

Eastern Virginia Career College
Campus Reopening Plan



July 1, 2020

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Fredericksburg, VA 22407	25

Attestation Statement from EVCC's CEO and President

June 26, 2020

I certify that I have reviewed this plan in its entirety, approved of contents and policies, given authority under the plan to those named within, and confirm that this plan is compliant with the Higher Education Reopening Guidance issued on June 11, 2020.



A. Christine Carroll
President and CEO
Eastern Virginia Career College

Section A - Repopulation of the Campus

Eastern Virginia Career College's (EVCC) plan to reopen the campus will work to decrease the risk of spreading COVID-19 while returning the college to function in the new normal that the world finds itself facing. EVCC will continue to follow all active executive orders issued by the governor as well as safety and prevention information from the Virginia Department of Health (VDH). To make this transition as safe as possible, EVCC does not plan to return to holding some face-to-face lectures until August 2020 or the governor has declared that the state may move to Phase III of the Forward Virginia Blueprint, whichever comes later. A full student return to campus will follow the limited reopening after ensuring that procedures detailed within this plan will scale as operations increase. This plan carries the approval of the executives of the college as noted above in the attestation statement.

The COVID-19 Campus Team

The EVCC COVID-19 campus team is composed of key senior staff members from different parts of the organization. Chaired by EVCC's President, this team is responsible for the response planning and implementation of the reopening plan.

Team Chairperson

Christine Carroll, EVCC President

Team Members

Abdullah Johnson, Admissions Director

Brian Terrill, Academic Director

Dana Cornett, Operations Director

Kristina Kitchen, Chief Nurse Administrator

Health District Liaison

Jennifer Shiflett, BSN, R.N., Rappahannock Area Health District Public Health Nurse Manager

Local Health Department Contact Procedures

Contact Procedures

In the event of being notified by students, staff, or guests of a positive COVID-19 test or exposure to someone who has tested positive for the virus, EVCC will immediately contact the local health district and the health department to initiate action based on guidance from these public health groups. The daily screening will be another tool in the college's arsenal to help reduce and prevent the spread of COVID-19, and any resulting exposures on campus will likewise generate contact with the public health organizations below for direction and guidance.

EVCC's closest local health department locations are:

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Spotsylvania Health Department and Environmental Services

9104 Courthouse Road
Holbart Building
Spotsylvania, VA 22553

Phone: 540-507-7400

FAX: 540-582-2572

City of Fredericksburg Health Department and Environmental Services

608 Jackson Street
Fredericksburg, VA 22401

Phone: 540-899-4142

FAX: 540-899-4480

Rappahannock Area Health District

Jennifer Shiflett, BSN, R.N.

Rappahannock Area Health District Public Health Nurse Manager

Jennifer.shiflett@vdh.virginia.gov

RAHD COVID call center: 540-899-4797

Student Return to Normal Campus Operations

EVCC looks to reopen campus to normal operations when Virginia has moved into Phase III of the Forward Virginia Blueprint. Until that time, EVCC will continue virtual classes as it has been doing since March 23, 2020.

Screenings

As of June 15, 2020, EVCC has instituted routine temperature and health questionnaire screening per guidance released by the Virginia Department of Health (VDH). EVCC maintains two entrance doors leading to the central part of the campus. A third entry exists for the Occupational Therapy Assistant Program, and they are conducting screenings in concert with the main entrance and following the same turn away procedure. The secondary door has been locked, preventing entry while the campus is open, forcing students to enter through the main entrance.

As students, staff, and guests enter the campus, they will be stopped and screened for COVID symptoms by a staff member wearing appropriate PPE. Students and staff who pass the necessary screening will be allowed to enter campus for their scheduled activities. Guests are seating in the lobby area with the enforced physical distancing of at least 6 feet.

Anyone who fails the screening check will be turned away with instructions to seek diagnostic screening from a healthcare provider, obtain a test if directed, and to notify EVCC of the results of this screening. Clearance in the form of a negative test result, doctor note stating the individual does not have COVID-19, or self-isolating for fourteen days will be necessary before being allowed to return to campus for activities.

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For students at clinical rotations, EVCC faculty will possess a roster identical to the one present at the lobby, and the instructor shall engage in screening their students each day before entering the facility. Students who fail the screening will be turned away from the clinical site with instructions to follow regarding what to do to obtain clearance to return to the clinical rotation. Site-specific requirements surrounding COVID-19 will also be implemented regarding EVCC students and faculty, to include possible secondary screenings by site staff before entry into the facility.

As EVCC is a commuter school, there are no residence or dining halls to manage during a full reopening of campus. However, shared spaces that are not purely educational will be subject to procedures laid out within this plan.

Room Rosters

All rooms not permanently assigned to specific individuals, i.e., testing rooms, labs, lounges, libraries, and classrooms, shall have a roster where all occupants throughout the day will be required to sign in with the date and time of their entrance into the room and their exit from the room. These rosters will be turned in to the front desk staff as a central point of information collection. Daily folders will be created with all rosters and screening sheets, so it is available and easily accessible to the individuals who need it should this information be required for contact tracing and notifications.

COVID-19 Prevention Training for Students

As part of EVCC's effort to reduce the spread and increase student awareness of prevention methods, EVCC will begin incorporating essential COVID-19 information into student orientations. This educational information will include segments on symptoms, methods of spread, prevention, and what to do if students become sick with COVID-19.

The training will include:

- Handwashing technique videos
- Demonstration of the proper way to wear a face-covering
- CDC information sheets on symptoms, how the disease spreads, and prevention techniques
- Information about what to do if a student thinks they may have been exposed
- Information about the procedures if they test positive for COVID-19
- Images showing the locations of hand sanitizer dispensing stations around campus

Current students will be notified of the new module in their program orientation courses and directed to complete the educational unit before returning to classes.

Physical Distancing Guidelines for Staff Workrooms, Shared Spaces, and Classrooms

EVCC plans to continue, wherever practical, to continue teaching virtually to the extent allowed by the state boards, EVCC's accreditors, and the U.S. Department of Education. At a point when physical distancing is no longer required, EVCC will continue to limit and monitor to the extent practical while maintaining the capability to track and report should COVID cases appear on campus.

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In instances where virtual learning is not practical, violates regulation, or state board directives, EVCC will physically distance students, and staff per state executive orders. EVCC will cluster students into cohort groups that adhere to gathering limits and space limitations. Those students will be cohorted throughout the period that these pandemic plans are in effect and will not intermingle with other groups on campus.

Combined with dividing students into smaller groups, EVCC will be utilizing staggered scheduling for labs and testing to limit the number of students, not just in a room, but within the building to abide by executive orders guidance for gathering sizes. EVCC has also taken the step to alter classroom seating layouts to ensure that students are situated six feet apart from each other. The EVCC classroom capacity list is included below in Table 1, and the lab rooms and shared spaces capacities are listed in Table 2.

Table 1 EVCC Classroom capacity with and without physical distancing in place

Classroom #	Dimensions (Sq. Feet)	Max. capacity without physical distancing	Capacity with enforced physical distancing
414	756	34	18
418	624	32	17
422	355	18	10
423	437	22	12
424	416	12	7
425	416	12	7
426	447	23	12
428	527	27	14
429/430	585	30	16
449	517	26	11
451	317	12	4
457	488	12	5

As part of the daily process to assist area health officials to accurately trace where people have been within the campus, each of the rooms will be outfitted with a daily roster sheet for staff to complete indicating who has occupied each space and when. These records will be turned into the front desk for compiling in the daily file along with the entrance screening list.

Faculty members assigned to classrooms for the day will be the responsible parties for ensuring that documentation on rosters is completed with each cohort grouping that utilizes the room, that students physically distance in the room, and that post-session sanitization occurs. They will ensure that completed roster sheets are stored with the front desk staff.

Table 2 EVCC shared space capacity with and without physical distancing

Room #	Dimensions (Sq. Feet)	Max. capacity without physical distancing	Capacity with enforced physical distancing
401 (Lobby)	360	7	5
412 (Testing Ctr)	226	12	6

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Room #	Dimensions (Sq. Feet)	Max. capacity without physical distancing	Capacity with enforced physical distancing
416 (Resource Ctr)	155	4	2
419 (Lounge)	212	15	7
421 (Lounge)	574	45	22
431 (Wkroom)	180	4	2
442 (Lab)	587	12	6
448 (Lab)	470	10	5
450 (Lab)	574	12	6
453	200	4	2
455 (Wkroom)	188	4	2
456 (Wkroom)	190	4	3
458/459 (Lab)	780	16	8
OTA (Lab)	1600	25	11

EVCC Lobby

The main lobby (Room 401) of the college is a point where becoming overwhelmed with people seeking screening, checking in for testing, or signing in for appointments. To help manage this, EVCC will not over schedule appointments to reduce the risk of physical distancing becoming an issue. Walk-ins will receive instructions to return to their cars after being screened to await a phone call notifying them that they can return to the lobby for their appointment. Likewise, entrance testing is scheduled in such a way that testers do not overwhelm the lobby space. Once they are checked in and screened, they will be moved quickly to where they will be testing. If testing requires the storage of personal items, a locker will be assigned and documented on the testing room roster. Cleaning of the lockers with disinfectant will occur after each testing group has completed and removed their belongings.

Student Lounge

While room 421, the student lounge, will be open for grab-and-go food purchases, the pre-COVID-19 seating has been removed, and the standing instructions posted on the doors leading in and out indicate that students may not congregate in the lounge to eat. Face coverings are required for all while in the shared space of the lounge. Visible tape markings will indicate the physical distancing requirements while using the vending area. Cohort groups will only be allowed to use the space one group at a time to limit occupancy and prevent mingling among the groups. Cleaning, including wiping down vending machine doors, control panels, and door handles, are scheduled at the end of the lunch period each day. The front desk staff will have the responsibility to complete the cleaning and document it in the cleaning log maintained at the front desk.

Staff Shared Spaces

Staff workrooms such as Room 431/432, 455, and 456 will have limited occupancy based on the ability to distance inside the space physically; face coverings are required if seating near the door cannot be positioned to maintain six feet of distance from traffic. Staff occupying the space are required to routinely clean their workspace (i.e., phone, computer keyboard, desk area) at the end of each day.

EVCC Testing Center

The EVCC testing center (Room 412) will be treated similarly to the workrooms. Face coverings are required while inside the testing center, in the lobby awaiting seating, and the narrow hallways in the area. The front desk will maintain a roster of occupants and their time of occupying the space. Scheduled cleaning with disinfectant will be completed for all used equipment and documented between testing groups. Testers will be assigned to a specific testing station so that disseminating exposure information, if necessary, can occur.

Gatherings

EVCC does not host many on-campus gatherings outside of classes and educational activities. The few events EVCC holds will be rescheduled, modified to virtual events, or accomplished with strictly enforced physical distancing requirements. Management of the distancing during in-person events will include modified seating arrangements, face coverings, and limited participation following active executive orders.

Hygiene Practices and Disinfecting/Cleaning Protocols

Since the outbreak of COVID-19, EVCC has implemented enhanced cleaning protocols to help reduce the risk of disease spread. As part of this general enhanced cleaning process, frequently touched surfaces include:

- All touchpads (POS system, copiers, microwaves, etc.)
- Front desk keyboard & telephone
- Door handles to commonly accessed and shared spaces
- Surfaces in shared and busy areas

For the above areas, a cleaning routine of every three hours beginning at the opening of campus and final cleaning at the daily closing of college will be logged into the cleaning log. Additional cleaning in areas like the testing center and testing locker area will occur following each use.

Members of staff tasked with cleaning will wear masks and gloves to protect themselves during the cleaning process. The Front Desk Receptionist, Lyndsey Crook, will be the primary party to ensure cleaning protocols of shared front area spaces are followed. Ms. Crook will be supported by the other EVCC staff who rotate responsibility for the front desk when Ms. Crook is not available. Abdullah Johnson, Director of Admissions, Dana Cornett, Director of Operations, and Brian Terrill, Academic Director, will have the responsibility to ensure procedures are being followed and documented by the front desk staff.

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Each EVCC staff member is responsible for ensuring that their work area is cleaned at least once per day and after each appointment if they meet with students or the public. Managers will be responsible for checking in with staff to ensure this cleaning is occurring.

Class sessions will be given a break within every hour, per U.S. Department of Education guidelines, for handwashing or hand sanitizing using an alcohol-based sanitizer gel that meets EPA guidelines for effectively combating COVID-19.

Adequate Supply, Correct Use, and Storage of Cleaning Supplies

EVCC has converted a closet for storing an adequate supply of EPA approved COVID-19 disinfecting cleaning products that include:

- Containers of FDA approved hand sanitizer for pump bottles and touchless sanitizing stations
- Barbicide, Mar-V-Cide, and Citrus II disinfectants in spray bottles and concentrate containers
- Lysol and Clorox disinfecting wipes
- Clorox bleach solution (10:1 ratio)

Front desk staff who will engage in the cleaning of the shared space frequently touched surfaces and items have been educated on the appropriate use of the products for the various cleaning jobs necessary. Links to the safety data sheets for each product listed are included in Appendix A.

Hand Sanitizer/Handwashing Stations

EVCC believes that hand sanitation and handwashing are keys to preventing the spread of disease and pathogens since before COVID-19. EVCC has three strategically located wall-mounted hand sanitizer stations within the campus (locations highlighted in Figure 1).

Figure 1 EVCC Campus Map with Sanitizer Stations Noted in Red X



At the outbreak of COVID-19, EVCC purchased hand sanitizer pump bottles for all classrooms to be used by faculty or students during the pandemic. These bottles are replaced or refilled as the front desk is notified of the need for replenishment. In addition to this, all labs are equipped with a sink for handwashing and sanitation of shared equipment. Each lab is outfitted with regular liquid soap, antimicrobial soap, or a medical-grade hand cleaning product that is used by students and faculty while

in the lab. The staff lounge has a sink and a soap dispenser so that staff may wash their hands while in the space without leaving to use sinks in the shared bathroom.

The building where EVCC is a tenant has bathrooms centrally located on each floor with multiple sinks and touchless soap dispensers to help limit the spread of COVID-19 and other diseases. The active sinks are physically distanced to help reduce the risk of spreading COVID-19.

Shared Objects

EVCC, in general, minimizes shared equipment wherever possible, citing the advantage to students learning in low student to equipment ratios. In many cases, students use equipment issued to them for their individual use during labs and classes. Students bring their laptops for class and testing to minimize the need to share computers. During distancing, student counts in lab sections will be staggered to help reduce the amount of shared equipment within cohort groups.

In lab classrooms and the testing center, EVCC has equipment that is either too costly or too bulky to provide an individual piece for each student. EVCC will manage the COVID-19 exposure risk to students by documenting the equipment being shared, the instructor who is responsible for that equipment, the names of the students who use the equipment, and the time they used it (see Table 3 for an example layout of the log). The equipment is disinfected between each student's use, and the cleaning is noted on the equipment roster. A second, standard cleaning will take place at the end of a lab session, to ensure the equipment is clean for the next cohort group using it. The logs are turned in at the end of the day to the front desk, who will incorporate these logs in with the daily screening, cleaning, and room roster logs.

Table 3 Sample of shared equipment log with cleaning information

Equipment piece	Instructor	Student Name	Time used	Cleaning before next use completed by (initials)
Phlebotomy Arm 1	Jane Doe	John Smith	10:45 AM	JD
		Jane Smith	11:15 AM	JD
End of Session Cleaning	Jane Doe		11:45 AM	JD

Housing

EVCC does not have student housing, reducing the risk of campus spread due to being unable to distance within housing physically is not an area EVCC needs to address in this plan.

Vulnerable Individuals

Student Population

EVCC is instituting policies to protect COVID-19 vulnerable populations. This policy will allow high-risk individuals to self-identify via private communication with their instructors without indicating the reason the student is at high risk. Once informed of a student belonging to a risk group, they will be allowed to attend classes virtually, even when their cohort is present on campus. Through the addition of

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Respondus Lockdown Browser, and Safe Exam Browser, these higher-risk students will be able to test from the safety of their home while maintaining test integrity through virtual proctoring and respecting their privacy about their health.

While learning virtually, students will attend regular lecture sessions through video conferencing technology allowing the student to watch the lecture live as if they were in class. Lectures will be recorded and made available for these students as well. Facilitating necessary discussion and questions will be accomplished through discussion boards, and the instructor's email will be available for students to maximize their learning experience while managing their risk appropriately. Any lab classwork will be scheduled with instructional staff at a time when the student can come to campus when the risk is lower for them. Decisions will be made at the program level as to the best way to manage student health risk vs. accomplishing lab requirements necessary for experiential learning placements and graduation requirements.

Staff & Faculty

EVCC possesses the capability for staff and faculty to be able to access the systems and electronic files needed to continue their work while at home if they are vulnerable, have had an exposure incident, or become ill during the COVID-19 pandemic. The EVCC IT department is authorized to manage and grant individuals remote access on a case-by-case basis once informed that a member is in a high-risk group or is required to self-quarantine for some time.

Leave for Those Potentially Exposed

EVCC has instituted procedures that allow staff to work from home while self-isolating after exposure to people sick with COVID-19. These procedures require the individual to self-isolate for fourteen days.

Students who have been required to self-isolate due to exposure to COVID-19 will have to quarantine for fourteen days. Any missed lab work will be scheduled to help catch the student up to their peers.

During the time of illness, staff members should be in communication with their supervisor or program director to ensure that both EVCC and the impacted staff members are working together to ensure there is work coverage while the staff member is ill. Students should be in communication with their instructors to stay current on work, attend virtual lectures as needed, and be sure that any necessary makeup sessions for lab class and essential testing is scheduled prior to the student's return.

After Illness

As previously stated, EVCC will require sick individuals to self-isolate for ten days and remain fever free for at least 72 hours without fever reducing medications and exhibit an improvement in respiratory symptoms per CDC guidance or share proof of two negative test results obtained at least 24 hours apart for COVID-19 before returning.

International Student Consideration

EVCC, as a commuter school, does not enroll students from outside the U.S. EVCC does have a portion of the student population who have family in foreign nations and do travel to visit. Should foreign travel occur, EVCC will require all students to self-quarantine for fourteen days upon return to the U.S., in

coordination with their program administration, and the CDC returning traveler guidelines. This is done to help limit the risk to the broader EVCC student community.

Partnerships and Communication

EVCC has created this plan in collaboration with the Rappahannock Area Health District incorporating their guidance and recommendations to ensure a safe return to campus by students and staff. EVCC will continue to maintain contact with RAHD and local health departments as EVCC ramps up to a full return of on-campus operations. EVCC will continue to communicate with students, staff, and faculty about new information, as it comes out, relating to COVID-19 and EVCC's action plans in response to changes in government guidance. EVCC will also prioritize messaging regarding information about potential outbreaks on campus should they occur and will provide instructions if the campus must be closed for any length of time due to COVID-19.

EVCC shall facilitate communication with the campus community by activating the campus Emergency Notification Plan, which includes transmitting vital information via email, announcements on the college website, and SMS messages to the EVCC community. EVCC will communicate with RAHD per their guidance and recommendation for information sharing.

Face Coverings

EVCC requires all students, staff, faculty, and visitors to wear a face-covering while indoors per existing executive orders. This requirement applies to all hallways, lounges, lobby, bathrooms, lab rooms, and anywhere else that physical distancing is challenging to maintain. Students will be encouraged to keep using a face-covering even when physically distanced inside a classroom to decrease the risk of asymptomatic spread. EVCC will continue to enforce this policy until the governor and the health department revises guidance removing the recommendation for wearing face coverings indoors in public places.

Instruction on Proper Use

Proper use of a face covering will be included in future orientation material provided and discussed with incoming students by orientation staff. Since EVCC requires prospects to wear a face-covering for any enrollment activities requiring visits to campus, newly enrolled students will already possess an appropriate face-covering before beginning classes. Newly enrolled students, as part of their acceptance information, will be informed to wear their face covering during any in-person orientations.

Faculty Use of Face Coverings

Faculty are required to wear a face-covering any time they cannot maintain physical distancing of at least 6'. Such instances include providing lab instruction or skill observation, using elevated volume or projection of speech when lecturing in larger rooms with poor acoustics, or in smaller classrooms where the instructor cannot always maintain 6' distance from students inside the room.

Public-facing Areas

For those staff who interact with the public regularly, face coverings will be required in those spaces where 6' of physical distancing cannot be maintained. In small offices where it will not be physically

practical to distance, staff members will likewise be required to wear a face-covering while with members of the public in those smaller spaces or meet virtually whenever possible.

Student Health Services

EVCC does not have a student health service, so items in this part of the guidance do not apply.

Large Events

The only significant events that EVCC has are open house events and annual graduation, which occurs in the late fall. To reduce the spread of COVID-19, EVCC has suspended for the time being all in-person open house events. These events will be held virtually or managed through scheduled one-on-one visits to campus where physical distancing and enhanced sanitization can be maintained. During individual visits, the standard screening check-in at the lobby would take place before a tour or information session.

Graduation Ceremonies

Like other institutions, EVCC will consider whether distancing can be maintained during such an event. If distancing cannot be managed safely and within the guidance of active executive orders, or if EVCC executives feel the risk to safety is too high, EVCC will make alternative arrangements for graduation. Alternative options include but are not limited to a virtual event or smaller ceremonies where distancing can be maintained throughout the proceeding.

EVCC Communication Strategy

EVCC communications strategy includes information updates released to the EVCC campus community by email, SMS messaging, and activation of the emergency notification plan where advised by RAHD, or when critical emergency information needs to be shared at the determination of EVCC executive staff. Updates to the campus community would include informational communication regarding the reopening of campus to regular operations, how to self-identify as high risk to protect the vulnerable populations, information about COVID-19 testing locations, and urgent notifications about modifications to the plan or shutdown information that affect the campus community.

In addition to emails and messaging alerting the EVCC campus community to new information, EVCC will continue to conspicuously post messaging around campus about the need to wear a face-covering and other preventative measures which will help to reduce the spread of COVID-19.

Orientation & Education

As stated earlier in the plan, EVCC will include COVID-19 prevention training as part of new class orientations and make the information in that training available to all current students and staff to help produce the best possible outcomes. As a part of this educational effort, EVCC will include anti-stigma discussions and efforts in training incorporating elements from the WHO and CDC anti-stigma guidance. Since stigma can often lead to discrimination, EVCC will link its anti-stigma efforts on campus to EVCC's policy against discrimination.

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Link to CDC information on anti-stigma efforts: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html>

Link to WHO guidance: https://www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf?sfvrsn=226180f4_2

Section B - Monitoring Health Conditions to Detect Infection

Daily Screening

Daily screening efforts at EVCC, which began on June 15, include limiting entry to campus to ensure everyone receives screening and answers the checklist questions (See Appendix B for a sample of EVCC's screening checklist). The screening of all individuals will include temperature checks using a contactless scanning thermometer as fever is a common symptom associated with COVID-19. All data is recorded by the front desk staff on the screening checklist. The front desk staff will maintain control over the information and ensure that it is secured in compliance with HIPAA regulations for health data. The front desk team will be responsible for cataloging the various rosters into a file folder by date to allow for easy access to specific data for tracing and notification purposes.

Campus Level Surveillance

EVCC does not possess a student health service or the resources to maintain an EHR system for screening data. However, daily documentation and record-keeping will be conducted to facilitate contact tracing should EVCC be informed of positive test results by someone who has been to campus since screening began on June 15, 2020.

Establishing a Testing Strategy

EVCC's testing strategy is to refer students and staff who have been potentially exposed to COVID-19 to obtain the necessary further diagnostic evaluation from healthcare professionals. EVCC will maintain a list of local testing centers that accept appointments or drive-thru testing to facilitate students and staff members that require testing. There are several sites conducting testing, a few within one mile of EVCC, with testing operations that are available for same-day scheduling:

- CVS (5 locations)
- BetterMed Urgent Care (1 location)
- NextCare Urgent Care (1 location)
- Primary & Urgent Care (2 locations)

If directed for testing, students and staff will show proof of negative test results or notify their program administration or supervisor of their intent to self-quarantine for fourteen days before returning to campus.

Section C - Containment to Prevent the Spread Once Detected

Partnership with VDH for Tracing

EVCC is working in coordination with Rappahannock Area Health District (RAHD) and will provide information to RAHD and VDH as requested. EVCC will follow guidance and direction from RAHD and VDH regarding tracing and notifications should a situation arise where a screened individual tests positive for COVID-19.

Quarantine & Isolation Plans

EVCC has instituted procedures to follow the Department of Health guidance regarding when individuals should quarantine relating to exposure to people testing positive for COVID-19. EVCC is in the process of enacting procedures for students that have been out in fieldwork or clinical courses where they may have been exposed to COVID-19 requiring them to self-quarantine for up to fourteen days before returning to campus for classes. EVCC will modify teaching schedules where possible to facilitate this quarantine period and make use of virtual instruction where scheduling cannot be altered. Alternatively, should no other option exist, EVCC will catch students up through tutoring of missed material before an assessment on that information.

Campus Outbreak Management

In the event contact tracing leads to establishing EVCC has a campus outbreak of COVID-19, EVCC will take the following steps upon being notified of an outbreak on campus by VDH:

1. Receive guidance and direction from RAHD and VDH
2. Implement EVCC's emergency notification system to alert the campus community of the outbreak
3. Post notification and instructions to college website based on directions and guidance from VDH & RAHD
4. Initiate deep cleaning of all spaces and direct quarantines as advised by VDH & RAHD
5. Implement temporary shutdown plans if directed or instructed by VDH to do so.
6. Revert to virtual education only plans where possible or suspend classes until allowed to return to campus (will be based on guidance and direction from local health officials)

Partnerships with Local Health Systems

EVCC, as a commuter school, does not provide or manage housing for students and does not possess a student health services unit for the treatment of ill students. As such, EVCC intends to maintain a list of local COVID testing locations and hospital facilities that students can access should they become ill with symptoms of COVID-19. This list is attached to this plan, as Appendix D.

Section D - Shutdown Considerations if Necessitated

If a partial or complete shutdown is necessary or directed by the department of health, EVCC will follow VDH instructions and guidance and will proactively notify the EVCC campus community based on procedures and specifications noted below in this section.

Plans for Potential Campus-wide Shutdown

EVCC will use the following criteria to guide decisions involving a potential shutdown of campus:

- RAHD guidance and recommendations to shutdown
- The extent of illness among student and staff populations
- Determination of an outbreak on campus

If, by direction or based on evaluation of reported numbers of ill students and staff, EVCC will activate plans to shut down for a specific time as recommended by VDH and EVCC executives to ensure containment and reduce further spread.

Decisions or direction to shutdown would trigger the communication plan detailed below.

Nature of Reduced Campus Activity

EVCC's contingency plans for a possible shutdown would include a return to virtual instruction as allowed under directives from the agencies and organizations that regulate educational activity at EVCC.

Non-academic staff will be granted remote access as needed to allow continued operations of necessary college functions such as administration, admissions, financial aid, and the registrar office.

Student Health & Safety Considerations

EVCC is a commuter college with no student housing, and decisions regarding campus shutdowns will be made under the guidance of VDH to protect the health safety of students and staff who come to campus for education or to perform work duties.

Shutdown Communication Strategy

The following steps will be the critical pieces of EVCC's strategy for dissemination of information regarding shutdown and the essential events triggered by the announcement of a shutdown.

1. Activation of the Emergency Notification Plan to notify the campus community of the shutdown and any emergency instructions regarding quarantining or testing
2. The building management of the facility where EVCC is a tenant will be notified of the shutdown
3. Further communication via email and notification on the college website to students and staff regarding the anticipated duration of the shutdown and what steps need to be taken to ensure student and staff safety before returning
4. Programs will implement contingency instructional plans to move all teaching back to virtual instruction where allowed under regulations and accreditation guidance in place at the time of the shutdown
 - a. Students will be notified by instructional staff as to whether classes will continue remotely during the shutdown and provide instructions to students
5. Restricted campus access to staff during the shutdown under guidance from VDH and RAHD

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- a. Access to campus will require prior approval from the Director of Operations who is in charge of access controls and will coordinate with on-site building management staff
6. Additional remote access accounts for staff will be created by IT as needed to allow for continuity of operations
7. Any necessary sanitization of campus will be conducted with a minimum of a three-day gap between sanitization and reopening
8. Reopening announcements will be issued once EVCC executives, building management, and the local health department agree that it is safe to return to operations

Appendix A – Safety Data Sheet Links

Lysol Disinfecting Wipes

https://content.oppictures.com/Master_Images/Master_PDF_Files/RAC77182CT_SDS.PDF

Clorox Disinfecting Wipes

https://www.thecloroxcompany.com/wp-content/uploads/2018/04/Clorox-Disinfecting-Wipes1-Crisp-Lemon_PDE_6-16-16.pdf

Purell Hand Sanitizer

https://huntind.com.au/wp-content/uploads/2016/09/purell_hand_sanitiser_gel.pdf

Barbicide Disinfectant Concentrate

<https://barbicide.com/wp-content/uploads/2020/01/SDS-KIN1-0001-Barbicide-Concentrate-6-24-19.pdf>

Mar-V-Cide Disinfectant

<http://www.wmmarvyco.com/pdf/Mar-V-Cide.pdf>

Citrus II Disinfectant

<http://sds.staples.com/msds/543366.pdf>

Clorox Regular Bleach

<https://www.thecloroxcompany.com/wp-content/uploads/cloroxregular-bleach12015-06-12.pdf>

Daily Screening Checklist Example

Date	Name	Temp. at start of shift	Travel outside of country	Cough	Shortness of breath/difficulty breathing	Chills	Muscle pain	Sore throat	Loss of taste/smell	Headache
			Y/N	Y / N	Y / N	Y/N	Y / N	Y/ N	Y / N	Y / N
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

Appendix C – Emergency Notification Plan

Emergency Notifications, Evacuations and Timely Warnings

Health, safety, and security at EVCC is undertaken in accordance with relevant institutional and governmental regulations and policies in order to promote a safe, secure, and healthful learning and work environment.

Every member of the campus community has the responsibility to observe and adhere to institutional policies and procedures relating to student conduct and campus wide health, safety, and security. Students as well as staff members are responsible for the personal safety and the safety of others in the classroom, laboratory, or common areas and for immediately reporting any health or related safety concerns to an instructor, staff member, or CSA as appropriate.

All health and related safety incidents will be recorded in an Occurrence Report, which allows EVCC to document the incident, evaluate the response, and determine if further action is required.

Emergencies: Emergencies may be reported at any time to the Spotsylvania County Sheriff's Office by calling 911.

Emergency Notification, Response, and Evacuation:

In cases of emergency that pose an immediate threat to the health and safety of the campus community, students and staff will be notified on their mobile phones via a Short Messaging Service (SMS) system. Depending on the nature and severity of the emergency or dangerous situation, one or more pre-determined text messages that convey to recipients the actions they must take, or the nature of the emergency, will be sent.

Activation of the SMS system

Activation of the SMS system will be made by the following positions within EVCC. If the leading staff member is unavailable, the responsibility automatically devolves to the next position in the list, and so on.

- Campus Director
- Academic Director
- Online learning platform technician
- Director of Compliance/Title IX Coordinator

Confirmation of a significant emergency or dangerous situation occurring on campus that poses an immediate threat to the campus community will be verified, to the extent possible, through visual confirmation, eye witness reports of students, faculty, or staff; or receipt of communication from an authority outside of campus. This information will be assessed and confirmed to the extent possible by the above named positions using the same hierarchical order. Once a threat has been verified and/or confirmation of an emergency has been made, the campus will be notified of the nature of the threat or emergency and advised to take steps to evacuate or take shelter as appropriate.

Groups notified in the event of an emergency or dangerous situation: Depending on the nature and severity of the emergency or dangerous situation, based on the judgment of the individual responsible for confirmation of the event and the nature of the text message, the following groups will be notified collectively:

Members of the administration and program directors;

Members of the administration, program directors, staff and faculty, *and* students

Members of the administration, program directors, staff and faculty, students, *and* emergency responders;

In situations where law enforcement officials judge or perceive an increased risk of danger to individuals on campus if an emergency notification is made to the entire campus, EVCC officials will withhold such notification until law enforcement officials advise an emergency notification be issued.

Evacuation: Evacuation routes are posted in every classroom, laboratory, office, and common area. Evacuate the building following the route shown on the evacuation maps posted in each room. **DO NOT USE THE ELEVATORS.** Once evacuated, assemble on the far side of the west parking lot (nearest to Golden Corral restaurant). Faculty members are responsible for the evacuation of their students, and should conduct a head-count at the assembly point. Oversight and enforcement of evacuation will be conducted by the following positions:

- Campus Director
- Academic Director
- Director of Career Services
- Online Learning Platform Technician
- Director of Compliance/Title IX Coordinator
- Chief Academic Nurse Administrator

Tests of the emergency notification system, including drills: Drills or tests of the emergency notification system and evacuation procedures will take place at least annually. For all-campus evacuation drills, which will be publicized at least 24 hours in advance of the drill, a text will be sent to the entire campus community. This will trigger a drill evacuation to be documented and assessed by the above noted campus officials. A separate drill, to test the SMS notification system, will be scheduled approximately six months after the evacuation drill. In this drill, all staff and faculty will be notified of the upcoming drill at least 24 hours prior to the event. In this drill, faculty and staff will be sent a text via SMS system. Students will not be notified of the drill, nor will they receive the text message. All recipients of the text should respond immediately via text or, if unable to do so immediately, within 12 hours after the drill. A log will be kept of who responded and when they responded, by way of documenting the test. Drills will be initiated and documented by the Campus Director or by other staff members, as assigned.

Fire: In case of fire, immediately inform an instructor or staff member and activate the fire alarm when possible. When you hear the fire alarm, evacuate the building following the route shown on the evacuation maps posted in each room. **DO NOT USE THE ELEVATORS.** Call 911. Fire extinguishers are stationed in each hallway. Faculty and staff should secure the building if possible. **Fire drills are held twice a year. Follow evacuation procedures.**

Medical and Health Emergencies: Report medical or health emergencies to a faculty or staff member. Make the ill or injured person comfortable. Seek a qualified healthcare professional on the campus, if possible. This person will assess the situation and take appropriate measures. If no qualified healthcare professional is available, call 911.

If an accident or illness occurs that requires a student, employee, or guest to be sent to a doctor or hospital, the immediate family will be notified. If unable to notify the family, emergency vehicles will be summoned at the student's, employee's, or guest's expense.

Safety Resources: Safety resources such as sharps disposal, eye wash equipment, and Emergency Kits are located in laboratory classrooms as appropriate. First aid kits are located in every laboratory and at the front desk in the fourth-floor lobby.

Earthquake: Take cover under a sturdy desk, table, or in a doorway. If that is not possible, stand as close to a wall in a hallway as possible. Stay away from windows. Remember to wait for TWO MINUTES after tremors stop then evacuate as per evacuation instructions. Remember, DUCK, COVER, HOLD, and DON'T PANIC.

Tornado: Immediately move away from windows and glass and move into the stairwells or hallways. Crouch down facing the wall, with your hands locked over your head. Wait until high winds die down then evacuate the building as per evacuation instructions. Remember, STAY AWAY FROM GLASS, PROTECT YOUR HEAD, and DON'T PANIC.

Biohazard (Blood): If blood has been spilled onto the floor or other surfaces, immediately alert a faculty or staff member. Do not attempt to clean up the blood and do not allow another student to do so. For skin or open wound exposure to another person's blood, wash area thoroughly with soap and water. For blood splashed into eyes, nose, or mouth, rinse repeatedly with tap water. Instructors should refer to the Exposure Control Plan.

Environmental Hazard: Hazardous materials or substances can be in the form of chemical spills, gas leaks, or other materials. If you see or smell a substance that you believe may be hazardous, stay away from the substance and alert an instructor or staff member immediately. Direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance. If evacuation is necessary, a faculty or staff member will initiate the notification system or activate the fire alarm, depending on the gravity of the incident. Evacuate the building as per evacuation instructions.

Timely Warning: In the event that a crime or alleged crime occurs, either on or off campus, that, in the judgment of EVCC Administration, constitutes a serious criminal event or an ongoing or continuing threat, a campus-wide "Timely Warning" will be issued by the Academic Director, the Operations Director, or designee. The warning will be provided via bulletins posted throughout campus.

Behavioral Disturbance or Assault: A behavioral disturbance can be verbal or physical (assault). When a behavioral disturbance or suspicious behavior is observed, alert the nearest CSA, instructor, or staff member who will alert EVCC Administration who will assess the nature of the incident, determine the level of threat, and initiate appropriate notification measures if necessary. If no staff member can be found and you believe the threat to be dangerous, call 911.

Internal Threat: If you observe someone threatening with a weapon or other dangerous device, or hear a possible gunshot, inform EVCC Administration immediately. EVCC Administration will confirm the threat and alert the local authorities. EVCC will, without delay and taking into account the safety of the campus community, issue an emergency alert unless such an alert would, in the judgment of responsible

authorities, compromise the efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency.

An evacuation may be ordered, depending on the nature of the emergency. If you cannot get out, move to a room where you can hide. Lock the door if possible. Make sure lights are turned off and stay clear of doors and windows. Silence, but do not turn off, all cell phones. Remain inside the room until you receive instructions from EVCC staff or first responders.

When the police arrive, follow all instructions and keep your hands visible. When evacuating the building, take all necessary items including keys. The building may be sealed as a crime scene and no one will be allowed in for several hours.

Appendix D – List of Local Resources for COVID-19 Testing and Treatment

Testing Facility

Name of Facility	Physical Address	Phone number	Website
BetterMed Urgent Care	4901 Plank Rd Fredericksburg, VA 22407	540-870-6540	https://www.bettermedcare.com/covid-exam-testing-locations
CVS Pharmacy	5832 Harrison Rd Fredericksburg, VA 22401	540-710-2426	https://www.cvs.com/minuteclinic/covid-19-testing?icid=cv-home-hero1-link2-coronavirus-testing
CVS Pharmacy	10000 Jefferson Davis Highway Fredericksburg, VA 22407	540-891-1397	https://www.cvs.com/minuteclinic/covid-19-testing?icid=cv-home-hero1-link2-coronavirus-testing
CVS Pharmacy	4201 Plank Road Fredericksburg, VA 22407	540-786-3008	https://www.cvs.com/minuteclinic/covid-19-testing?icid=cv-home-hero1-link2-coronavirus-testing
CVS Pharmacy	10701 Courthouse Road Fredericksburg, VA 22407	540-898-2117	https://www.cvs.com/minuteclinic/covid-19-testing?icid=cv-home-hero1-link2-coronavirus-testing
NextCare Urgent Care	5825 Plank Rd #105 Fredericksburg, VA 22407	540-785-3448	https://nextcare.com/curbside/
Primary & Urgent Care	10009 Southpoint Parkway Suite 200 Fredericksburg, VA 22407	540-898-6600	https://www.primaryandurgentcare.com/
Primary & Urgent Care	2306 Plank Road Suite 100 Fredericksburg, VA 22401	540-785-9900	https://www.primaryandurgentcare.com/

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Emergency Medical Care

Name of Facility	Physical Address	Phone number	Website
Mary Washington Hospital	1001 Sam Perry Blvd Fredericksburg, VA 22401	540-741-1100	https://www.marywashingtonhealthcare.com/COVID-19.aspx
Spotsylvania Regional Medical Center	4600 Spotsylvania Pkwy Fredericksburg, VA 22408	540-498-4000	https://spotsrmc.com/covid-19/access-to-care/