

FALL REOPENING PLAN FOR SCHEV

Updated: 07/24/2020 • In effect: August 2020 • Approval from SCHEV: pending



FERRUM COLLEGE: STRONGER TOGETHER

OVERVIEW

Since our founding in 1913, Ferrum College has been committed to providing education and opportunity. We have done so in good times and in some of the most challenging moments we have faced as a nation. Even during this COVID-19 global health crisis, the faculty and staff of Ferrum College have not wavered in realizing our mission.

Along with our peers throughout the Commonwealth, we stand with Governor Northam in his desire to safely reopen our colleges and universities. The dreams of over half a million students are based upon this, the livelihood of nearly 170k Virginians depends upon it, and the future of our nation requires it.

This is our plan for safely reopening Ferrum College for fall 2020. In addition to the specific items listed here, is our commitment to the health and safety of our College community, and our readiness to amend this plan in response to local and statewide needs.

A detailed step by step plan will be available to faculty, staff, students, and the public on our COVID-19 website as plans for return are finalized and to keep up with the evolving phases and guidance from the Center for Disease Control and Virginia Department of Health.

The fall COVID-19 website is www.ferrum.edu/Stronger-Together and will be live in mid-July.

REOPENING TIMELINE

July 15: Select furloughed employees return to campus & return of staff working remotely - approximately 35

August 1: Faculty and additional furloughed staff - approximately 50

August 19: Orientation team & student ambassadors - approximately 100 students

August 21 & 22: New students - approximately 150 students

August 23 & 24: Remaining returning students - approximately 300 students



FERRUM COLLEGE: STRONGER TOGETHER

PUBLIC HEALTH CONDITIONS AND CONSIDERATIONS FOR REOPENING CAMPUSES

Surge Health Care Capacity

- Members of the Virginia Department of Health, Tri-Area Community Health, and Franklin County Public Safety have been invited to participate with Ferrum College on all “return to campus” task forces.
- Franklin County Carilion Memorial ICU capacity is shared weekly in the Franklin County COVID-19 Committee, and any overflow needs would be referred to the hospital systems in Roanoke and Salem (Lewis-Gale Medical Center, Carilion Roanoke Community Hospital, and Carilion Roanoke Memorial).

REPOPULATION OF THE CAMPUS

Establishment of a COVID-19 coordinator/campus team

- Nicole Lenez, dean of students and Title IX coordinator, is serving as the pandemic coordinator for campus. Her responsibilities include:
 - regularly monitoring the information from VDH, CDC, and Governor Northam.
 - attending daily meetings with the President’s Cabinet (president, assistant to the president, provost, athletic director, and vice presidents) to keep them informed on the situation and for quick approval of new guidance and communications to our campus community.
 - participating in the Franklin County COVID-19 Task Force.
 - co-chairing a “return to campus subcommittee” with the athletic director, which has multiple task forces around different areas of campus reopening.
- The “return to campus subcommittee” meets weekly to adapt plans based on the newest research and guidance.
- In addition to these groups, we have established a COVID-19 website where we share the latest information and direct the community to the most reliable information.
- We are working closely with the Virginia Department of Health and using their hotline when we have a question about guidance or current data.

Contact information and procedures for reaching the local health department

- The pandemic coordinator will be our primary point of contact for working with the following health departments:

Franklin County Health Department

365 Pell Ave, Rocky Mount, VA 24151
(540) 484-0292

Martinsville Health Department

295 Commonwealth Blvd W, Martinsville, VA 24112
(276) 638-2311



FERRUM COLLEGE: STRONGER TOGETHER

Students' initial return to campus

- We will ask all students to monitor and log their temperature for a minimum of 14 days before the arrival date.
- Move-in will be limited to our student and a maximum of two helpers. No one under 16 is permitted.
- Students, campus guests, faculty, and staff will be asked to wear masks when they are engaging with people outside their household and when at least six feet of social distancing cannot be maintained.

Education/training of students, faculty, and staff

- The Ferrum College President's Cabinet will serve as the role models for all of campus in following public health guidance, including social distancing, hygiene practices, quarantining/home isolation, face, and face coverings.
- We will offer numerous educational opportunities for our faculty, staff, and students to learn more about COVID-19 and to stress the importance of the following guidance and making good decisions.
 - Webinars
 - Informational sessions
 - Q&A with Health Officials
- CDC flyers will be distributed across campus to encourage and remind our community of expectations and importance.
- We will have reminders on our activities slide show, which is displayed in public areas across campus.
- We will rely on educational interventions and warnings to attempt to encourage compliance but if there is a member of the community putting others in jeopardy we will use our Student Accountability and Human Resources systems to remove them from campus.
- In addition to our website, we have determined that we will communicate any policy or public health changes to the community via email to campus and an additional text message to students.
- All Ferrum College employees and students will be responsible for communicating protocol to guests, contractors, etc.

Physical distancing, according to CDC guidance

- Physical distancing in classrooms/learning environments:
 - Classrooms will be assigned to adhere to class size and accommodate social distancing protocols.
 - Classes will be a hybrid of online and in-person instruction to allow for flexibility.



FERRUM COLLEGE: STRONGER TOGETHER

- Social distancing outside the classroom:
 - Students will not be permitted to have non-student visitors in the halls without permission from the Office of Residence Life & Housing.
 - Dining Services will limit the number of seated meal options. Additional seating will be provided in the student center and outside. Additional focus will be placed on grab and go meals, and our retail dining options.
 - Clubs and Organizations, including fraternities and sororities, will have strict limitations on programming and meeting. The Office of Student Life & Engagement has partnered with our Event Services staff to ensure only approved student organization events with the proper protocols can receive reservations/ space.
 - Public spaces will be reconfigured to allow for social distancing and we are hoping to add additional seating and gathering spaces in outdoor locations.
 - Restrict occupancy in the fitness center, dining hall, and all communal places to allow for social distancing and be consistent with the current phases of the commonwealth. This will include the community spaces inside of the residence halls.
 - All sizes of gatherings and events will comply with needs for social distancing and to be consistent with mandates by the CDC, VDH, and executive orders.
- Across campus, we will encourage everyone to stay home if they are ill - faculty, staff, or student.
 - We will ask that faculty, staff, and students complete a daily form before leaving their hall/coming to campus. It will:
 - Ask if they have experienced any symptoms
 - Ask if they have come into contact with anyone who has tested positive to COVID-19
 - Ask them if they've been fever-free for at least 14 days or to log their current temperature
- Hygiene practices and cleaning/disinfecting protocols:
 - In June, we confirmed that all of our current cleaning procedures, products, and protocols were compliant with the CDC recommendations around COVID-19.
 - We have added the following additional times and/or procedures for cleaning:
 - Between classes
 - On highly touched surfaces
 - Transport vehicles



FERRUM COLLEGE: STRONGER TOGETHER

- Cleaning supplies for fall have been acquired and are being properly stored.
- Proper cleaning procedures will be included in training for our faculty, staff, and students.
- Hand sanitizer
 - Stations are available throughout frequently traveled common areas across campus (i.e. student center, library, etc.).
 - Each office will be provided hand sanitizer.
 - We will utilize bathrooms for handwashing stations.
- Athletics has developed and Information Technology, Library, and the Lab Sciences are developing protocols to limit the use of shared items between students.

Housing

- Students must wear a cloth face covering over the nose and mouth when at least six feet of physical distance cannot be maintained. This includes, but is not limited to, classrooms, public restrooms, hallways, and indoor and outdoor common spaces.
- Lobby and common spaces will be limited in capacity. We will use painters tape to block off seating that is too close together. We will discourage any rearrangement or moving of furniture, and RAs will monitor this.
- Student Life & Engagement Staff, including those who live-in the residence halls and student staff, will be trained in a few ways.
- We will participate in COVID19 training modules through SafeColleges.
- There will be a zoom webinar to go over Ferrum specific COVID19 policies and the staff's role in responding and enforcement.
- All Student Life & Engagement staff will be trained to safely and professionally approach students who are not wearing masks in the Residence Halls, and to communicate the importance of social distancing
- We will also have ongoing training to review the latest information from the Governor, CDC, and VDH.
- Specific expectations will be communicated concerning changing policies and campus needs.
- Professional SL&E staff will be trained on proper PPE usage in the event they must respond to an incident on a quarantine floor or should they be tasked with delivering meals.

Consideration of vulnerable individuals (e.g. 65 years or older, underlying health conditions)

- Policy options to support those at higher risk for severe illness to mitigate their exposure risk.
 - Employees
 - Joint discussions between the Office of Human Resources and supervisors/employees to determine options or alternatives such as:
 - Telework
 - Modified job duties
 - Rotating office space schedule
 - Return from furlough

- Students
 - Students complete a Petition for Remote Educational Delivery indicating their preference to complete the entirety of their fall semester through distance learning due to risk, disability, etc. A committee of faculty and academic support staff will review the request and establish a success plan for each student.
- Implement flexible sick leave policies and practices that enable faculty, staff, and students to stay home or self-isolate when they are sick or have been exposed.
 - Employees
 - Following all guidance from the CARES Act Policy.
 - Students
 - Students can communicate with the Office of Student Life & Engagement to get approved absences sent to their professors and get assistance in catching up once the student is recovered.

Develop policies for return to class/work after COVID-19 illness

- Employees
 - Notify the Office of Human Resources and your supervisor immediately. Documentation from a physician or testing site must be provided to the Human Resources staff in compliance with the CARES Act guidance.
 - The Virginia Department of Health will work directly with the employee to identify close contacts and those who need to be notified.
 - Close contacts are defined as anyone within 6ft for longer than 10 minutes without a face covering.
 - Stay home - get rest and stay hydrated. The CDC webpage offers advice on shared living spaces (apartments, res halls, shelters, etc.), and in close quarters (house).
 - Closely monitor your symptoms.
 - CDC allows people who had or suspected to have COVID-19 to leave home isolation when you have gone:
 - 3 days with no fever AND
 - Respiratory symptoms have improved (e.g. cough, shortness of breath) AND
 - At least 10 days since symptoms first appeared



FERRUM COLLEGE: STRONGER TOGETHER

- The Office of Human Resources must be notified at least 24 hours in advance of the desire to end home isolation. Documentation from a physician or testing site must be provided to the Human Resources staff stating clear to work.
- Return to campus must be cleared by the Office of Human Resources before the employee returns to normal activity on campus.
- All CDC recommendations for end of home isolation must be followed.
- Students
 - Notify the Office of Student Life & Engagement (OSL&E) immediately
 - 540-365-4461 (call)
 - 540-493-2834 (text)
 - studentlife@ferrum.edu (email)
 - Documentation from a physician or testing site is required to be provided to OSL&E.
 - OSL&E staff will inform all faculty, coaches, and supervisors of approved absence.
 - OSL&E staff will assist the student in developing plans with regards to quarantine, delivery of meals, etc.
 - The Virginia Department of Health will work directly with the student to identify close contacts and those who need to be notified.
 - Close contacts are defined as anyone within 6ft for longer than 10 minutes without a face covering.
 - Then:
 - Stay home - get rest and stay hydrated.
 - Closely monitor your symptoms.
 - The CDC allows people who had or suspected to have COVID19 to leave home isolation when you have gone:
 - 3 days with no fever AND
 - Respiratory symptoms have improved (e.g. cough, shortness of breath) AND
 - At least 10 days since symptoms first appeared
 - OSL&E must be notified at least 24 hours in advance of the desire to end home isolation. Documentation from a physician or testing site must be provided stating clear to return.
 - Return to campus must be cleared by the Office of Student Life & Engagement before the student returns to normal activity on campus.
 - All CDC recommendations for end of home isolation must be followed.
- Procedures are also in place for employees/students who come into close contact with a confirmed positive case and must self-isolate.

All students arrival/travel considerations (including international students)

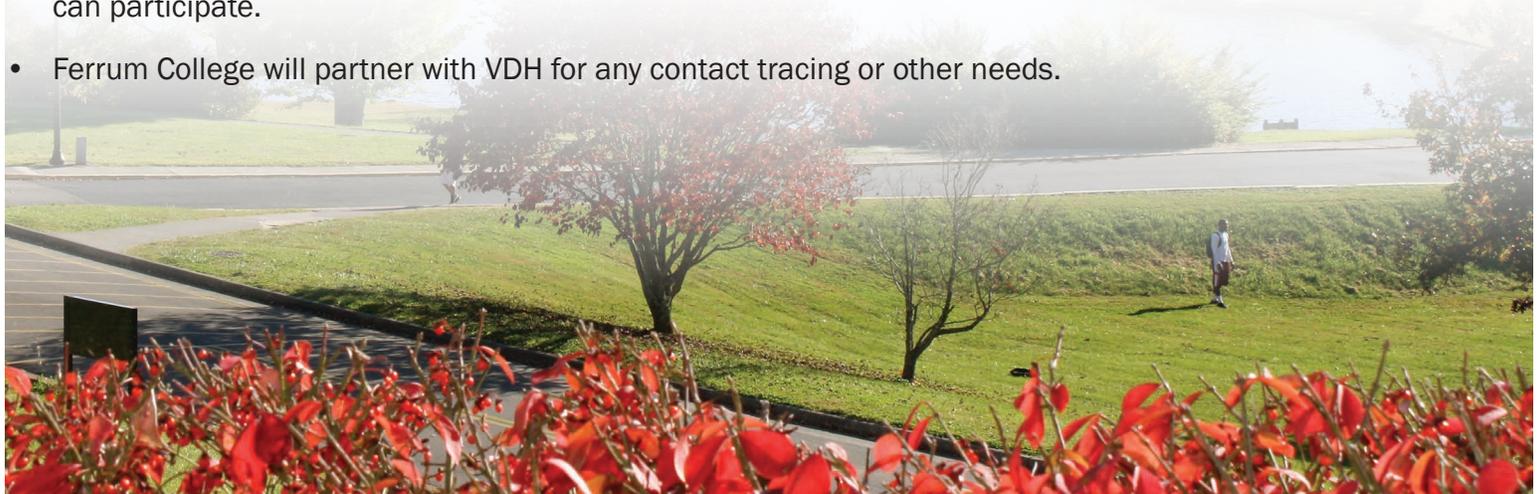
- All students will monitor symptoms and temperature for 14 days prior to arrival, and complete daily check-in of symptoms and temperature.
- Students, faculty, and staff must be symptom-free before arriving to the campus.

Partnership and communication/information sharing with the local community, health systems, and other stakeholders

- The campus community will be notified by email of important updates. Social media will also be used to communicate campus reopening information and guidance, and we will utilize the bulletin function of the LiveSafe App to remind our community to participate in our daily health screenings.
- Ferrum College has created <https://www.ferrum.edu/stronger-together/> to serve as a central location for vital communications to students and their families, faculty, staff, campus visitors, alumni, and the local community. The website is the community's source for the latest communications, clear guidance, policies, and commonly requested information.
- All email correspondence to campus related to COVID-19 is also logged on this website
- A regularly-updated Frequently Asked Questions (FAQs) section is available on the website.
- Signage has been created to provide health, safety information, and well-being protocols for specific areas on campus. CDC signage has been placed in campus buildings. Signage will be both physical and digital across campus.
- Nicole Lenez, the Pandemic Coordinator, serves as the College's contact person for our partnerships with Franklin County Public Safety, Tri-Area Community Health Center, and the Virginia Department of Health.

Testing strategy

- Ferrum College will use LiveSafe's WorkSafe app to monitor their symptoms of faculty, staff, and students each day before they arrive on campus or leave their residence on campus. If they indicate any risk factors (fever, symptoms, close contact with someone who is COVID-19 positive) - the app will advise them to contact their health care provider for advice on if they should schedule a test.
- Currently there are a number of testing sites in our area by appointment. CVS of Rocky Mount, and Velocity Urgent Care are the most common.
- Close contacts of positive COVID-19 patients will be encouraged to get tested. Whether they get tested or not, they will be quarantined for 14 days per CDC guidance.
- Ferrum College will advertise any free testing events in the community so anyone who would like to get tested can participate.
- Ferrum College will partner with VDH for any contact tracing or other needs.



Face coverings

- Students are encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.
- Faculty and staff must have a face covering with them when working on campus.
- Ferrum College strongly encourages faculty and staff who are working on campus to begin wearing face coverings in the workplace on a daily basis and, as much as is feasible, practice social distancing.
- Faculty and staff must wear face coverings when interacting with others on campus when at least six feet of physical distance cannot be maintained.

Student Health Services (SHS)

- We partner with Tri-Area Community Health (180 Ferrum Mountain Rd, Ferrum, VA 24088) to deliver our student health needs. They are prepared and ready to assist us and the community as we return in the fall.
- Our director of the Counseling Center is ready and prepared for a potential increase in mental health needs. She works with the Office of Student Life & Engagement on referrals and has established options for in-person or telehealth counseling. We also plan to hire a part-time counselor, and have already hired a graduate student-intern from Radford University to help support the needs of the campus.

Large events

- All large scale events will adhere to the appropriate guidance and occupancy specifications from the Virginia Department of Health, CDC, and executive orders.
- Whenever possible ceremonies and events will be held outside.
- Any ceremonies or events that cannot adhere to the CDC/VDH/executive order guidance will be postponed or canceled.

Communications strategy

- Website will be updated regularly.
- Email will be our primary communication with faculty, staff, and students as things evolve and changes happen.
- When emails are sent we will use our texting platform to text our students and ask that they read their email for the latest update.

Orientation and education/training, including anti-stigma training

- As stated in the *Education/training of students, faculty, and staff* section, we will provide various opportunities and delivery methods for students to learn about COVID-19.



FERRUM COLLEGE: STRONGER TOGETHER

CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED

Partnership with VDH for contact tracing

- As part of the overall surveillance management process, contact tracing is fundamental to preventing the spread of COVID-19. According to the CDC, case investigation and contact tracing is part of the process to support positive persons and to warn close contacts of exposure in order to stop chains of transmission. Contact tracing for the Ferrum College campus community will be facilitated as a partnership between the Virginia Department of Health and Ferrum College. In general, contact tracing will include the following steps:
 - Case investigation: The Virginia Department of Health contact tracers work with a COVID infected student, staff, or faculty member to help them recall everyone they have had close contact with during the time they may have been infectious.
 - Contact tracing: Virginia Department of Health contact tracers begin contact tracing by notifying exposed people (contacts) of their potential exposure as rapidly and sensitively as possible, not revealing the infected person's identity.
 - Contact support: Contacts are provided with education, information, and support to help them understand their risk, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they are informed of the possibility that they could spread the infection to others even if they do not feel ill. Ferrum College will work with the students to isolate and/or provide a quarantine space for students and support the needs of the student in quarantine on-campus.
 - Quarantine: Contacts are required to follow the Ferrum College quarantine procedures until 14 days after their last exposure to the infected person, in case they also become ill.
- Ferrum College will support contact tracing efforts on campus with dedicated work space for Virginia Department of Health tracers if requested and a rapid response to providing any necessary information needed to facilitate quick identification of close contacts (i.e. class rosters, contact information, etc...)
- As directed by the Virginia Department of Health, Ferrum College will assist with education, student outreach, coordination of medical evaluation and testing, and provision of quarantine/isolation space for students. Unless indicated elsewhere, all notifications of close contact will be by the Virginia Department of Health.
- Faculty are encouraged to utilize attendance monitoring and assigned seats in their classes to best assist with contract tracing. The Pandemic Coordinator will have access to this information to quickly share with the Virginia Department of Health.



FERRUM COLLEGE: STRONGER TOGETHER

Quarantining and isolating

- Whenever possible we will assist the student with isolating or quarantining in their current room.
- If a student is unable to isolate or quarantine in their current room, we have identified quarantine housing (10 hotel-style rooms in Dyer Hall), and back up quarantine housing (1 floor of Susannah Wesley [women] and one floor of Chapman hall [men] - both traditional halls).
- Any student who is quarantined will have meals and other necessities delivered to them by the Office of Student Life & Engagement.
 - Hospital-grade PPE will be provided to staff entering these hallways.
- Office of Student Life & Engagement staff will monitor these cases closely and will clear them for return to campus (see “Develop policies for return to class/work after COVID-19 illness”).
- Locations for remote/isolated workspaces have been identified.

Campus outbreak management

- The Office of Student Life & Engagement and Office of Human Resources will monitor all cases of COVID-19 on campus and serve as the central points of contact to collect information.
- The Pandemic Coordinator will inform the President’s Cabinet at least weekly of the current status on campus and any information from the Virginia Department of Health.
- The Pandemic Coordinator will help implement, alongside the President’s Cabinet, any necessary changes that may be required in the event of an outbreak. This may include:
 - Going completely to online instruction
 - Closing down public spaces
 - Closing campus

Partnership with local health systems to assure care for symptomatic individuals as needed

- Local health care representatives from Carilion Franklin Memorial Hospital, Franklin County Public Safety, Tri-Area Community Health, and Virginia Department of Health serve on all COVID-19 subcommittees.
- Ferrum College’s Pandemic Coordinator serves on the Franklin County COVID-19 Committee with local health representatives (Franklin County Memorial Hospital, EMS, etc.), various local agencies (i.e. United Way, K-12 School System, Franklin County Parks & Rec, etc.), and county officials (EMS, Fire, Mayor, etc.).
- Ferrum College contracts with Tri-Area Community Health, located adjacent to campus, to provide healthcare services for our student body. Students, faculty, and staff who need testing will be referred to the local testing sites (CVS Rocky Mount, Velocity Care Urgent Care, Franklin Memorial Hospital, etc.).
- Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance

Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.

- All decisions regarding campus shut down will be made with the Virginia Department of Health
 - Both the public health of our campus and community, and the potential risk of transmission, will guide all of our decisions concerning whether to remain on campus or to dismiss students to return to their respective homes
- The campus community will be alerted to dismissal or shut down via email and use of RAVE alert technology and will be informed of all procedures related to evacuation.

- In anticipation of this possibility, students have been asked to pack lightly when coming to campus.
- The Office of Student Life & Engagement will assist students in finding transportation or alternative accommodations.
- Parameters for returning to campus will be developed and communicated with faculty, staff, and students should they need to return for belongings.

Nature of reduced campus activity in the event of severe conditions/public health direction or guidance

- In the event we have severe conditions or are asked to reduce campus activities by public health officials we may:
 - Move classes to remote instruction only
 - Close public and community spaces
 - Cancel events and gatherings

Considerations regarding student health and safety on campus versus returning home

Contingent upon Virginia Department of Health recommendations and guidance from the Governor's office, the College is establishing thresholds that trigger campus decisions to cancel outside community events, on-campus events or, as a last resort, minimize staffing and occupancy on campus and move instruction online.

Factors to be considered in the decision-making process:

- The College can no longer meet or provide essential functions such as safety, shelter, food service, cleaning/sanitation.
- The College can no longer deliver courses (hybrid and in-person) safely.
- The number of positive cases in the surrounding areas grow to a sufficient level so as to endanger the College community.
- The College is actively servicing, quarantining/isolating students at a level that cannot be adequately served by College staff and our local healthcare partners.

All changes will be made by the President of the College in consultation with the Cabinet and the Pandemic Coordinator. Changes will be communicated to the Ferrum College community via emails, bulletins in the LiveSafe App, updates to the College's website and social media. In the event of a campus dismissal and/or shutdown, the decision will also be communicated via campus alert system. While most students will return home in the event of a campus shutdown, in cases where travel home is not feasible or students' health and safety are better served on-campus or , the College will accommodate those students.

Communications plan for dismissals/shutdowns

- All communication plans will be articulated via email and posted on the Ferrum College website.
- Students will be sent a text message letting them know there is an important email update to COVID-19 procedures
- In the event of a shutdown, the campus alert system may be used.