

Columbia College Campus Reopening Plan

1. Repopulation of the Campus
 - a. In order to help our community fight COVID-19, Columbia College has established the new position of COVID-19 Coordinator. This Coordinator will ensure that the College is following CDC guidelines to prevent transmission of the virus and will communicate the College's strategies to students.
 - i. Columbia College Academic Director Hanna Kang will assume the new position of COVID-19 Coordinator.
 - b. Columbia College's main campus is located in Fairfax County, VA. The Fairfax County Health Department is located at 10777 Main St Ste 203, Fairfax, VA 22030-6903. They can be reached via telephone at 703-246-2479, email at gloria.addo-ayensu@fairfaxcounty.gov, and their website at <https://www.fairfaxcounty.gov/health/>
 - c. Upon returning to campus, all students must undergo an initial health screening. This includes a body temperature scan done at the entrance of the school. If a person has a high temperature, they will not be allowed to enter the school. This screening will consist of several questions asked to determine if the individual is in good health and not at risk of transferring the virus.
 - d. Before beginning class, students must be educated on COVID-19 prevention. This will be included in the orientation for new students and will also be part of the orientation for all returning students. Participation is mandatory.
 - e. Physical Distancing
 - i. In order to ensure proper physical distancing while studying, a number of modifications have been made to the layout of the classrooms. Seats have been arranged to ensure social distancing and these seats are assigned to the students. Students are to remain at their designated seat for the duration of class and to limit the amount of close contact whenever possible.
 - ii. Outside visitors are no longer allowed.
 - iii. The student lounge is still available for use, however social distancing and face covering procedures must be followed. Break times will be staggered to minimize contact. Try to minimize the amount of time outside of the classroom and maintain social distance at all times in the hallways.
 - f. Hygiene Practices
 - i. Columbia College will give the students guidelines that have increased and stricter cleaning protocols henceforth. All classrooms and lab equipment will be cleaned and disinfected after each class. Frequently touched surfaces outside of classrooms will be disinfected hourly. Our cleaning staff has access to adequate cleaning supplies and has been trained on proper use and storage of supplies.
 - ii. Hand sanitizing stations are located at the front entrance and outside of the classrooms. Additionally, all sinks have proper soap and water

- available. Students are encouraged to wash their hands often or to use hand sanitizer when not available.
- iii. Frequently shared objects will be disinfected between each use. Disinfectant wipes and sprays will be available to students who require these tools.
- g. Columbia College does not have any on campus housing. Please ensure that your home is clean and safe.
 - h. Considerations of Vulnerable Individuals
 - i. Individuals who are considered at-risk have options available to them if they do not feel comfortable returning to campus in-person. Virtual learning options are available for most students and extensions will be granted to students who cannot complete their course of study digitally.
 - ii. Columbia College encourages all faculty, staff, and students to self-isolate if they are feeling ill. Sick leave will be flexibly granted to individuals who must self-isolate due to COVID-19.
 - iii. If an individual has been exposed to COVID-19, Columbia College asks that they self-isolate for at least two weeks. Before returning to campus, individuals should get tested and receive their results confirming that they are no longer ill. Communication is essential to ensure the safety of all. Anyone who has been exposed or in self-isolation should keep in touch with the COVID-19 Coordinator to monitor the situation and help determine when they can safely return to campus.
 - i. International Student Considerations
 - i. Columbia College will give guidelines to students who have traveled internationally to stay home for 14 days from the time they return home from international travel. During the 14-day period, they have to monitor their health and practice social distancing.
 - ii. If individuals get sick with fever or cough in the 14 days after their return from travel, they must stay home and avoid contact with others. If they have trouble breathing or are worried about their symptoms, instruct them to call or text a health care provider and tell the providers about their recent travel and their symptoms.
 - j. Partnership and communication/information sharing with the local community, health systems and other stakeholders.
 - i. Columbia College will take actions to reduce COVID-19 spread by engaging in communication/information sharing with the local community and health systems, and stakeholders as well. Columbia College will publicly announce on our website, social media outlets, and newsletter of any potential exposure to COVID-19. Additionally, local health systems will be emailed directly in the event of confirmed exposure in order to facilitate contact tracing efforts.
 - k. Face Coverings
 - i. Face coverings are required to enter the building. All individuals must wear a face covering when at least six feet of physical distance cannot be maintained. Columbia College will instruct all returning students, faculty,

- a. Columbia College is committed to helping the VDH with contact tracing. If any member of the Columbia College community reports that they have been exposed to COVID-19, the VDH will be notified and 3-4 coordinated with to ensure proper contact tracing and case investigation. This reporting will follow all anonymity guidelines.
 - b. Individuals who believe they have been exposed to COVID-19 will be asked to self-isolate for at least two weeks. Individuals who may have come in contact with the exposed individual will be notified as well.
 - c. If an outbreak is detected on campus, the College will ensure proper isolation of students and sanitation of exposed areas. The College will work closely with the VDH to report potential exposures by immediately reporting potential and confirmed cases. Faculty, staff, and students will be promptly notified of potential exposure via email and phone from the COVID-19 Coordinator.
 - d. Columbia College will work with local health systems to ensure symptomatic individuals receive necessary care. The COVID-19 Coordinator will communicate with local health systems about any potential exposure and spread.
4. Shutdown Considerations if Necessitated by Severe Conditions and/or Public Health Guidance
- a. Columbia College will issue a campus dismissal or shutdown if consultation with local and state public health officials deem it necessary. Exposed individuals will be notified immediately and the school will take the steps necessary to ensure proper sanitation of the school building.
 - b. All on campus activities will cease if there are severe conditions at the school or if advised to do so by public health direction or guidance.
 - c. As there is no on campus housing, students are advised to stay home if there is fear of exposure.
 - d. All individuals will be notified by email, text, and phone call if there are any changes to operation at the College. Additionally the school website will be immediately updated to show any change in operation related to a COVID-19 shutdown or dismissal.