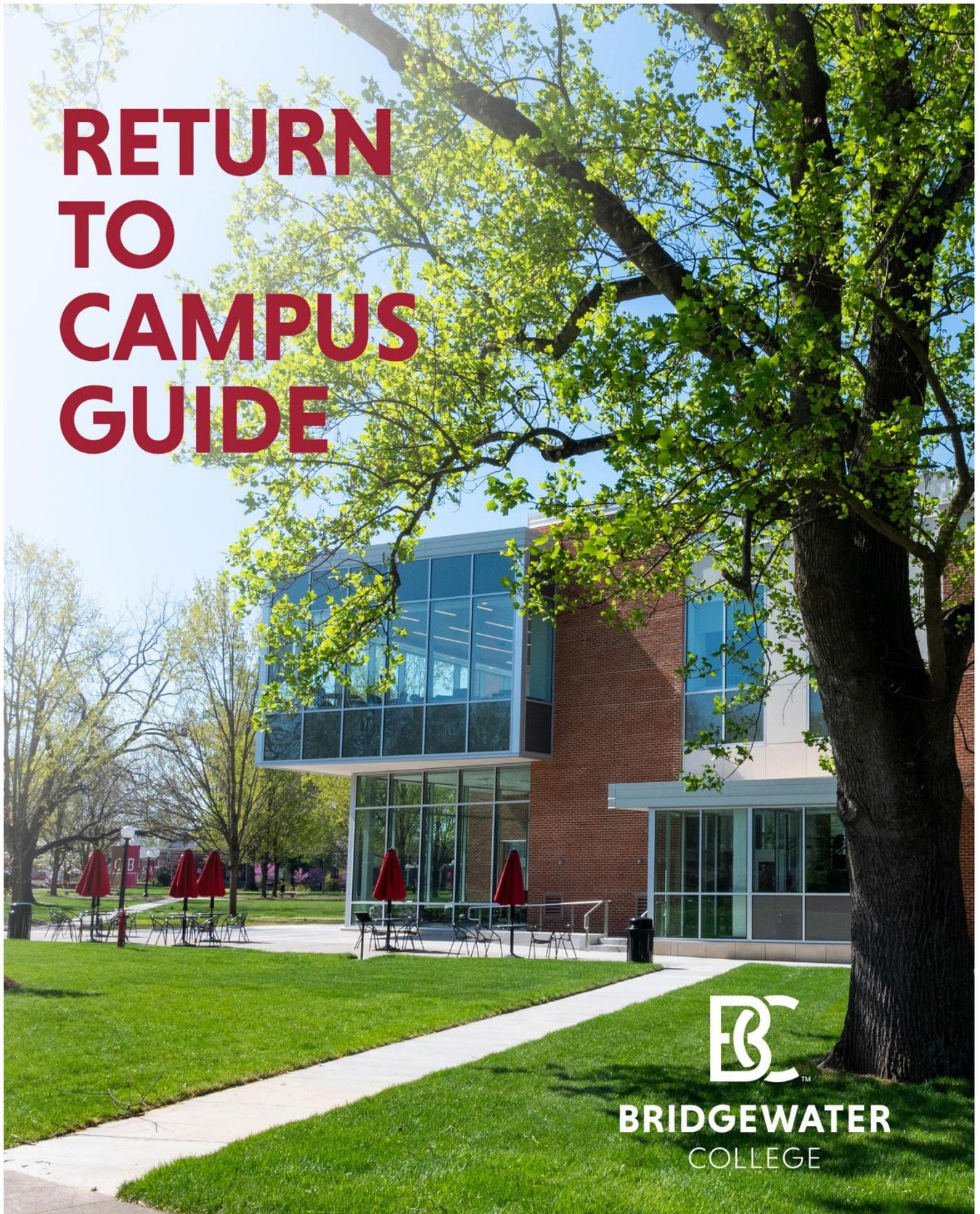


RETURN TO CAMPUS GUIDE



BRIDGEWATER
COLLEGE

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Introduction

President David Bushman established a COVID-19 Task Force, co-chaired by Dr. Leona Sevick, Provost, and Vice President for Academic Affairs, and Dr. Leslie Frere, Vice President for Student Life and Dean of Students, charged with developing plans for offering in-person instruction and reopening Bridgewater College. The Task Force includes representatives from Academic Affairs, Human Resources, Information Technology, Facilities, Custodial Services and Food Services. This Return to Campus Guide is the collective work of virtually every department at the College, and is in line with guidance from both federal and Virginia authorities.

The Centers for Disease Control and Prevention (CDC) [recommends](#) that colleges and universities designate an administrator to be responsible for responding to COVID-19 concerns, and ensure that the campus community knows who this person is and how to contact them. Roy Ferguson, Executive Vice President, will serve as the administrator responsible for responding to COVID-19 concerns. Here is his contact information:

Responsible Administrator: Roy Ferguson, Executive Vice President
Office: Flory Hall, room 102
Phone: (540) 828-5307
Email: rferguson@bridgewater.edu

Section 1: Guiding Principles

The safety of our faculty, staff, and students, and the public with whom the College interacts, is a priority for Bridgewater College in the development of policies and protocols for responding to the COVID-19 pandemic. The primary goal for Bridgewater College in responding to the COVID-19 pandemic is to continue the College's vital educational mission.

Bridgewater College's plans are aligned and consistent with the Commonwealth of Virginia Phased Reopening model as well as recommendations and guidance from the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH).

The College is planning for a return to on-campus instruction this fall. As our knowledge and understanding of the COVID-19 virus and the broader public health landscape continue to evolve, our guidelines, policies and plans will be updated. Regardless of specific conditions:

1. Bridgewater makes a priority the health, safety and welfare of every member of its community.
2. None of us can guarantee what shape COVID-19 will take, and none of us – including the College – can guarantee a COVID-19-free environment. This is simply not feasible. It would be disingenuous to suggest otherwise.
3. Taking steps to minimize the risk of COVID-19 infections at Bridgewater is a shared responsibility. Every member of our community must do their part. This means adhering to national, state, and local health guidelines and requirements, and adhering to those measures Bridgewater deems safe and appropriate for its campus.
4. As a matter of transparency, each member of our College community must understand that if you come or return to the physical campus of Bridgewater College, there is a risk

you may contract COVID-19. The College is taking all recommended steps to mitigate this risk, but it cannot categorically guarantee this will not happen. By coming onto campus, you understand that this is possible.

This Guide is equivalent in all respects to a College policy. All faculty, staff and students are expected to comply fully with the policies, protocols and guidelines outlined in this document, as amended from time to time. Failure to do so may result in corrective action.

Section 2: Health and Safety

2.1 What is COVID-19 and How Does it Spread?

COVID-19 is a mild to severe respiratory illness caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2).

- COVID-19 is primarily spread from person-to-person through respiratory droplets, generated when an infected person coughs, sneezes, talks, shouts or sings.
- You may also become infected by touching your mouth, nose or eyes after sharing or handling any object or touching a public surface contaminated by the virus.
- Because COVID-19 spreads between people who are in close proximity to one another, it is important to avoid contact and physically distance (at least six feet) from others when possible, and all employees are required to wear a face covering while on campus (see below).
- Because COVID-19 can be spread through contact with surfaces and objects, frequent handwashing, use of hand sanitizer, and cleaning and disinfection of public surfaces also are critical to preventing the spread of the disease.

2.2 Symptom Monitoring and Self-Assessment

Faculty, staff and students are required to conduct symptom self-monitoring every morning before reporting to work or going to class or some other College-related activity. All employees and students must be free of any symptoms potentially related to COVID-19 to be eligible to report to work, come to campus or leave the residence hall room, unless such symptoms are due to an existing known unrelated health condition (e.g., seasonal allergies) or the individual has clearance from a qualified health care provider. Employees and students should use the [self-monitoring questionnaire](#) to ask themselves: “YES or NO, since yesterday, have I had any of the COVID-19 related symptoms or have I been exposed to the COVID-19 virus?” The College will provide periodic reminders to conduct symptom checks through signage and the College’s network systems accessed by employees and students (e.g., email, Canvas, Paycom).

At this time, the symptoms of COVID-19 include one or more of the following:

- Fever of 100.4°F or above
- 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
- Diarrhea

The CDC's most current list of symptoms is found [here](#).

2.3 What if an Employee develops symptoms of COVID-19?

If you experience symptoms prior to coming to work, do not report to work and inform your supervisor as soon as possible. If you experience symptoms while you are at work, inform your supervisor immediately. You may be asked to return home. In either case, Human Resources will contact you for more information and to discuss your eligibility to report for or return to work or if an alternative work arrangement may be appropriate.

If you are experiencing a medical emergency, you should contact 911 immediately.

2.4 What if a Student develops symptoms of COVID-19?

If you are a residential student and you experience symptoms, please stay in your residence hall room or return to your residence hall room. If you are a commuter student, please do not come to campus and remain in your home, or, if you are on campus, please return to your home if it is safe for you to do so.

In either case, contact Student Health Services (540-828-5384). If Student Health Services is closed for the day, or if during a weekend, the student should contact their RA, who will then consult with Residence Life staff about appropriate next steps with regard to possible isolation and remote instruction arrangements.

2.5 Vulnerable Populations

According to the CDC, individuals with certain conditions are at an increased risk for severe illness from COVID-19. Those conditions include:

- chronic kidney disease
- chronic obstructive pulmonary disease (COPD)
- immunocompromised from solid organ transplant
- obesity (body mass index (BMI) of 30 or higher)
- serious heart conditions
- Sickle cell disease
- Type 2 diabetes mellitus
- people 65 years and older

Other conditions may result in an increased risk for severe illness from COVID-19, including:

- moderate to severe asthma
- cystic fibrosis
- hypertension
- immunocompromised state
- liver disease
- pregnancy
- Type 1 diabetes mellitus

To review the CDC's current list of conditions, look [here](#).

Students, faculty and staff are encouraged to advise the College if they have a condition that may place them at higher risk for severe illness from COVID-19. All health-related information is kept confidential.

For Employees: If you believe your condition may require a special work arrangement, please review the Temporary Telework Policy, found [here](#), and complete the Telework Request Form, found [here](#), to submit a request for a special work arrangement. Please contact the Human Resources office at HumanResources@bridgewater.edu or (540) 828-5386 if you have any questions.

For Students: If you believe your condition may require a special housing or academic arrangement, please contact Dr. Chip Studwell, Director of Academic Support and Disability Services, at cstudwell@bridgewater.edu or (540) 828-5370, to make the request.

2.6 What if I test positive for COVID-19?

If an employee or student receives notification of a positive test for COVID-19, they must immediately notify either Human Resources, in the case of an employee, or Student Health Services, in the case of a student, and await instructions on next steps, which will be consistent with [CDC](#) and [VDH](#) guidance. An employee or student who tests positive or receives a clinical diagnosis for COVID-19 will be instructed to isolate and not return to campus, or participate in campus activities, until they meet the [criteria](#) for discontinuing isolation.

2.7 What if I have been exposed to someone with COVID-19?

If you have been exposed to someone with confirmed COVID-19 but are not experiencing symptoms, follow the steps described above as if you were experiencing symptoms. Human Resources, for employees, or Student Health Services, for students will provide instructions that, consistent with [CDC](#) and [VDH](#) guidance, may require isolation for 14 days after exposure, which is based on the time it takes to develop the illness. The College will discuss with you whether an alternative work or remote instruction arrangement may be appropriate.

2.8 Relationship with Local Health Department and Local Health Care

The College has well-established partnerships with VDH and Carilion Clinic. Our contact at the Virginia Department of Health (VDH) is Dr. Laura Kornegay. Her contact information is below:

Dr. Laura Kornegay
Virginia Department of Health
100 North Mason Street
P. O. Box 26
Harrisonburg, VA 22803
(540) 574-5101

VDH will provide the College with the system that Student Health Services will use to notify VDH of any positive cases among students. Students are to report confirmed cases of COVID-19 to Student Health Services to avoid anonymous reports made directly to VDH. As faculty and staff become aware of potential exposure and seek care from their own healthcare providers, the College highly recommends that they report that to Human Resources so that contact tracing can be conducted and return to work protocols can be followed.

The College is 10 miles from Sentara RMH Hospital in Harrisonburg, 25 miles from Augusta Medical Center in Fishersville, and 56 miles from the University of Virginia Hospital in Charlottesville. Students and employees who may need hospitalization will choose the health care facility based on personal preference.

2.9 Testing for COVID-19

Consistent with VDH [recommendations](#), employees and students are not required to be tested for COVID-19 upon arrival on campus or at certain intervals.

If an employee is experiencing symptoms of COVID-19 or has been exposed to someone with a confirmed or probable diagnosis of COVID-19, the employee should consult their health care provider regarding the need to be tested for COVID-19.

Students should consult Student Health Services or their personal health care provider regarding the need to be tested for COVID-19. The College has contracted with Carilion Clinic (“Carilion”) to perform COVID-19 testing for students. Carilion will bill the student’s health insurance for the cost of the test (which is approximately \$100). VDH will perform COVID-19 testing at no cost for students without health insurance.

2.10 Contact Tracing and Surveillance

Contact tracing is the identification, monitoring, and support of individuals who have been in contact with patients with confirmed or probable diagnoses of COVID-19 and who, therefore, have been exposed to, and possibly infected with, the virus. Prompt identification, voluntary quarantine, and monitoring of COVID-19 contacts can effectively break the chain of disease transmission and prevent further spread of the virus in a community. VDH has [committed](#) to take the lead in conducting contact tracing related to cases that involve the College’s employees and students. All cases and contacts are notified by the local health department and given specific instructions on how to monitor their health, how to isolate/quarantine, and when isolation/quarantine is released. The College will assist the local health department, as requested, with identification of contacts, providing information and instructions to contacts, and such other support as requested by VDH.

Campus level disease surveillance will be performed by the College, as feasible. The College will use sources of data for surveillance which may create an updated picture of COVID-19's spread and its effects on the campus community and thus inform the College's response to support the health and safety of students, faculty, staff, and campus visitors. Those sources may include, but not be limited to, the following:

- the daily visit numbers for COVID-like illness to the Student Health Center
- the number of confirmed COVID-19 cases (students and employees)
- the number of new confirmed COVID-19 cases (students and employees)
- the number of students and employees who are in quarantine/isolation
- capacity of local and regional hospitals
- COVID-19 prevalence data in Rockingham County, the City of Harrisonburg, and the Commonwealth of Virginia

The College will review COVID-19 health and safety related data to direct its mitigation efforts and recommend changes in delivery of academic and support services on campus, as well as a change to remote operations, if necessary.

2.11 Quarantine and Isolation

“Quarantine” is used to keep someone who might have been *exposed* to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

“Isolation” is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay isolated until it's safe for them to be around others.

Employees who have been exposed to COVID-19 or are confirmed or suspected of being infected with the virus should follow the recommendations of their health care provider, as well as the CDC and VDH, regarding quarantine or isolation. Employees must contact Human Resources and inform the College if their health care provider has recommended quarantine or isolation. Employees may not return to work until they meet the [criteria](#) for discontinuing quarantine or isolation.

Student Health Services will, consistent with CDC and VDH guidelines, require students who have been exposed to COVID-19 or are confirmed or suspected of being infected with the virus to quarantine or isolate. Students will be required to return to their permanent home address for the period of quarantine or isolation, and complete and submit to Student Health Services a COVID-19 Action Plan, on a form to be provided by the College. Students may return to campus only after they meet the [criteria](#) for discontinuing quarantine or isolation and are cleared to return by Student Health Services. Students for whom returning to their permanent home is not reasonably practicable will be required to quarantine or isolate on campus in spaces in Daleville Hall or Crimson Inn designated by the College for quarantine or isolation.

Residence Life staff will ensure the following needs of students in quarantine or isolation on campus are met: food, laundry services, cleaning supplies, and trash removal. Access to health services (including mental health services) will continue in virtual and in-person formats as appropriate and available. Distance learning opportunities will be facilitated through Academic Affairs. Students will be asked to report any symptoms to Student Health Services immediately.

2.12 Hand Hygiene

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

2.13 Respiratory Etiquette

- If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze (or use the inside of your elbow) and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

2.14 Face Coverings

Face coverings must be worn by all students, faculty and staff on campus in indoor spaces, including but not limited to, offices, conference rooms, residence halls, dining facilities, storage areas, gyms, garages, elevators, hallways, stairwells, break rooms, and College-owned or leased vehicles. Face coverings must be worn in any setting on campus when an employee or student engages with another person. Unless otherwise permitted by special exception, students must wear face coverings at all times in classrooms and laboratories. The College continues to evaluate best practices for wearing face coverings in the classroom and laboratory settings, while maintaining appropriate physical distancing.

Students and employees are not required to wear a face covering in the following circumstances: when an employee is the sole occupant of a room, such as one's office, or in a private vehicle; when a student is alone in the student's residence hall room or with only the student's roommate(s); in situations in which appropriate physical distancing of at least six feet is maintained; when an employee or student is eating; when an employee or student is exercising, provided that physical distancing of at least 10 feet can be maintained; and if the face covering impedes vision or creates an unsafe condition for operating equipment or executing a task.

Employees and students will be required to provide their own face coverings. Disposable face coverings will be provided by the College when an employee or student forgets their face covering. Disposable face coverings may only be worn for one day and then must be placed in the trash. Cloth face coverings should be laundered each day.

Face coverings may not display images or words that are inappropriate or offensive.

Invited visitors will be provided a face covering when they do not have their own. The College will provide disposable face coverings for each office suite. If a visitor refuses to wear a face covering, the visitor should be asked to return at another time, or the employee may determine if assistance can be provided remotely while maintaining physical distancing. Student, faculty, staff, and visitor safety should be the first priority in considering how to handle the situation.

Students, faculty, staff, and visitors may have a bona fide medical condition that prevents them from wearing a face covering. An employee seeking an exception to the requirement to wear a face covering should contact Human Resources at humanresources@bridgewater.edu to make the request. A student seeking an exception to the requirement to wear a face covering should contact Dr. Chip Studwell, director of academic support and disability services, at cstudwell@bridgewater.edu or (540) 828-5370, to make the request. Individuals who are hearing impaired may also have difficulty communicating and lip reading if face coverings are used. If a face covering cannot be worn, physical distancing must be maintained using alternative solutions.

After initial communication from the College, an informational campaign highlighting prosocial behavioral expectations will be launched, including the need for face coverings and physical distancing. This will include but is not limited to posters in campus buildings including academic buildings, residence halls, social media posts, and digital screen advertisements.

Student Life will provide an online reporting form for Community members to use who have concerns about non-compliance by students with the face covering requirement. Student Life will review submissions and determine the need for educational reinforcement. Intentional disregard for behavioral expectations may result in a referral to student conduct.

2.15 Cleaning and Disinfecting

Custodial Services (Aramark) will follow [CDC recommendations](#) on frequencies, disinfectants, and suggested distancing measures for workplace cleaning. Generally, private offices will be cleaned on the same schedule as prior to the pandemic. In addition to normal dusting, vacuuming and emptying of trash cans, cleaning staff will use disinfectant to clean frequently touched areas in offices. Common spaces in office areas will be cleaned daily, using disinfectant to clean surfaces and frequently touched objects. Custodial staff will wear face coverings and gloves and will practice social distancing while cleaning occupied areas.

As re-opening proceeds and buildings become fully used by employees and students, high-traffic areas in academic buildings, the Kline Campus Center, Funkhouser Center, Nininger Hall, Yount Hall and the Forrer Learning Commons will be cleaned more frequently, depending on usage. During academic sessions, surfaces and frequently touched items in those areas will be cleaned with disinfectant at least twice per day during weekdays and as needed during the weekend, depending on space usage. Additional disinfection of classroom surfaces, such as tabletops, chair armrests, and computer workstations, can be performed by faculty and students between classes as desired using provided materials.

In following the VDH, State Council of Higher Education in Virginia (SCHEV), and local health department guidance, the College will be prepared to maintain and revise the hygiene practices and cleaning/disinfecting protocols as follows:

- 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.
- Provisions for hand sanitizer/handwashing stations.
- Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).

Facilities and/or custodial staff will provide a continuing supply of disinfectant wipes and hand sanitizer to all office areas and classrooms for use by students, faculty and staff in those areas. Before starting work and before leaving any room in which they have been working, faculty and staff should wipe down all work areas with the disinfectant wipes provided. This includes any shared-space location and equipment (e.g., copiers, printers, computers, phones, audio visual, and other electrical equipment; coffee makers; desks and tables; light switches, doorknobs; lab equipment). Each department is responsible for maintaining and ordering supplies of disinfecting wipes through the Facilities department work order system. Always read and follow the instructions on the label to ensure safe and effective use of the product. Be sure to discard wipes in a waste container following use.

2.16 Employee Mental and Emotional Well-Being

The College provides an employee assistance program to employees and family members with free, comprehensive support through the Anthem Employee Assistance Program (EAP). These resources include:

- Counseling and Well-being
- Work/Life Balance
- Management and HR Consultation

Training and Education Support is available 24 hours a day, 365 days a year at 1-800-346-5484. More information is available at www.anthemep.com

2.17 Employee Training

Upon returning to work on campus, all employees are required to complete COVID-19 training. The training will include information on the following topics:

- Symptom checking
- Proper handwashing techniques
- Use of face coverings
- Physical distancing
- Classroom behavioral expectations
- How to respond to non-compliance
- How to handle reports of illness

- Strategies for combatting discrimination, bias and stigma

Signage will be posted across campus with reminders of how to stay safe and keep others safe.

2.18 Leave Policies

In addition to its usual Paid Time Off policy, the College adopted an Emergency Paid Sick Leave Policy to address the impact of COVID-19. The Policy provides employees with up to 80 hours of emergency paid sick leave for specified reasons related to COVID-19.

Section 3: Student Health

3.1 Medical-Grade PPE for Health Services Staff

- Carilion Clinic will provide PPE for the staff members to wear during clinic operation.
- This includes face coverings, gloves, gowns and face shields

3.2 Maintenance of Typical (non-COVID-19) Health Services

- Student Health Services will continue to provide care for all students.
- Visits to Student Health Services will be by appointment only (healthservices@bridgewater.edu or (540) 828-5384).
- Spaces will be designated to separate sick and well students.
- To the extent practicable, services will be provided through telemedicine.

3.3 Mental Health Services

- Counseling Services will continue to provide therapy for all students.
- The necessary six-foot distance cannot be achieved in all treatment rooms, and wearing a face covering significantly impairs the therapeutic modality and may, in some instances (anxiety) exacerbate symptoms.
- Therefore, counseling services will be provided exclusively through teletherapy, where the client will sit in front of a computer with a webcam and engage in teletherapy with a clinician who is in a separate physical space.

3.4 Student Health Services Facility

- Signage will be posted on both doors to the Student Health Services physical space instructing students to call the clinic before entering as a way to screen symptomatic and asymptomatic students. These instructions will also be posted online.
- The number of chairs in the waiting area will be decreased, the material changed to a less porous one to promote easier disinfection and distanced by six feet.
- Signage will indicate that friends are not allowed to accompany the student seeking treatment.

- Carilion Clinic will communicate directly with the College's housekeeping contractor to determine time, method, and frequency of space disinfection, which will be consistent with CDC and VDH guidelines.

3.5 Student Health Services Staff Considerations

- Carilion Clinic will fit all staff (3) for appropriate PPE and supply as needed.
- Non-students will be encouraged to seek treatment from their primary care provider and to report Covid-19 positive cases to HR for further instructions with regard to return-to-work protocols.
- The clinic will be staffed by three providers from 8:00am to 4:30pm, Monday through Friday.

3.6 Student Health Services Patient Care Considerations

- Students seeking care will be screened by phone before being granted entrance to the physical space.
- Triage and screening procedures will limit possible contamination of shared objects (pens, clipboards, etc.) as clinical staff will be conducting those procedures.
- Specific triage procedures (temperature checks, questionnaire content) will be determined by Carilion Clinic in collaboration with the VDH and CDC [guidelines](#).

Section 4: Physical Distancing

4.1 Generally

Physical distancing is a simple and very effective way to prevent the potential spread of COVID-19. Because people can spread the virus before having symptoms, it is important to keep physical distance from others when possible. In practice, this means:

- Stay approximately six feet away from others as a normal practice, including while waiting in line to enter a building or office.
- Eliminate physical contact with others, such as handshakes and embracing coworkers, fellow students, visitors or friends.
- Avoid touching surfaces that are touched by others as much as possible (e.g., phones, desks and other office equipment)
- Avoid anyone who appears to be sick or is coughing or sneezing.
- Avoid gathering when entering and exiting the buildings or spaces.
- Supervisors should consider placing tape on floors to mark off approximately six feet for individuals to stand apart, using a material that does not damage the floor or other surfaces.
- Reminding staff and faculty to avoid touching their faces and to wash their hands thoroughly with soap and water several times during their shift to reduce the risk of potential person-to-person infections.

4.2 Building Entry and Exit

Campus building entry and exit directions are under consideration. Division heads and

department directors should evaluate their functional area office spaces and determine if colored tape, signs or other visual cues will be needed to assist the traffic patterns in those locations.

4.3 Classrooms and Learning Spaces

The College will implement the following strategies to provide physical distancing in classrooms, labs, and other learning environments:

- All classrooms and lab spaces have been measured and assessed for providing the appropriate physical distancing for students and faculty during classes. Desks and chairs at a six-foot distance will be labeled and their locations marked on the floor; additional desks and chairs will be marked clearly non-distanced.
- For courses that cannot be accommodated in distanced classrooms effectively, faculty may employ the modified “hy-flex” model of instruction in which students will rotate between in-person and remote instruction. Faculty will assign students to rotating groups, and classroom technology will be enhanced to provide robust remote instruction.
- Large course enrollments that cannot be accommodated reasonably in distanced classrooms, including use of the modified “hy-flex” model described above, may be divided into smaller-sized sections.
- Spaces in the Forrer Learning Commons and academic support and disability services facilities will be modified to ensure students and staff can practice appropriate physical distancing.
- Remote tutoring services will be provided to comply with physical distancing protocols.

4.4 Student Activity Spaces

Maximum density for in-person events will be the lesser of 250 or 50% of normal maximum occupancy. All meeting spaces will have visible signage stating the maximum occupancy under guidance and Executive Orders then in effect.

To the extent applicable, the College will follow the [Virginia Guidelines for Social Gatherings](#), for student activities on campus.

In preparation for physical distancing and extra-curricular activities, the following guidelines are being implemented:

- In-person, hybrid, and virtual programming is being established to best fit the needs of students and the event.
- Students will need to register for events in advance and there will be a capacity limit for in-person events.
- In-person events will be limited to currently enrolled College students only.
- Outdoor spaces will be utilized for as many events as possible.
- Most, if not all, in-person programming will be adaptable to allow for a virtual experience.
- Face coverings will be required to be worn for all indoor, in-person events and there will be signage to ensure that students are aware of the face-covering requirement. Students will not be permitted entrance to the event without a face covering.

- When students come to in-person events, they will need to check in to ensure that the College can track students' attendance.
- Any lines that are established will have physical distance markers on the floor.
- There will be handwashing or hand sanitizing stations at every check-in point.
- There will be only one entrance and one exit at events.
- Food at events will be limited to single-use options or pre-packaged options.
- Plexiglas barriers may be placed at check-in tables to limit contact between students.
- Student clubs and organizations will be encouraged to meet virtually. Any clubs or organizations that meet in person will be required to provide Student Life with a sign-in sheet to help track students' attendance.
- All events are being re-envisioned to ensure social distancing or transitioned to an online model.

4.5 Funkhouser Center for Health and Wellness

The College will follow the [Virginia Guidelines for Fitness and Exercise Facilities](#), as well as applicable CDC and VDH guidance for cleaning and disinfecting and prevention and disease control (e.g., signage, occupancy, screening, physical distancing, face coverings), with respect to the operation and use of the Funkhouser Center for Health and Wellness.

4.6 Working Environments

Whenever possible, work areas will be arranged to allow separation of approximately six feet between stations. Where six feet of distancing is not feasible, division heads and directors can consider alternative measures to mitigate potential exposure, such as the following:

- Staggered work shifts.
- Shields or physical barriers that may be installed where practical and permitted, subject to state building code.
- Conversion of large meeting rooms into workstations to increase opportunities for physical distancing.
- Visual cues such as colored tape or signs to indicate to visitors where they should stand while waiting in line. (Take care to avoid damaging floors). Supplies should be ordered through Facilities.
- One-way directional signage for large open work spaces with multiple through-ways to increase distance between people moving through the space.
- Designated stairways for up or down traffic if building space allows.

4.7 Meetings

- Evaluate all meetings, conferences and special events to determine if they can be conducted virtually. Where feasible, meetings should be held in whole or part using available virtual collaboration tools (e.g., Zoom, telephone).
- If an in-person meeting is deemed necessary, implement the following protocols:
 - Keep meetings as short as possible, limit the number in attendance, and use physical distancing practices.

- Meeting rooms must accommodate a physical distancing requirement of six feet of separation for everyone in attendance.
- Where needed, temporarily remove tables, chairs or other items that limit the ability to practice proper physical distancing.

4.8 Common Spaces for Employees

- You should avoid direct contact with hard surfaces in communal areas, including refrigerators, microwaves, coffee pots, water coolers/fountains, chairs, tables.
- You are encouraged to use paper towels to touch any surface and use wipes to disinfect before and after every use.
- You should clean communal spaces throughout the day.
- You must determine if shared utensils, condiments and other like items need to be temporarily removed from shared spaces.

4.9 Breaks and Meal Periods

To maintain distancing, staff and faculty are encouraged to use alternate sites for breaks, which may include their workstations, unoccupied meeting rooms, cars or outside space, if available and weather permitting.

Staff and faculty eating in their work environment (e.g., break room, office) should maintain six feet of distance between themselves. Individuals should not sit facing one another. Face coverings should only be removed in order to eat, and then put back on. Departments should remove or rearrange chairs and tables or add visual cue marks in break rooms to support physical distancing practices between staff and faculty. Faculty and staff should wipe all surfaces in common areas (e.g., tables, refrigerator handles, coffee machines) before and after use.

Faculty and staff are encouraged to use paper products and disposable utensils to reduce the possibility of spreading the virus.

4.10 Using Stairs and Elevators

Staff and faculty who are physically able are encouraged to use the stairwells, instead of elevators, when transitioning between floors. If elevators are used within a building, no more than one individual may be in an elevator at a time.

When faculty and staff are using the elevator, they must wear a face covering and avoid touching the elevator buttons with exposed hand/fingers, if possible. Faculty and staff must wash their hands or use hand sanitizer upon departing the elevator. Guidelines will be posted outside of all elevators.

4.11 Using Restrooms/Bathrooms

To ensure appropriate physical distancing between individuals, the availability of restroom facilities in campus buildings may be limited. When facilities have not been removed from service it is requested that employees and students occupy alternate urinals, restroom stalls, and sinks to maintain physical distance. Avoid congregating in the restroom and emphasize

courteous behaviors and an awareness of the needs of others to use the restroom. Use proper precautions and hand washing techniques and avoid touching doorknobs, faucets, and paper towel dispensers.

Students should minimize the time spent in shared bathrooms, and should not store personal items in shared bathrooms. If toilets and showers are separated by physical barriers, all can be used. For sinks and open showers, every other sink/shower should be used.

Restrooms in use will be cleaned and sanitized at least twice daily.

4.12 Telework Requests

We understand that some employees may request to continue to work remotely for a variety of reasons, including COVID-19 risk status or childcare, for example. The College's new telework policy is found [here](#). The online request form for continuation of teleworking is found [here](#) and is submitted to Human Resources for review.

4.13 Traveling by Vehicle

If travel is required for work, staff and faculty should ride alone in vehicles where operationally feasible. Staff and faculty who normally have multiple employees in the vehicle due to safety or work standards must wear face coverings.

If the driver is alone throughout the trip, a face covering is not necessary. If more than one person is in the vehicle, all occupants must wear face coverings. Staff and faculty do not need to wear a face covering if it impedes their vision, if they have a medical condition or if it would create an unsafe condition in which to operate equipment or execute a task.

Staff and faculty who travel to multiple work locations and/or enter retail establishments as part of their job responsibilities should be reminded that they must follow the safety guidelines established for the specific worksite and retail establishment. Physical distancing guidelines must be followed and face coverings must be worn as described in relevant guidelines while performing work for the College.

4.14 Limiting Visitors to Campus

In an effort to limit the transmission of the virus, Bridgewater College is restricting access to all College facilities until further notice. Only faculty, staff, authorized vendors and contractors, currently enrolled students, prospective students and their families, and authorized guests invited by the College are permitted in campus facilities. Additionally, permitted campus visitors should wear a face covering while on campus and observe other health and safety guidelines as described in this Guide (e.g., symptom self-assessment, wash hands frequently, maintain physical distancing). Appropriate signage announcing limited access to College facilities will be posted.

Section 5: Student Housing, Dining and Campus Life

5.1 Move-In

Students and their move-in helpers are expected to stay home if they are experiencing signs or symptoms of COVID-19 in advance of students' scheduled move-in time. Face coverings are required during the move-in process. Those arriving without a face covering will be provided with one upon check-in.

Students are permitted to bring no more than two additional people to assist them in the move in process. Based on physical distancing restrictions, the College encourages students to bring only those individuals whom they need to assist with move in. Family and other guests may wait in the designated areas (tents) near each building.

All students will be assigned a two-hour timeslot during which they are able to move into their residential area. Once the timeslot ends, move-in helpers will be asked to vacate the residence hall to allow other students to move in safely. There will be approximately 100 students per timeslot per day. There will be time between each timeslot for custodial staff to clean and disinfect high-touch areas in preparation for the next timeslot.

Hand sanitizer and sanitizing wipes will be available throughout all residential spaces, with a priority for high-traffic locations such as entrances, elevator lobbies, and outside of stairwells.

5.2 International Travel

International travel is an evolving situation. Currently, both the [U.S. State Department](#) and the [CDC](#) have issued alerts to avoid all nonessential travel globally. And travel to the U.S. from some countries is [prohibited](#).

Students arriving in the U.S. from any international destination will be required to follow current [CDC guidance](#) of a 14-day self-quarantine period. Students arriving in the U.S. will be given the option to self-quarantine on campus or with a U.S.-based family or friend. The College's international student advisor is communicating with currently enrolled international students who are outside of the U.S. about the self-quarantine guidelines.

Admissions materials sent to newly admitted international students have been modified to reflect current COVID-19 plans and the importance of pre-arrival travel communication.

5.3 Hall Director and Resident Assistant Training and Responsibilities

Student Life staff will provide training for hall directors and resident assistants, to include:

- Hybrid training model which includes virtual sessions and small group training settings.
- Training sessions include sessions about COVID-19, health and wellness, and promotion of a prosocial behavioral campaign.
- Resident Assistants will be asked to document policy infractions regarding the wearing of face coverings, social distancing, and visitation and gathering policies.

- Resident Assistants will be trained to focus on developing their communities, virtually, including checking in on residents' health and well-being.
- Resident Assistants will assist in the education of residents regarding COVID-19, health and safety practices, and the Bridgewater College public health plan.

5.4 Training and Education

Prior to arriving for orientation, incoming students will be provided with information regarding behavioral expectations while on campus related to the COVID-19 pandemic. Once on campus, training for students will include the following:

- Symptom checking
- Proper handwashing techniques
- Use of face coverings
- Physical distancing
- Classroom and residence hall behavioral expectations
- How to respond to non-compliance (restorative referrals)
- How to handle reports of illness
- Strategies for combatting discrimination, bias and stigma
- Dining hall changes

Signage with maximum occupancy for common spaces will be clearly displayed, as well as signage regarding social distancing, proper hand hygiene and COVID-19 information following Bridgewater's prosocial campaign and resources from VDH and the CDC.

- Student leaders (RA's SOAR Mentors, Peer Health Educators, Eagle Success mentors, etc.) will model behavioral expectations throughout Student Orientation.
- Orientation Leaders will talk to first year student groups about behavioral expectations during Welcome Week.
- Resident Assistants will have conversations with their residents about behavioral expectations.

5.5 Entrance and Egress for Residential Buildings

- Residence Halls (Blue Ridge, Dillon, Daleville, Geisert, Heritage, Wakeman, and Wright) will each have doors designated as entrance-only and exit-only. This encourages one-way traffic patterns in and outside of the buildings. The exception to this would be in the event of a fire alarm or emergency.
- Entrance and egress for Stone Village, Wampler Towers, Cottages, and Crimson Inn will operate as normal.
- The elevator in the Wright-Heritage Link will be limited to one person in the elevator at a time.
- Residential students may only enter, and will only have ID card access to, the residence facility to which they are assigned. Commuter students will not have access to, and may not enter, any residence facilities.
- No visitors from off-campus may enter any residence facility, unless accompanied by a College employee authorized by Student Life.

5.6 Residential Common Spaces

Residential common spaces include hallways, bathrooms, lounges, kitchens, laundry rooms, breezeways, yards, porches, and decks.

- Occupancy will be reduced in all residential common areas to 50% of maximum occupancy. All spaces will be clearly marked for COVID-19 maximum occupancy.
- Social distancing must be practiced in all residential common spaces.
- The exercise facility in the Wright-Heritage Link will be closed until further notice.

Section 6: Dining Services

6.1 Physical Distancing

- To ensure physical distancing consistent with Virginia guidelines, occupancy of the main dining hall in the Kline Campus Center will be limited.
- Tables and chairs will be modified or removed to allow for physical distancing to be maintained.
- The floor of the entrance and exit will be marked, and rope and stanchion will be used to encourage appropriate flow of traffic and to maintain physical distance.
- The floor of the serving area will be marked with directional arrows to direct traffic flow.
- The number of students in the serving area will be limited. As one student exits, another student will enter.
- Visual cues will indicate where students should stand while waiting to enter the main dining hall or be served at Smitty's Café.
- Plexiglas barriers will be installed in the main dining hall and Smitty's Café to separate students from dining services employees.
- Only students will be permitted to eat in the main dining hall; employees will not be permitted to eat in the main dining hall.

6.2 Face Coverings

- Dining services staff will be required to wear a face covering at all times in the main dining hall and Smitty's Café, and in the kitchen and food storage and preparation areas.
- Students will be required to wear face coverings while in any dining facility. Face coverings must be worn during movement in the facility and may only be removed when seated and eating.

6.3 Infection Prevention

- Signage will be installed to encourage infection prevention, including wearing face coverings, washing hands, and physical distancing.
- Dining facilities employees will follow all infection prevention [guidelines](#), including:
 - Self-monitoring symptoms prior to reporting for work each day, including checking their temperature each day

- Practicing proper hand hygiene
- Practicing physical distancing
- Avoiding touching their eyes, nose and mouth
- Staying home when ill
- Wearing gloves while working and interacting with students and others

6.4 Cleaning/Disinfection

- Hand sanitizer will be available at all registers and high-traffic service points
- High contact surfaces will be routinely disinfected at least every 60 minutes during operation
- Table tops will be disinfected between patrons with the use of a Multi Peroxide Disinfectant/Sanitizer recommended by the Local Health Authorities

6.5 Service Delivery

- Self-service stations in the main dining hall will be eliminated and replaced with staff-served meal stations.
- All items will be served on disposable ware to reduce the possibility of spreading the virus.
- All dining ware will be kept behind the service line and handled by a gloved dining facility employee when preparing a student's meal.
- The use of take out with compostable three-compartment boxes will be strongly encouraged to reduce the number of students eating in the main dining hall and increase the speed of service.
- Smitty's Café will offer pre-packaged items and beverage service for purchase.

Section 7: Events and Gatherings

For all events on campus, including athletics events, ceremonies and performances, the College will follow the [Virginia Guidelines for Social Gatherings](#), the CDC guidance for cleaning and disinfecting, and VDH guidance for prevention and disease control. On-campus events for authorized guests will adhere to the following criteria:

- Events that support the mission of the College and the health and safety of our students will be prioritized.
- For indoor events, the maximum number of attendees, including employees, will be 50% of the permitted occupancy of the event space, or a maximum of 250 people, whichever is less, so long as physical distancing of at least six feet can be maintained.
- For outdoor events, guest and employees must at all times maintain at least six feet of physical distancing between individuals who are not members of the same household.
- Face coverings are required for all indoor events, and preferred for outdoor events. When physical distancing cannot be effectively maintained for outdoor events, face coverings are required.
- Clearly delineated foot traffic pathways will be established to adhere to physical distancing requirements.
- Clearly delineated gathering/eating spaces will be established, limiting each area to

- individuals or groups who reside together
- Restriction of food distribution to covered, single-serving options and individually wrapped utensils.
- Signage with maximum occupancy for events spaces will be clearly displayed, as well as signage to encourage infection prevention, including wearing face coverings, washing hands, and physical distancing.
- Recommendations for spectator attendance at athletic events continue to evolve. The College will adhere to the latest guidance from VDH and CDC, and, to the extent applicable, the NCAA and Old Dominion Athletic Conference, regarding spectator attendance at athletic events.

Section 8: Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health

8.1 Management of Campus Outbreak

The College will provide VDH with information as regularly as possible regarding COVID-19 infections among students and employees. VDH will be the agency to declare an outbreak if one occurs. Once VDH declares an outbreak, the College will continue to follow the directions of VDH and CDC regarding any response and mitigation efforts and cooperate with VDH for investigations and contact tracing.

8.2 Campus Dismissals or Shutdowns

Any decision regarding campus dismissal or shutdown will be made in consultation and coordination with VDH. The College will comply with the direction provided by VDH regarding whether conditions mandate a temporary dismissal or a shutdown. For example, an initial shorter term dismissal may allow time for VDH to gain a better understanding of the COVID-19 situation impacting the College and for custodial staff to clean and disinfect any affected facilities. The need for an extended dismissal may be based on what VDH discovers from contact tracing. If there is substantial transmission in the local community, VDH may suggest an extended dismissal or shutdown. Regardless, the College will comply with VDH guidance.

In the event of a dismissal or shutdown, the College will continue teaching and research activities, using alternative teaching methods and remote learning options as feasible and appropriate. The College will use existing infrastructure and services (e.g., Zoom) to support an efficient transition of classes from in-person to remote-based formats. This may include using strategies such as faculty check-ins, and synchronous and asynchronous class meetings and lectures.

In the event of a temporary dismissal, students will be strongly encouraged to pack lightly to expedite departure from campus. In the event of a shutdown in which students will have to return home for an indeterminate time period, the College will have students complete an express check-out process and remove all belongings from the residence hall.

8.3 Reduced Campus Activity

The College will provide VDH with information as regularly as possible regarding COVID-19 infections among students and employees. The College will seek and comply with VDH guidance regarding the need to reduce campus activities. Depending on the level of infection among students and employees, it may be necessary for the College to cancel some or all in-person campus activities.

8.4 Student health and safety on campus versus returning home

Student health and safety on campus versus returning home is highly dependent on a multitude of variables (e.g., permanent residence location, transportation, number of family living at home). The College is working with VDH to determine a more specific tool to use to make these decisions, which likely will be made on a case-by-case basis.

8.5 Communications plan for dismissals/shutdowns.

This Guide, and subsequent updates regarding changes in campus activities or dismissals or shutdowns, will be posted on Bridgewater's website and linked from the homepage. In addition, the College will link to the Guide and subsequent announcements from the College's social media accounts and will email students, parents, faculty and staff with any information regarding changes in campus activities or dismissals or shutdowns.

Approved By: Dr. David W. Bushman, President

Approval Date: 07/01/2020

Effective Date: 07/01/2020

Last Revision Date: 07/14/2020

Policy Owner: Executive Vice President