming Back Averett Students, and Welcoming Back Averett Employees.

Academics and Classrooms

We are excited to welcome students back for a new semester. While students have been away, we have been preparing to create classrooms that will support needed changes, and our faculty have been spending their summers getting ready.

Although some classrooms will look a little different, we are committed to keeping our students on a seamless path toward graduation. This fall, the high-quality, personalized attention students expect from Averett remains the same with an emphasis on health and safety protocols.

Academic Calendar

Averett University will begin classes in-person on August 19, 2020, but will end the on-campus portion of the semester by Thanksgiving Break as a precaution against any possible resurgence of COVID-19 in late fall. Final projects and final exams after Thanksgiving Break will follow the current schedule but will be completed remotely.

In order to complete on-campus instruction before Thanksgiving, Averett will be in session on Labor Day, and the two-day Fall Break in October will be canceled. This plan meets and exceeds the required academic activity/seat time as required by the U.S. Department of Education.

Plans for December graduation remain flexible with the goal of hosting graduation as social distancing and health/safety guidelines permit.

Instruction

In order to provide a safe environment for students, Averett faculty are preparing to offer Fall 2020 courses as a mix of socially distanced face-to-face classes, virtual classes or a mix of both elements (dual mode instruction). This approach:

- Maintains a high level of quality and flexibility to practice social distancing in classrooms;
- Allows faculty who are at risk to teach online;
- Accommodates international students until travel into the United States is possible; and,
- Keeps students actively engaged in classes if they were to individually become sick and have to be temporarily quarantined, or have to go home en masse if there is a resurgence of the pandemic before Thanksgiving.

The traditional program at Averett has always included some online courses, and with the Averett Online non-traditional program in undergraduate and graduate programs, Averett has a wealth of experience with flexible modes of instruction.

Classroom Safety Precautions

The density and capacity of classrooms will be decreased to achieve social distancing of at least six feet. All rooms have been measured and will be marked for faculty to maintain at least six feet of physical distance from the students. In addition, some courses typically held in spaces where decreased capacity is not practical or which not lend themselves

to hybrid or online learning will be moved to larger spaces that are currently not used for classes such as the Carrington Gym, Pritchett Auditorium, spaces within the Frank Campbell Stadium and open areas of Blount Library. Dual mode instruction will also allow hybrid classes in which classes will be split into two groups that alternate between face-to-face instruction and remote learning.

All students and faculty are expected to wear face coverings in classrooms. Students will not be admitted into a classroom without a face covering. Any student and/or faculty member not adhering to the guidelines will be referred to the Office of the Vice President for Academic Affairs and Student Success.

In addition to every classroom receiving deep cleaning each evening, each classroom will be equipped with disinfecting supplies for the faculty and students to wipe down surfaces before the beginning of each class.

Meeting with Faculty During Office Hours

Faculty will be encouraged to hold office hours online through Zoom. During times when a faculty member must meet a student in person, they will practice social distancing of six feet while using face coverings. As faculty offices are clustered together, students will be discouraged from gathering outside an office.

Much like the options available for students meeting with faculty or advisors, Student Financial Services and the Registrar's Office will also provide options for students. In addition to email and telephone, students are able to set up virtual appointments or face-to-face meetings that provide social distancing options.

COVID-19 Academic Accommodations: Students

Students who become sick and/or have to self-isolate will be able to stay in their class remotely as part of the dual mode instruction model. Attendance of students for this fall will be counted by activity in a course rather than by physical presence alone. Sick students who cannot keep up with their schoolwork will be given time to make up their work and may also be considered for an Incomplete per policy if they cannot finish all work by the end of the semester.

COVID-19 Academic Accommodations: Faculty

Faculty who are at-risk and have to stay home will teach online. Any faculty member who becomes sick or has to self-isolate for a period, if they are able to continue work, will teach remotely as planned for in training of all faculty in dual mode instruction.

Science Laboratories

The science lab sections that are too large for social distancing will be split up into small labs. The larger introductory science labs will use lab kits and other single-use supplies. For upper level and smaller sized labs, supplies such as instruments, telescopes, glassware and nursing mannequins that cannot be provided for single use will be cleaned and disinfected between each use. For those classes that will use laboratory kits, students will also be able to complete their assignments at locations outside of their classroom or lab setting. Lab instruction will be supported and supplemented by online materials and guides.

Tutoring

Tutoring will be handled through Zoom sessions for one or more students. When face-to-face tutoring assistance is preferred, those sessions will be by appointment and limited to one student at a time and will require social distancing and face coverings.

Fieldwork, Clinicals, Off-Campus Learning and Community Engagement

All nursing clinical and student teaching will follow both the Averett guidelines on social distancing and face coverings as well as the guidelines of the agency, hospital or K-12 school.

All community engagement activities (student volunteering, service-learning and internships) will follow social distancing, utilize PPE and follow both the University guidelines and the health and safety guidelines of the agency or

business. Averett will provide additional PPE for students who will go off-campus to participate in these community engagement activities at off-site locations.

A Safe and Healthy Campus

As Averett University works toward reopening this fall, our number one priority is to provide a safe and healthy living, learning and working environment; and to protect and support the health, wellness and safety of our entire Averett family.

We will take these extra measures across our campuses to make sure everyone remains as safe as possible. Health and safety protocols will include: face coverings, enhanced sanitation, social distancing, single points of entry and daily self-screenings. Averett will utilize schedule changes, extended mealtimes, event registration, appointments for services, reconfigured common spaces, and providing virtual access to limit occupancy and maintain social distancing in public spaces. In order to limit the size of gatherings and/or provide physical distancing during gatherings, President's Council members have established operational plans to implement new standards.

Guiding Principles

The University works closely with local health officials and is following all current health and safety guidelines and staying abreast of best practices. While we look to students and employees to practice self-care and socially conscious behavior, the University is committed to taking all reasonable steps to provide a healthy environment for living, learning and working. Our guiding principles are embedded in the [recommendations of the Centers for Disease Control and Prevention \(CDC\)](#).

Our guidelines will be continuously evaluated and updated. To ensure everyone understands guidelines and how best to protect themselves and others, students, faculty and staff will be required to take a training module before returning to campus. Business partners who have a recurring presence on campus will be expected to demonstrate they have a comparable training for their staff.

In order to nurture a supportive community without stigma, the University will proactively address with students and employees how our campus will continue a culture of care for everyone while facing the impacts of COVID-19.

HEALTH, SAFETY AND COMMUNICATION PROTOCOLS

Face Coverings

Averett University adheres to for CDC guidelines regarding the appropriate use of face coverings throughout each of its campus locations by students, faculty, staff, volunteers and visitors. Face coverings, when properly worn, are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Specific information will be provided to all students, faculty, staff, volunteers and visitors on face covering expectations, proper use and removal, and when face coverings may not be worn.

The University is pleased to provide all students, faculty and staff with a reusable cloth face covering. The University has also ordered additional personal protective equipment for members of the community whose work requires such items.

Face coverings are not a replacement for self-assessment, physical distancing and increased hygiene measures. Widespread use of face coverings among the Averett community, in conjunction with other protective measures, is designed to lessen the risk of community transmission of COVID-19. Even for those individuals who may not be concerned about community transmission, widespread use of face coverings could help to alleviate anxiety of others in the Averett community.

The University expects all students, employees and visitors to exercise personal responsibility and common sense to keep the community safe in all circumstances. Averett believes bystander and peer intervention is an effective strategy

to help our community to remain mindful about wearing face coverings. We encourage community members to calmly suggest a face covering be worn if someone is not wearing one in a public, shared space (always assess your own safety first). One could start by asking the person if they have a face covering with them. If they don't, remind them that they can obtain a face covering from the University. With face coverings, it helps to point out that one properly wears a face covering to protect other people and that COVID-19 can be transmitted when someone is not demonstrating any symptoms of infection.

Our primary focus is on promoting awareness of the reasons for face coverings in order to encourage personal responsibility and compliance with Averett's face covering expectations for the sake of protecting oneself and others.

Enhanced Cleaning and Application of Disinfectant

Enhanced cleaning and specific applications of disinfectant protocols by the Budd Group, which provides Averett's full range of housekeeping services, represent industry standards and will be monitored for consistency and effectiveness. All public spaces on campus will undergo increased cleanings. In addition to receiving a deep cleaning each evening, every classroom will be equipped with disinfecting supplies for the faculty and students to wipe down surfaces before the beginning of each class.

Shared restrooms and common spaces in the residence halls will receive increased cleaning and will require that students adhere to all University and public health guidelines. The Budd Group housekeeping staff will adhere to CDC guidelines regarding the application of disinfectants in shared restrooms. All public spaces in residence halls will undergo increased cleanings and social distancing will be expected. For detailed service and protocols, refer to Appendix B.

Hand sanitizer stations have been installed at entrances of high-traffic buildings and will be serviced and refilled as necessary.

The Facilities Management and Services team will flush potable water systems per the recommended guidelines; turn off water fountains; verify appropriate building HVAC maintenance, including frequent changing of air conditioning filters; and monitor The Budd Group's enhanced cleaning and application of disinfectant.

Health Care Services and Local Health Partnerships

In lieu of an on campus student health center, Averett students access readily available, comprehensive health care services through the University's existing partners which include SOVAH Health and Centra Health Care. These health care providers are located from as close as a few blocks away to less than three miles. Beginning fall 2020 and in response to COVID-19, the University has arranged with SOVAH Health to provide students with both telehealth and in person appointments at the SOVAH Health Mt. Hermon location in Danville, consistent with Averett's established health and safety protocol for students. In addition to our existing established partners, students are able to access wide-ranging health care services throughout the community. Specific information about these partners and procedures for accessing health care services will be communicated to students in a variety of ways including the new welcome kits, new student orientation, residence hall meetings and each of the arrival check in processes.

Students will be required to do daily health screenings through the LiveSafe application and if a student does not pass the health screening they will be instructed to call our university health triage line. This line will be staffed by one of our student life team members who will be trained to ask further questions of the student to determine next steps to best support them. Through this assessment the student may be referred to the Mt. Hermon clinic for a same day tele-health or in person appointment. Students will also have the choice of making an appointment with their current healthcare provider or one of their choosing in the area.

Averett employees can avail themselves to the Averett's health insurance plan (anthem.com) which offers a list of providers in the Anthem network and offers telemedicine through LiveHealthonline.com where Anthem is extending the waiver of telemedicine cost shares until 9/30/2020 because of the COVID-19 pandemic. In addition to SOVAH Health

and Centra Health Care, there are a number of urgent care and testing sites available to the Averett University employees, such as MedExpress, Go Docs, and Paths. The Virtual Wellness Center (VWC), the University's wellness portal, has many good tips on how to help educate ourselves and our family members. The link to access the 2iWellness portal: <https://vwc.2iwellness.com/>.

Our Health Advocate benefit hosts many resources related to employee and family health. Health Advocate makes healthcare easier by leveraging a combination of personal support, data and technology to engage people in their health and well-being. For more information, go to: www.HealthAdvocate.com/VPCBC

Another resource for our full time employees is through our MetLife insurance program. MetLife offers an Employee Assistance Plan (EAP) that provides faculty and staff members with support services for a variety of issues associated with daily living. Their web site: <https://metlifeep.lifeworks.com/>.

Averett is working closely with the Pittsylvania/Danville Health District Headquarters (326 Taylor Drive, Danville, VA 24541; 434-766-9828), as well as those health care facilities in the coordination of all activities necessary to ensure the health of faculty, staff and students in the Averett community. This includes the following:

- Weekly reports from the Virginia Department of Emergency Management (VDEM) that include summary information on the number of cases and contacts in the jurisdiction and district.
- Support in coordinating outbreak investigations that will include providing specific disease prevention and control recommendations to reduce the spread of disease.
- Assistance in identifying resources for diagnostic testing for Averett employees and students, including private and public testing options.
- Telemedicine solutions in conjunction with local health care providers to ensure the continued delivery of high-quality care. For patients who meet certain clinical criteria, physician offices are offering telehealth appointments, which are virtual, face-to-face visits with a provider using a video conferencing service. [LiveHealth® Online](#) consultations are also available for University employee health plan participants.

HEALTH MONITORING, RESPONSE AND COMMUNICATIONS

Testing Strategy

A robust testing program rapidly identifies COVID-19 infections, reduces transmission within the campus community and provides campus public health surveillance data. Averett is working with SOVAH Health and the Pittsylvania/Danville Health Department to test students, faculty and staff based on the individual categories below. All testing will be managed by SOVAH Health, the Pittsylvania/Danville Health Department and/or the individual's health care provider. All students who have received testing are required to notify the case manager with whom they are working.

Individuals with signs or symptoms consistent with COVID-19:

- All Averett University campus community members with a positive finding on the daily health screen and/or symptoms compatible with COVID-19 will be evaluated by a telehealth clinician or their personal health care provider. Providers will use their judgment to determine if a patient has signs or symptoms compatible with COVID-19 and whether the patient should be tested.
- Providers will consider testing for other causes of respiratory illness, like influenza for example, in addition to testing for COVID-19 depending on the patient's age, season or clinical setting. It is important to note that detection of one respiratory pathogen (e.g., influenza) does not exclude the potential for co-infection with COVID-19.

Asymptomatic individuals with recent known or suspected exposure to COVID-19 to control transmission:

- Testing is recommended for all close contacts of persons with COVID-19 infection. Because of the potential for asymptomatic and pre-symptomatic transmission, it is important that contacts of persons with COVID-19 infection be quickly identified through contact tracing, and then tested and quarantined.
- A close contact (as defined by Virginia Department of Health) is any individual within six feet of an infected person for at least 15 minutes starting from two days before the person became sick (or two days before specimen collection if asymptomatic) until the person was quarantined or isolated.

Public health surveillance for COVID-19:

- Testing is considered to be surveillance when conducted among asymptomatic persons without known or suspected exposure to COVID-19 for early identification, to detect transmission hot spots, or characterize disease trends within the Averett campus community.

Averett University also follows the newly adopted Virginia Department of Labor & Industry (DOLI) standards that require all employers to mandate social distancing measures and face coverings for employees, provide frequent access to hand washing or hand sanitizer, and regularly clean high-contact surfaces.

Campus Monitoring

All students and employees are expected to complete a daily health self-assessment.

Averett University is working directly with the Virginia Department of Health (VDH) representatives, Chris Garret, Local Health Emergency Coordinator, and Chris Andrews, Epidemiologist. We are in communication with the VDH on a regular basis and have discussed their protocols for monitoring cases in the community that may be campus centered.

The Dean of Students, representing the student community, and the Director of Human Resources, representing the employees, are working in tandem with the Virginia Department of Health, and through Zoom meetings, with the Office of Residence Life, Student Engagement, and the Director of Sports Medicine/Head Athletic Trainer, to share new regulations, operational issues, and updates to ensure open communications with the campus community.

All managers, supervisors, and division chairs are asked to conduct check-ins regularly with employees to discuss their challenges, concerns or questions. They are to offer support during this transition and to contact Human Resources for any additional assistance needed addressing concerns or answering questions.

If an employee voluntarily self-identifies as being high-risk for COVID-19, is living with someone considered high-risk based on the CDC guidelines, or are following self-quarantine protocol, they are asked to consult with the HR Director regarding possible employee accommodations, options for telework or leave support for the employee. If an employee voluntarily discloses, this information will be kept confidential in accordance with Averett University personnel policies.

Extra precautionary measures have been and will continue to be communicated to the Averett community. In the case of an employee who has symptoms that persist such as, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, the individual may not return to work until the individual has:

- Been without a fever for at least 3 days (72) hours without the use of fever-reducing medications;
- Shown improvement in respiratory symptoms (e.g. cough, shortness of breath);
- Have allowed 7 days to pass since their symptoms first appeared; or if the employee has symptoms that could be COVID-19 and wants to return to work before following a., b. and c. listed above, the individual must follow the University's Return to Work policy, and obtain a fitness for duty certification from their health care provider.

We will instruct all employees with known close contact to a person who is lab-confirmed to have COVID-19 that they may not return to work on campus until the end of the 14-day self-quarantine period from the last date of exposure. They may perform telework dependent upon nature of work and manager guidance.

We are discouraging employees from sharing other employees' desks or equipment and encouraging them to wipe down desks and equipment between uses; and to maintain office cleanliness through removal of unnecessary debris, clean counter spaces, and support of cleaning efforts on common surfaces. If additional cleaning is needed, they are asked to contact Facilities Management.

Contact Tracing

The Pittsylvania/Danville Health Department will notify the Dean of Students' Office if a student tests positive for COVID-19. If an employee tests positive, the Health Department will notify Human Resources. Per HIPAA and FERPA guidelines, health information is confidential and the name of the individual who tests positive will only be released on a need-to-know basis.

The Health Department performs a case investigation on anyone who tests positive for COVID-19. From that case investigation, a contact list is developed to trace all those who have been in contact with the infected person. The Dean of Students' Office and the Human Resources Office will support the Health Department in this process and it is the Health Department that determines who is a contact, which is defined as someone who has had exposure within six feet for greater than 15 minutes.

All cases and contacts are notified by the Health Department and given specific instructions on how to monitor their health, how to isolate/quarantine, and when isolation/quarantine will be completed. The Health Department will notify the University of all cases and contacts as well as the dates when the person who is in quarantine/isolation is released. The University, will notify within 24 hours, if a coworker tests positive for the virus to ensure that all precautionary measures are taken to mitigate risk to our faculty, staff, students, volunteers and visitors. Employees who are known or suspected to be positive for COVID-19 cannot return to work for 10 days or until they receive two consecutive negative tests.

Campus Level Syndromic Surveillance

Averett will use LiveSafe for daily screenings for students, faculty and staff and Simplicity (Advocate) for case management for students.

These screenings and use of software helps Averett's COVID-19 Response Team monitor COVID-19's spread and its effects on the Averett campus community, thus informing the University's effective response to support the health and safety of students, faculty, staff and campus visitors.

Surveillance data includes cases of confirmed COVID-19 infection within the campus community; number of quarantined campus community members; faculty, staff and student absenteeism; level of operational functioning within the University; and identified campus outbreaks of COVID-19 on campus.

Surveillance data will be collected by the daily LiveSafe screenings, screenings and temperature checks for student-athletes and screening information for faculty and staff from Human Resources.

Student data will be entered into the Simplicity system for case management and will be reviewed by the Averett University Student CARE Team. This team consists of representatives from Student Life, Student Success and Athletics and meets weekly to discuss student concerns, absenteeism and student illness. Faculty and staff data will be tracked by the Director of Human Resources and will be shared with the CFO/COO, who is the COVID 19 Coordinator and with the COVID-19 Response Team as appropriate.

Reports of student, faculty and staff absenteeism and illness will be shared with the COVID-19 Response Team, as well as the local Health Department and SOVAH Health.

Campus Outbreak Management

In the case of a campus outbreak, Averett would work in consultation with local and state public health officials to determine if and when a campus dismissal (return to remote learning) or shutdown (closure of campus offices) would be necessary under several conditions. Such conditions could include:

- Sustained negative trends in public health data, including a return to Phase Two under the Forward Virginia Blueprint for the Pittsylvania/Danville Health District; and/or,
- Concern from local health systems that hospital bed capacity is limited and/or testing capacity is insufficient.

Shutdown Considerations if Warranted

Averett has an Emergency Response Team that follows the protocols and processes of FEMA's nationally used Incident Command System. The COVID-19 team developed a plan for dealing with this pandemic, including shutdown considerations if severe pandemic related conditions warrant dismissals or shutdown. The criteria and process for making dismissal or shutdown decisions is done in consultation with local and state public health officials. Past pandemic related actions have included reducing campus activities, identifying essential personnel, conveying a communication plan and other matters related to the pandemic incident. The incident commander will make a determination regarding appropriate actions based on consultation with local and state health officials and other health and safety considerations. Actions could include:

- o Stay the course but increase monitoring
- o Temporarily shut down some functions/activities/programs that are riskier than others or where there is a hot spot; or become stricter in general such as restricting students from leaving campus, etc.
- o Temporarily shut down for a specific time—our first response back in the spring was to send people home for 2 weeks—this is highly related to when in the calendar the change occurs
- o Shut down, send people home and 100% online

The criteria used to determine shutdown considerations are informed by the health monitoring, testing, and contact tracing protocols listed earlier in this plan and include:

- o Number of confirmed cases, pertaining both to the institution and the community
- o The current Virginia and North Carolina COVID-19 phase level
- o Percentage of students and employees testing and percentage that are tested positive
- o Level of contact tracing—ease of tracing, resources for tracing, amount of tracing
- o Number of University people hospitalized
- o Whether local health care providers are experiencing capacity issues
- o Whether Averett has concerns with our capacity to quarantine or isolate students within our campus housing or those housing accommodations negotiated with local hotels for those students who cannot return home
- o Capacity to offer essential services on campus
- o Number of student and faculty absences that result in disruption to teaching
- o Conditions in local community, such as access to goods, services, etc.

Averett will continue to review pandemic planning, make appropriate revisions and adhere to best practices regarding protocols such as conducting periodic tabletop exercises regarding the plan throughout the academic year. Local and state public health officials will be included in the tabletop exercise and scripted communications regarding a pandemic incident will be reviewed and approved.

Communications

Communications to the Averett Community are up-to-date and timely. Employees are updated weekly via the Coffee Break Newsletter, Zoom chats with the president, and are directed to the University web site for updated reports. Managers are asked to communicate all COVID-19 related information to their respective department members and to direct questions, concerns and inquiries to the Director of Human Resources. As well, Zoom meetings with the Director of HR are scheduled for Thursday, July 9, 16 and 23 for any member of the faculty or staff to discuss their concerns, ask questions or simply to listen in to what others are asking. They are offered a confidential time to meet with her as well. Additional meetings may be added in August to continue the communication efforts of the HR department.

COMMUNITY SPACES

Dining on Campus

Dining Services will offer expanded meal hours and extended availability of hot food options to allow for social distancing.

In the dining hall, hand sanitizer stations and signage related to health and disinfection are prominently displayed along with floor spacing decals. Approximately 33% of the seating has been removed from the dining facility to allow for social distancing. The menu has been adjusted to minimize congestion and increase flow-through of members of the Averett community with minimal contact. Patrons of the dining hall will be expected to adhere to all University and public health and safety guidelines.

Dining hall employees will be in face masks or shields and added physical barriers between patrons and food service associates will be in place. Additional staffing will be added to assist in dining room disinfecting.

There will be little to no self-service condiments or tabletop items like salt and pepper, and most service items will be disposable. Further, there will be little to no self-service of any food items except for cereal, soft-serve ice cream, beverages or food items that have been pre-packaged to-go.

For specific food options, there will be an increased selection of pre-packaged items offered at each meal period for quick to-go options. There will be a reduction in all full-service options and reduced customization of offered menu items. Remaining stations will offer reduced or standardized options and a small section of staff may prepare customized salad bar or deli bar options. Each meal will be inclusive of at least one meat option, one vegetarian option and sides. Packaged/wrapped desserts will be served to patrons and an assortment of pre-packaged salads and basic sandwiches to-go will be available. The dining hall staff will work with the Office of Residence Life to develop a cooperative plan to address food allergies and other dietary needs.

In the Café dining room, seating has been arranged to allow for recommended distancing. Signs regarding distancing and occupancy limits have been ordered and will be posted both in the café and the store. Lastly, these policies combined with social distancing requirements have resulted in adjusted seating provisions which will be necessary to service as many patrons as possible around established class schedules. This change will limit the ability for patrons to remain in the café for extended periods of socialization.

Blount Library

The Blount Library will follow Averett University's COVID-19 guidelines on social distancing and health hygiene, will rearrange furniture to ensure a six-foot distance and will be open only to the Averett community until further notice. To ensure this limited access, the door will only be accessible by keycard. Face coverings will be required of all library staff and patrons and social distancing of six feet will always be practiced. A Plexiglas shield is being installed at the circulation desk. Students and faculty in need of extensive research consultation will be asked to schedule online consultations using Zoom and a chat feature will be added to the library website.

Schoolfield House Booksellers

The campus bookstore, Schoolfield House Booksellers, has been reconfigured with hand sanitizers at the entrance, appropriate floor markings on the floor and Plexiglas at the transaction counter. There will also be signs posted indicating the total number of individuals allowed inside at one time and patrons will be required to wear a face covering.

The bookstore staff has developed plans to ship books directly to commuter students at their home addresses. Plans are being finalized for scheduled book pick-up at the bookstore for residential students and additional staff is scheduled to assist in pulling books for students.

Communal Campus Spaces

Social distancing, the use of face coverings, limited occupancy maximums and enhanced cleaning will occur in additional communal spaces on all of Averett's campuses. Some examples of such spaces include athletic training and weight rooms, Barkhouser Computer Lab, Carrington Academic Center on the North Campus, Carrington Gym, Frith Hall commuter spaces, Frith Fine Arts, Grant Center, President's House, President's Suite, among others.

CAMPUS EVENTS AND VISITORS

University Events

Procedures and protocols for campus events will include social distancing amongst groups of visitors and spectators, enhanced cleaning and disinfecting in public areas and an increased number of hand sanitizer stations. Averett adheres to CDC guidelines regarding the use of face coverings throughout each of its campuses by students, faculty, staff and visitors.

Large academic events such as convocations, graduations and other ceremonies will follow University social distancing guidelines (though family units may sit together). If this cannot be achieved, the events will be either moved to a larger venue, conducted virtually, postponed or cancelled. Plans for graduation remain flexible with the goal of hosting graduation as social distancing and health/safety guidelines permit.

Athletics

Averett Athletics will continue to monitor and adhere to any required NCAA, conference, local, state and national guidelines, and changes may be made to ensure safety for our student-athletes, staff and fans. Athletics plans to welcome spectators in a modified capacity for its Fall 2020 home events.

Visitor Protocols

Averett is reopening for visitors including prospective students and their families on July 7, 2020, and incorporates the most current guidance from the state and health and safety guidelines. All visitors are encouraged to enter and register with Averett Central to connect with their Averett contact. They will be provided with a mask if they do not already have one.

Prospective students and their families can [register](#) for tours online, and tours will be personalized for one family at a time. As a family views the registration page, only open tours are available for selection. Upon arrival, if family members are not already wearing masks, each family member will be provided with one to wear for the entire tour, as well as fill out a visitor health questionnaire. Tours will include new hand sanitizing stations as well as the addition of health and safety guidance across our campuses.

Overnight visits by prospective students will be paused until further notice.

Facility Rentals

At this time Averett is not renting its facilities to outside organizations.

Welcoming Back Averett Students

After an extraordinary end to the spring semester, we are excited to be together again soon. We know that this semester will be like none other, but we are completely committed to providing the full Averett experience. We have missed our students, and can't wait to welcome them back to campus this fall.

We are focused on ensuring our support of students as they transition back to campus life. Students will be provided health and safety information in advance of their arrival, and will undergo additional orientation sessions on detailed guidelines and University resources once back on campus.

HEALTH ASSESSMENTS AND EDUCATION

Prior to Arrival

Prior to arrival on campus, all students will complete a health questionnaire that will be returned to the Dean of Student's Office. This office will follow up as warranted by information from the questionnaire.

In addition, all students will complete a COVID-19 prevention education module through our learning management software to allow for verification of completion. Training is in accordance with all guidelines from the state and health and safety practices and includes topics like expectations upon return; the basics of COVID-19; best hygiene practices; respiratory etiquette protocols; sick policy; and cleaning procedures. Failure to complete these items prior to a student's arrival may impact the ability of a residential student to move into their residence hall or a commuter student to attend class.

Upon Arrival to Campus

Upon arrival, each student will undergo a health and wellness screening to confirm their emergency contact information, verify their health history form and complete another health questionnaire. Should the student present with symptoms of COVID-19, the Dean of Students' Office will work with them to return to campus when they are no longer symptomatic.

All students will be asked to do daily self-monitoring in order to assess for any COVID-19 symptoms through Averett's LiveSafe application or on Averett's website. The questions will include:

- Do you have a Fever of 100.4 F or higher? Do you have a cough?
- Do you have difficulty breathing or shortness of breath?
- Have you experienced close contact exposure to a person who has or is presumed to have COVID-19 within the past 14 days?

Once completed, students will receive an email that indicates that they have completed their self-check for the day that can be shared with professors for in-class sessions.

If students answer yes to any of the above questions, they will be instructed to call the Averett On-Call Health Line in order to reduce the risk of transmission of disease to others students and to seek support in regard to next steps.

The On-Call Health Line representative will ask the student further questions to better understand the symptoms they are experiencing and to suggest next steps. Students needing to see a health care provider will be directed to the SOVAH

Family Medicine - Mount Hermon walk-in clinic (2767 Franklin Tpke, Danville, VA 24540; 434-835-0105), or instructed to call their provider if desired and available.

Students will call in advance to schedule a telehealth appointment, during which the health care provider will determine if the student requires further care or is displaying symptoms of COVID-19. If the latter, the provider will work with the student to arrange for testing at the SOVAH Family Medicine - Brosville clinic (10390 Martinsville Hwy, Danville, VA 24541; 434-685-3106) and test results will be provided to the student within 2-3 business days. The student should remain in contact with the Averett On-Call Health line representative throughout this process to ensure next steps.

Per the NCAA, all student-athletes will have mandatory daily health checklists and temperature checks through Averett Athletics.

COVID-19 Accommodations

The Dean of Students' Office and the Office of Student Success will offer options for students at higher risk for severe illness that limit their exposure risk (see Appendix A for list of high-risk populations). Students requesting alternate learning arrangements for conditions deemed a higher risk for COVID-19 by the CDC should make such a request through the Office of Student Success. Students should complete the COVID-Related Temporary Accommodation Request Form as soon as possible in order to make necessary arrangements for the upcoming semester.

International Students

Averett recognizes the unique needs of all students arriving from great distances including those of our international students. The Dean of Students' Office, the Office of Housing and Residence Life and the University Principal Designated School Official (PDSO) will give international students specific guidance on dates for check-in and ways that the University will support them. Due to advances in our utilization of technology, we will offer services consistent with services offered on campus. Additionally, the University will facilitate remote learning to support students.

Counseling Services

Students will be able to access Counseling Services at Averett either in person or virtually. In-person visits must be scheduled online and will follow social distancing guidelines such as maintaining six feet of distance during visits and wearing face coverings. The Counseling Center will follow cleaning guidelines created by the CDC after each in person appointment as well as daily.

Student Information Technology Assistance

Students will receive information technology related assistance throughout their curricular and co-curricular activities. The Information Technology department has a HelpDesk operational plan to provide various services, including face-to-face services, while following the University health and safety protocols. IT staff will be monitoring the [HelpDesk ticket system](#), which is also available through the [Student Tools](#) section of the Averett website. Assistance will also be provided by calling the IT HelpDesk (434-791-5720) or entering [IT's Zoom meeting room](#). The IT staff will answer question, provide guidance, and with certain limitations and the expressed permission of the student, gain access to the student's device in order to assist remotely.

Clubs and Organizations

Each advisor of a club or organization will attend a virtual training provided by the Office of Student Engagement within the first week of classes. This training details how advisors can support their club or organization with scheduling and holding meetings and events while adhering to the institution's guidelines.

Each member of a registered club or organization will attend a virtual training provided by the Office of Student Engagement within the first week of classes. This training outlines how groups can hold meetings and how to plan events incorporating social distancing and health and safety protocols.

Transportation

Averett University partners with the City of Danville Transit for shuttling students to and from campus locations throughout Danville. The City of Danville has confirmed that all drivers are provided face coverings, disposable gloves, disinfectant solution and paper towels to wipe down surfaces in their area.

Each bus is equipped with sneeze guards.

In addition, Danville Transit presently limits passenger seating to nine persons for fixed-route buses that have a total of 28 seats. All buses used in Averett's shuttle service are equipped with passenger bench seats that can be positioned upright to maintain social distancing.

Averett will ensure that students and campus personnel utilizing transportation services adhere to health and safety best practices. As necessary and as demand dictates, supplemental buses or vans will be added to the shuttle route.

STUDENT QUARANTINE AND ISOLATION

Quarantine

Asymptomatic students exposed to a person with known or suspected COVID-19 infection should immediately call Residence Life on Call. Any student assessed by a health care provider or the Health Department and asked to quarantine, due to close contact with someone who has tested positive for COVID-19, are encouraged to return home, if possible. If a student is unable to return home due to travel limitations or other circumstances, best practice protocol regarding quarantine will be administered including provisions for the following:

- Housing either on campus or in the local community;
- Continuation of education;
- Appropriate notifications; and
- Basic needs and medical case management.

Isolation

When a student is assessed by their health care provider and asked to engage in isolation due to a positive COVID-19 test, they will be encouraged to return home, if possible. If a student is unable to return home due to travel limitations or other circumstances, best practice protocol regarding isolation will be administered including provisions for the following:

- Housing either on campus or in the local community;
- Continuation of education;
- Basic needs and medical case management; and
- Appropriate notifications, including to the Dean of Students' Office which, in consultation with the local Health Department, should inform any exposed person(s) of their possible exposure to COVID-19 while on University property, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA).

Averett will support students by providing counsel about their options, using appropriate health and safety protocols.

Access to Academic Adjustments

The Student Success Center staff will contact any student who is in isolation and quarantine to review options for continuation of coursework. Students will have the option to send an email to their instructors and advisor(s), notifying them of their current situation. For questions regarding academic support, students will follow established protocol with the Student Success Center team that includes multiple options like calling, emailing or scheduling a virtual meeting.

After Recovery

In the case of an Averett student who was diagnosed with COVID-19, the individual may return to class when all three of the following criteria are met:

- At least 72 hours have passed since the resolution of a fever without the use of fever-reducing medications;
- Improvement is shown in respiratory symptoms, like a cough and shortness of breath; and,
- At least 10 days have passed since their symptoms first appeared.

In the case of an Averett student who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19 and the individual may not return to class until they have met the same criteria listed above.

RESIDENTIAL LIFE AND HOUSING

Check-in Process

Averett will welcome students on campus to check into campus residence halls between July 26 and August 18. This staggered approach provides each student with a specific check-in date and time to allow for social distancing and health and safety procedures. Students may have up to two visitors accompany them to move in. These visitors will also complete a health questionnaire that will be reviewed by Student Life staff at the time of check-in.

Housing Assignments

Averett University has residence halls with rooms that are designated as singles, doubles, triples and suites. In accordance with health and safety guidelines, there will only be single and double occupancy available for the 2020-2021 academic year.

While students' housing assignments remain as indicated during housing selection in the spring, students requesting changes to their housing assignment or requesting to live in a single will continue to contact the Office of Housing and Residence Life for approval.

Health and Safety Protocols

All students will participate in a training prior to arriving on campus regarding social distancing and health and safety guidelines pertaining to COVID-19 with specific details of how to apply these concepts and guidelines in housing and residence life as well as while on campus. If students have questions, Housing and Residence Life will be able to direct them to additional resources. Failure to comply with University requirements may result in disciplinary action.

Shared restrooms and common spaces will be available to students and will require that students adhere to all University and public health guidelines. The Budd Group housekeeping staff will adhere to CDC guidelines regarding the application of disinfectants in shared restrooms. All public spaces in residence halls will undergo increased cleanings.

All residential students will be expected to wear face coverings and observe social distancing in communal spaces in residence halls.

Visitor's Policy

No more than four people will be allowed in a residence hall room. Residential students are not allowed to have any non-Averett students visit or stay overnight during the fall semester. No unauthorized visitors are allowed into residential spaces (i.e. someone visiting a residence hall who does live in the residence hall or someone visiting a suite or apartment who doesn't live in that suite or apartment).

Welcoming Back Averett Employees

The wellbeing of the Averett community is paramount as many employees plan to return to campus this summer. Faculty and staff, many of whom have been working remotely since mid-March, will be coming back to campus in organized increments, beginning July 6 and running throughout July and early August. Averett is offering flexibility in responding to its employees' individual circumstances.

Prior to Arrival

All faculty and staff are required to complete a [return-to-campus questionnaire](#) prior to their return to on-campus work, as well as certify they have completed a training video for safe practices in the workspace during COVID-19. The Director of Human Resources will work with individual division chairs and supervisors whose employees' return-to-work questionnaires suggest special considerations are necessary. All Averett Athletics staff will additionally follow required NCAA guidelines. Ongoing educational training and frequent communications reinforcing the importance of safe practices in the workspace when appropriate will create a culture of appropriate health and safety behaviors.

Upon Arrival

All employees will be asked to do daily self-monitoring in order to assess for any COVID-19 symptoms through an online link to Averett's LiveSafe system. The questions will include:

- Do you have a Fever of 100.4 F or higher? Do you have a cough?
- Do you have difficulty breathing or shortness of breath?
- Have you experienced close contact exposure to a person who has or is presumed to have COVID-19 within the past 14 days?

Should an employee's schedule need to be altered as a result of any of the above circumstances, staff are instructed to notify their supervisor and faculty are instructed to contact their division chair. In addition, all employees must consult with Averett's Human Resources Office to seek support in regard to next steps and in order to reduce the risk of transmission of disease to others on campus.

If an Employee Becomes Sick

All laws and guidelines that have been issued related to the COVID-19 pandemic will be adhered to for all employees, including flexible leave policies. Checklists for division chairs and supervisors have been issued that outline the protocol for employees returning to work after recovering from the COVID-19 illness.

In the case of an Averett employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:

- At least 72 hours have passed since the resolution of a fever without the use of fever-reducing medications;
- Improvement is shown in respiratory symptoms, like a cough and shortness of breath; and,
- At least 10 days have passed since their symptoms first appeared.

In the case of an Averett employee who has potential symptoms of COVID-19 but does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19 and the individual may not return to work until they have met the same criteria listed above.

Business Partners on Campus

All business partners with employees on campus on a routine basis (e.g. Follett, The Budd Group and Bon Appétit) are to confirm that their employees have watched a training video and/or have been provided COVID-19 training specific to their daily tasks and their interactions with the Averett community.

Faculty and Staff Technology Assistance

Faculty and staff will receive information technology related assistance and support while on campus or working remotely should circumstances warrant. The Information Technology department has a HelpDesk operational plan to provide various services, including face-to-face services, while following the University health and safety protocols. IT staff will be monitoring the [HelpDesk ticket system](#), which is also available through the [Student Tools](#) section of the

Averett website. Assistance will also be provided by calling the IT HelpDesk (434-791-5720) or entering [IT's Zoom meeting room](#). The IT staff will answer questions, provide guidance, and with certain limitations and the expressed permission of the employee, gain access to the employee's device in order to assist remotely.

Footnote: *Averett University's "One Averett, Together Again" Fall 2020 Plan for Reopening has been certified by Averett President Dr. Tiffany M. Franks. This plan is under review by the State Council of Higher Education for Virginia.*

Appendix A: High-Risk Populations

Persons in higher-risk populations should take extra precautions. [Higher-risk populations are defined by the CDC](#) include:

- People 65 years and older
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - chronic lung disease or moderate to severe asthma
 - serious heart conditions
 - immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - severe obesity (body mass index [BMI] of 40 or higher)
 - diabetes
 - chronic kidney disease/undergoing dialysis
 - liver disease

If an employee has health or safety concerns about returning to work on-site, the decision to return is ultimately left to the employee in consultation with their physician. If an employee expresses concern for their safety in returning to work, consult with HR to determine if accommodations can be made for alternate work arrangements.

Appendix B: Housekeeping Services and Standard Operating Plan by the Budd Group



Averett University: Restart Plan

The Budd Group works with higher education customers as we are all striving to navigate reopening our schools. This guide shares the company's biggest takeaways after weeks of operating in the midst of the pandemic. This guide includes tips on best safety and cleaning practices, recommendations for enforcing social distancing rules, and advice about communicating with employees.

Our teams are monitoring government policy changes, Centers for Disease Control (CDC) guidelines, government mandates and public health advancements and will continue to make changes as necessary or appropriate to our protocols and procedures. This guide has been developed in consultation with leading public health medical professionals.

It is our intention to assist you with reopening with a phased approach beginning with reduced occupancy strategies, physical distancing measures in place, temperature checks and no large gatherings. Sure, we know wearing a mask is uncomfortable; however, it will allow our economy to reopen faster.

During this time our teams will use cleaning products and protocols which meet EPA guidelines and are approved for use and effective against viruses, bacteria and other airborne and bloodborne pathogens. We are working with our vendors, distribution partners and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.

Not all businesses are the same, but our goals are the same. And while there is no “one shoe that fits approach” we want to do what is needed to make a difference. Taking holistic approach to safety and wellbeing of our employees while we aid your teams will lead to better outcomes. Working together we can all support each other and help reopen businesses safely.

1. **Communication Strategy**

Tensions run high during a crisis but keeping a level-head and maintaining a human element in communications will help organizations in the long run. Remember, the goal of crisis communications is to calm nerves, share valuable and relevant information and provide resources that empower employees to make informed decisions about their health and safety. Below you will find key elements for providing communication to building occupants and visitors during your reopening process.

- **Audio Broadcasting**
 - ✓ Audio recordings to remind staff and students of physical distancing rules and hygiene guidance with regards to handwashing. Airing these messages every 15 minutes
- **Traffic & Distancing Signage**
 - ✓ Encourage physical distancing with widespread signage
- **Crisis De-escalation Tips:**
 - ✓ Prepare staff and students for confrontations with "de-escalation" tips. In many ways, the pandemic has brought out the best in people, but the stress and fear can lead some to be confrontational ([CPI: Top 10 De-Escalation Tips](#)).
- **Daily Pre-Shift Staff Huddle**
 - ✓ Prepare huddle guides or talking points for professors and staff to use that encourage students to follow recommended hygiene practices ([OSHA: Guidance on Preparing Workplaces for COVID-19](#)).
- **Away From School and Work Hygiene**
 - ✓ Knowing that these items alone are not enough, educate staff and students on good personal hygiene and other healthy habits while not working ([CDC: Handwashing and Hand Sanitizer Use at Home, at Play, and Out and About](#))
- **Entrance Guidance**
 - ✓ Ask visitors who are required to enter your locations to follow the guidance of local, state and federal governments in regard to wearing masks and other PPE equipment

- ✓ Use closed for cleaning signs if necessary during “Daily Disinfecting” services.
- ✓ Properly greet students, staff, administrators and visitors at main entrance with instructions and verifying symptoms have been checked.
- ✓ Communication on hand washing for personal carried throughout campus such as backpacks

2. Facility Preparedness Strategy

Forming a response team and assigning responsibilities is one of the crucial steps in emergency response planning. If your emergency response team members are not familiar with their roles and responsibilities, important response actions may be missed. Provided below are a few guidelines for forming teams. Also drafting policies/procedures are a critical foundation of the re-opening process.

➤ Dedicated Response Team

- Set up a Response Team (Task Force, Emergency Response Team, etc.).

➤ Develop Standard Protocol

- Have a plan in place to review and understand responsibilities and protocol that are to be followed:
- Team Structure: Team meet daily once established:

□ Access Control

□ Prevention & Protocol

□ Sanitization & Disinfection

□ Communication & Training

□ PPE & Materials

□ Daily Case Evaluation

➤ Monitor Developing Guidelines

- ✓ Stay abreast of guidance from federal, state, local, tribal, and/or territorial health agencies.

➤ Basic Infection Prevention

- ✓ Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.
- ✓ Hold meetings with transportation provider to review protocols, implement disinfection protocol for buses if applicable.

3. Cleaning & Disinfection: Athletic Spaces

Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. ([CDC: Cleaning And Disinfecting Your Facility](#)).

➤ Cleaning Frequency:

- ✓ Increase cleaning frequency throughout the facility and bathrooms, consider misting disinfection frequency with current providers (CDC: Cleaning and Disinfecting Your Facility).

a) Interior: Sanitize the following areas at least once per hour

- Guest and garage elevators
- Entry doors
- Vending machines
- Credenzas
- Stairway handrails
- Indoor seating
- Dining tables and counters
- All high touch points

b) Exterior: Sanitize the following areas at least once per hour

- Exit doors
- Water fountains
- Exterior handrails
- Employee smoking areas

- Exterior benches
- Trash bins

- **Disinfect High Touch Points:**
 - ✓ Assign dedicated staff to wipe down high touch points with disinfectants during hours of operations
 - ✓ Daily disinfecting timesheet noting the last time area was disinfected.
- **Sanitation Stations:**
 - ✓ Enhance daily sanitation practices by setting up stations to include teacher/students, hand-held devices, food services, entrances/exits, etc.
- **Non-fixed Equip Cleaning**
 - ✓ Instruct maintenance staff to wipe down equipment, including pallet jacks, ladders, supply carts, forklifts, golf carts and bikes between uses.
 - ✓ Daily disinfecting timesheet noting the last time area was disinfected.
- **Essential Staff Only:**
 - ✓ Temporarily suspend visitors from all public space locations unless business critical.

4. Cleaning & Disinfection: Classroom Areas

- **Cleaning Frequency:**
 - ✓ Increase cleaning frequency throughout the facility and bathrooms, consider misting disinfection frequency with current providers
 - a) Production: Sanitize the following areas at least once per hour
 - ☐ Main employee walkways ☐ Entry doors
 - ☐ Vending machines ☐ All high touch points
 - ☐ Stairway handrails
- **Disinfect High Touch Points:**
 - ✓ Assign dedicated staff to wipe down high touch points with disinfectants during hours of operations
 - ✓ Daily disinfecting timesheet noting the last time area was disinfected.
- **Sanitation Stations:**
 - ✓ Enhance daily sanitation practices by setting up stations to include teacher/students, hand-held devices, food services, entrances/exits, etc.
- **Non-fixed Equip Cleaning**
 - ✓ Instruct staff to wipe down desk and space them 6' apart
 - ✓ Daily disinfecting timesheet noting the last time area was disinfected.
- **Essential Staff Only:**
 - ✓ Temporarily suspend visitors from all public space locations unless business critical.

5. Cleaning & Disinfection: Student Health

- **Disinfect High Touch Points:**
 - ✓ Assign dedicated staff to wipe down high touch points with disinfectants during hours of operations
 - ✓ Daily disinfecting timesheet noting the last time area was disinfected.

- **Sanitation Stations:**
 - ✓ Enhance daily sanitation practices by setting up stations to include teacher/students, hand-held devices, food services, entrances/exits, etc.

6. Cleaning & Disinfection: Office Spaces

- **Cleaning Frequency:**
 - ✓ Increase cleaning frequency throughout the facility and bathrooms, consider misting disinfection frequency with current providers
 - a) Interior: Sanitize the following areas at least once per hour

☐ Desk (keyboards, phones, etc.)	☐ Entry doors
☐ Light Switches	☐ Credenzas
☐ Mail box / printing area	☐ Indoor seating
☐ Tables and counters	☐ All high touch points
- **Disinfect High Touch Points:**
 - ✓ Assign dedicated staff to wipe down high touch points with disinfectants during hours of operations
- **Sanitation Stations:**
 - ✓ Enhance daily sanitation practices by setting up stations to include teacher/students, hand-held devices, food services, entrances/exits, etc.
- **Non-fixed Equip Cleaning**
 - ✓ Instruct staff to wipe down desk and space them 6' apart
 - ✓ Daily disinfecting timesheet noting the last time area was disinfected.
- **Essential Staff Only:**
 - ✓ Temporarily suspend visitors from all public space locations unless business critical.

7. Cleaning & Disinfection: Transportation Buses

- **Disinfect High Touch Points:**
 - ✓ Assign dedicated employee to wipe down high touch points with disinfectants and remediation cleaning for the buses.
- **Sanitation Stations:**
 - ✓ Hand sanitizer dispensers on school buses

8. Cleaning & Disinfection: Dorm Life

- **Cleaning Frequency:**
 - ✓ Increase cleaning frequency throughout the facility and bathrooms, consider misting disinfection frequency with current providers
 - a) Interior: Sanitize the following areas at least once per hour

☐ Desk (keyboards, phones, etc.)	☐ Entry doors
☐ Light Switches	☐ Credenzas
☐ Mail box / printing area	☐ Indoor seating
☐ Tables and counters	☐ All high touch points
- **Disinfect High Touch Points:**
 - ✓ Assign dedicated staff to wipe down high touch points with disinfectants during hours of operations
 - ✓ Cleaning supplies for dorm rooms, exchange process, centralized station for refills and products
- **Sanitation Stations:**

- ✓ Enhance daily sanitation practices by setting up stations to include teacher/students, hand-held devices, food services, entrances/exits, etc.
- **Fixed Structure Barrier Protection**
 - ✓ Cleaning supplies for dorm rooms, exchange process, centralized station for refills and products
- **Non-fixed Equip Cleaning**
 - ✓ Instruct staff to wipe down items and space them 6' apart
 - ✓ Daily disinfecting timesheet noting the last time area was disinfected.
- **Essential Staff Only:**
 - ✓ Temporarily suspend visitors from all public space locations unless business critical.
 - ✓ Sealed doors when sanitation services are complete, sign that says “this room is fresh and sanitized” placed on door.
- **Welcome Back Kit:**
 - ✓ Kits containing hand sanitizer, mask, wipes, add your logo, personalize the kit

9. Cleaning & Disinfection: Student Health

- **Disinfect High Touch Points:**
 - ✓ Assign dedicated staff to wipe down high touch points with disinfectants and remediation cleaning for the campus student health facility.
- **Sanitation Stations:**
 - ✓ Increase the availability of hand sanitizer, wipes, for both visitors and employees.

10. Supply Chain:

Though it is difficult to predict the exact consequences of coronavirus, organizations might begin to see impacts across the supply chain. Procurement will be essential in helping businesses manage these events, with focus consolidation and MRO concepts. Supplier management will emerge from the shadows a business work together to reopen.

Materials Procurement:

- **Personal Protective Equipment**
 - ✓ Purchase minimal of 90 day supply of personal protective equipment, such as masks and gloves, and make sure they know how to properly use and dispose of these items ([CDC: Mask Understanding The Difference](#))
- **Sanitizers/Hand Wipes**
 - ✓ Provide resources that promotes personal hygiene:
 - Tissues ▫ No-touch trash cans
 - Hand soap ▫ Disinfectant ([EPA: Disinfectants for Use Against SARS-CoV-2](#))
 - Alcohol-based hand rubs, at least 70 percent alcohol
 - Disposable towels for both visitors and employees
- **Non-Contact Thermometer**
 - ✓ To ensure temperature checks at the beginning of each shift purchase Non-Contact Thermometer (Suggested: 1 per 100 employees/shift).
- **Disinfection Cleaning Signs**
 - ✓ Purchase signs for “Daily Disinfecting” services which can be used to block areas off
 - ✓ Cleaning supplies for dorm rooms, exchange process, centralized station for refills and products

➤ **High-efficiency Air Filters**

- ✓ The risk of pathogen spread can be affected both positively and negatively by the airflow patterns, thus air filtration needs to be evaluated ([ASHRAE: Position Document On Infectious Aerosols](#)).