



## Hollins University's Plan for Reopening

### Introduction:

Hollins University intends to reopen for in-person instruction for the 2020-21 academic year. This document, which is Hollins' plan for reopening, addresses the four sections outlined in the governor's paper: "[Higher Education Reopening Guidance](#)."

For each of the 15 considerations in Section A: Reopening of the Campus, we provide a brief narrative statement and tables that include action steps for mitigating risk based on the Centers for Disease Control and Prevention's (CDC) general and on-campus housing settings for Institutions of Higher Education (IHE). These settings are referred to by the CDC as lowest risk, more risk, and highest risk. Below we include the definitions of the general and on-campus housing settings that appear on the [CDC's website for IHEs](#).

For the other three sections of the plan: Monitoring Health Conditions to Detect Infection (Section B); Containment to Prevent Spread of the Disease When Detected (Section C); and Shutdown Considerations (Section D), we provide narrative statements in response to each consideration.

### IHE General Settings:

**Lowest Risk (LR):** Faculty and students engage in virtual-only learning options, activities, and events.

**More Risk (MR):** Small in-person classes, activities, and events. Individuals remain spaced at least six feet apart and do not share objects (e.g., hybrid virtual and in-person class structures or staggered scheduling to accommodate smaller class sizes).

**Highest Risk (HR):** Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, live in campus housing, and mix between classes and activities.

### IHE On-Campus Housing Settings:

**Lowest Risk (LRH):** Residence halls are closed, where feasible.

**More Risk (MRH):** Residence halls are open at lower capacity and shared spaces are closed (e.g., kitchens, common areas).

**Highest Risk (HRH):** Residence halls are open at full capacity including shared spaces (e.g., kitchens, common areas).

In the tables that follow in Section A, we refer to the different settings by the abbreviations listed above. These abbreviations are ours and do not appear on the CDC's website.

Campus Plan:

### **Section A: Repopulation of the Campus**

1. Establishment of a COVID-19 coordinator/campus team.

Narrative Statement: Hollins University's COVID-19 team includes the individuals listed below who comprise the president's cabinet as well as members of the Carilion Clinic care team, who will serve in a consulting capacity. Additionally, key individuals from various campus units will be consulting members to the COVID-19 team as needed.

- Kerry J. Edmonds, executive vice president and chief operating officer (co-coordinator)
- Daniel R. Derringer, interim vice president for academic affairs (co-coordinator)
- Mary Dana Hinton, president
- Patty O'Toole, vice president for student affairs and dean of students
- Ashley Browning, vice president for enrollment management
- Suzy Mink, vice president for external relations
- Alison Ridley, interim vice president for academic programs
- Brook Dickson, executive assistant to the president
- Darla Schumm, chair of the faculty
- Billy Faires, executive director, marketing and communications

2. Contact information and procedures for reaching the local health department.

Narrative Statement: University officials from the COVID-19 team have been meeting virtually on a regular basis with local and regional VDH officials.

- Hope White, MPH, District Epidemiologist, Roanoke City/Alleghany Health Districts (main contact): [hope.white@vdh.virginia.gov](mailto:hope.white@vdh.virginia.gov); 540-283-5032.
- Dr. Randall Falls, Roanoke City/Alleghany Districts: [randall.falls@vdh.virginia.gov](mailto:randall.falls@vdh.virginia.gov); 540-589-2245.
- Paige Bordwine, MPH, Regional Epidemiologist, Virginia Department of Health: [paige.bordwine@vdh.virginia.gov](mailto:paige.bordwine@vdh.virginia.gov); 540-267-8237.

3. Students’ initial return to campus (such as initial screening, phased return/move-in).

Narrative Statement: In preparation for reopening and the repopulation of campus by students, the university has implemented several strategies to mitigate the risk of spreading COVID-19. Key strategies include self-health screening before arrival, delaying return if students are symptomatic, and extending the number of days available for students to move into residence halls. The latter strategy will facilitate physical distancing and will reduce the number of people arriving on campus on any given day (thereby helping to prevent large gatherings on campus).

Setting	Action
LR	In the lowest-risk setting, students will not return to campus. However, after the university transitioned to online instruction for the spring, a small number of students who were not able to return home have been residing in campus housing since late March. These students will be allowed to remain in their present housing assignments and will be asked to self-monitor daily and report any symptoms/concerns to the Student Health and Counseling Center (SHCC).
MR, HR	<p>Students who have any COVID-19 related symptoms will be asked to delay their return to campus until they have been cleared by a healthcare provider (the latter will need to provide Hollins’ SHCC with appropriate documentation).</p> <p>The university will implement a phased move-in schedule and extend the number of days students may return in order to prevent large gatherings and facilitate physical distancing.</p> <p>Upon arrival to campus, each student will be given a thermometer and asked to take their temperature daily, to self-monitor for other symptoms, and to report any symptoms/concerns to the SHCC.</p>

4. Education/training of students: consider COVID-19 prevention education as part of student orientation (handwashing, staying home if ill, etc.).

Narrative Statement: In collaboration with the university marketing department and in partnership with Hollins’ Student Health and Counseling Center (managed by Carilion Clinic), the student affairs staff has developed a comprehensive communication strategy related to the education and training of students with regard to COVID-19 prevention.

Setting	Action
LR	In the lowest-risk setting, students will not return to campus and there will be no need for on-campus COVID-19 prevention education or training at this

	<p>time. New student orientation will proceed virtually with the focus on preparation for the beginning of the term (selecting classes, inclusivity and diversity training, pre-career training, etc.).</p> <p>For the small number of students who will continue to be in residence (as mentioned above), we will provide them with the prevention education materials outlined in the “more risk” section below.</p>
MR, HR	<p>Upon their arrival to campus, all students will be provided with a face covering, hand sanitizer, thermometer, and other tools to help prevent the spread of COVID-19.</p> <p>As part of their orientation back to campus, students will also receive prevention-education training electronically by way of email, the university website, videos, and social media pages targeted specifically to them. Instruction will include guidance on the proper techniques for handwashing, using hand sanitizer, wearing face coverings, physical distancing, daily self-monitoring, and staying home or self-isolating when appropriate.</p> <p>Finally, instructional flyers focused on how to prevent the spread will be posted in all buildings.</p>

5. Physical distancing, according to CDC guidance.

Narrative Statement: According to the CDC, limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Keeping space between you and others, both indoors and outdoors, is one of the best tools we have to avoid being exposed to the virus and slowing its spread in the community. The university is implementing strategies across the campus to ensure adherence to this important CDC guidance.

(a) *Strategies to allow physical distancing in classrooms/learning environments (e.g., occupancy, staggered schedules, classroom layouts, workspace distancing, etc.).*

<b>Setting</b>	<b>Action</b>
LR	In a lowest-risk setting, all instruction will move online and no physical classroom spaces will be used.
MR, HR	As Hollins University intends to return to in-person instruction in the fall, the layout of classrooms has been adjusted to ensure six feet of physical distance between students and between students and the instructor. This spacing of furniture has reduced the occupancy in every classroom. We have also adjusted the class schedule on days when significant clustering generally occurs.

	<p>For as long as the physical-distancing requirements are in place, Hollins will not have any instructional spaces that do not abide by those requirements. In terms of shared equipment, in cases where we cannot have an individual piece of equipment for each student, we will ensure that students will never use the same equipment at the same time. If equipment needs to be shared, then it will be done on a rotating basis with one student using the equipment followed by cleaning and disinfecting before the next student uses it.</p>
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(b) *Social distancing considerations outside the classroom (e.g., limiting visitors, changes to dining services, extracurricular activities, sorority/fraternity life, etc.).*

Setting	Action
LR	<p><u>Limiting visitors:</u> In the lowest-risk setting, the general public will not be allowed to access the main part of campus or any campus buildings but will be able to walk the loop road around campus following proper physical-distancing and face-covering protocols. Only essential vendors will be allowed in buildings, and they will have to complete a health-screening questionnaire and follow proper physical-distancing and face-covering protocols.</p> <p><u>Changes to dining services:</u> In the lowest-risk setting, students will not return to campus. However, for the small number of students who remain on campus (for the reasons elaborated above), prepackaged, “grab-and-go” meals will be provided by dining services. The students will not have access to the dining hall.</p> <p><u>Extracurricular activities:</u> In the lowest-risk category, all activities will be virtual/online.</p>
MR, HR	<p><u>Limiting visitors:</u> As mentioned above, the general public will not be allowed to access the main part of campus or any campus buildings but will be able to walk the loop road around campus following proper physical-distancing and face-covering protocols. Signage has already been posted around campus indicating where the general public is allowed. Guests will not be allowed in student residential buildings.</p> <p>The general public will not be allowed to attend any events that may be held on campus. Only essential vendors and partners will be allowed in buildings for a pre-arranged visit, and they will have to complete a health-screening questionnaire and follow proper physical-distancing and face-covering protocols.</p> <p>Prospective students may preschedule a visit by contacting the Hollins Admission Office. These visitors, like vendors, will be asked to complete a</p>

	<p>health-screening questionnaire and follow campus physical-distancing protocols and requirements for face coverings when on campus.</p> <p><u>Changes to dining services:</u> Dining services will be open with physical-distancing protocols implemented. Seating will follow the six-foot distancing protocol, which means seating in the main dining room will be reduced by more than half. In order to provide adequate seating for all students, we will use two additional rooms in the same building during meal times. Traffic flow in the servery will be monitored by an attendant to ensure adherence to our physical-distancing protocols. The attendant will also enforce the one-way flow of traffic through the servery. Only students will be able to utilize dining services. Faculty, staff, visitors, and the general public will not have access.</p> <p>Students who do not want to go through the servery or sit in the rooms provided for dining will have access to grab-and-go meals that they can take back to their rooms or eat outdoors.</p> <p><u>Extracurricular activities:</u> In-person activities will adhere to capacity limits of the space based upon physical-distancing guidelines. All external presenters/facilitators will deliver their programs virtually.</p>
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*(c) Restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls, etc., to ensure physical distancing. Occupancy must be consistent with any active Executive Orders.*

<b>Setting</b>	<b>Action</b>
LR/LRH	<p><u>Lounges in residence halls:</u> In the lowest-risk setting, there will only be a limited number of students remaining on campus, and they will be housed in facilities that do not have communal lounges.</p> <p><u>Lounges in academic buildings:</u> In a lowest-risk setting, we will not have students on campus, and academic buildings will be locked. In other words, lounges will not be in use.</p> <p><u>Exercise rooms:</u> In a lowest-risk setting, the athletic facilities will be closed.</p> <p><u>Dining services:</u> In the lowest-risk setting, the dining room will be closed and only prepackaged, grab-and-go meals will be provided to the limited number of students who remain on campus.</p>
MR/MRH, HR/HRH	<p><u>Lounges in residence halls:</u> In an effort to maintain the availability of lounge space, a limited number of students will be permitted in the</p>

residential hall lounges. Depending upon the size of the lounge and based upon six-foot physical-distancing guidelines, the number of students permitted into the space at one time will be between one and three, and furniture has been rearranged accordingly. Only one student will be permitted in a community kitchen at a time, and cleaning supplies will be available. Face coverings will be required when students are in communal spaces. Space limitation information will be posted in each residential hall, lounge, and kitchen.

Lounges in academic buildings: In an effort to provide comfortable and safe study lounges for students around campus, the furniture in those spaces has been rearranged to ensure six feet of physical distancing. In study areas with couches or loveseats, clear signage will remind students that each piece of furniture can only seat one person at a time.

Exercise rooms: The equipment in the gymnasium's exercise room will be spaced 10 feet apart in accordance with guidance provided in the Forward Virginia Plan regarding exercise facilities. There will also be a set number of hours during the day when students can use the exercise room. Capacity will be limited to no more than 10 students at a time, and they must a) sign up in advance for their time to use the room/equipment for 45-minute sessions (leaving 15 minutes between sessions for student workers to wipe down all equipment before the next 45-minute session begins), and b) maintain 10 feet of physical distance between themselves and the other student patrons. Students will be responsible for wiping down each machine they use during their 45-minute session. Student workers will receive training on how to clean and disinfect all machines and other exercise equipment properly.

Dining services: As noted above, seating in the dining room will be rearranged to follow the six-foot physical-distancing guidelines, which means the main dining room seating will be reduced by more than half. Rooms in the same building will be converted to provide additional seating (also following physical-distancing protocols) to compensate for the loss of seating in the main dining room. Signage will be installed to direct patrons through the servery and seating areas to manage traffic flow and adherence to physical-distancing guidelines. Prepackaged grab-and-go options will be available for students as well.

(d) *Limitations on size of gatherings and/or strict physical distancing to be in place during gatherings.*

<b>Setting</b>	<b>Action</b>
LR	In the virtual-only learning environment, gatherings on campus will not take place.
MR, HR	The university will utilize virtual platforms for gatherings whenever possible. Any in-person gatherings on campus will be limited and will follow the six-foot physical-distancing and face-covering protocols. The number of attendees at said gatherings will be restricted to the number specified in the Forward Virginia Plan (based on the current phase). No outside group or entity will be allowed to hold gatherings on campus.

(e) *Strategies for food/dining services should be consistent with plans to optimize physical distancing. Plans regarding dining services should consider strategies such as requirements for face coverings, policies to encourage staff to stay home if ill, ensuring adequate hand hygiene, routine cleaning/disinfection, and health screenings for staff. Implement engineering controls including: limiting the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating buffet-style or self-serve food, and take out/delivery options.*

<b>Setting</b>	<b>Action</b>
LR	With instruction being delivered online, meaning that students will not return to campus, the dining hall will be closed. For the small number of students remaining on campus, dining services will provide prepackaged, grab-and-go meals.
MR, HR	<p>As explained above, seating in the main dining room will be rearranged to follow physical-distancing guidelines, and additional spaces will be used in order to provide adequate seating based on physical-distancing guidelines.</p> <p>An attendant will manage the one-way traffic through the servery and main dining room. When in the servery, students will have to maintain six feet of physical distance between themselves and others. Appropriate signage will be installed in the servery and dining rooms to indicate traffic flow and appropriate spacing.</p> <p>Hot food items will be served to students by the dining services staff and cold items will be individually prepackaged. The salad bar will be closed but salads will be available in individually prepackaged containers. Cold beverages will be available in individual servings (bottles/cans). Hot beverages will be self-service with prepackaged condiments and no refills, and the station will be sanitized every 15 minutes. Utensils will be</p>



	<p>individually wrapped, and patrons’ personal food containers/cups will not be allowed.</p> <p>Greenberry’s (our coffee shop) will become a preorder and prepay service with a pick-up station limited to two persons at a time.</p> <p>Students will wear face-coverings in the servery and in the dining rooms, except for when they are eating. All dining services staff will wear face coverings and gloves at all times, complete a daily health-screening questionnaire (including temperature and symptoms screening), review PPE and handwashing guidelines daily upon arrival to work, and be asked to stay home if they are ill.</p> <p>Tables will be wiped down regularly throughout service and will be cleaned and disinfected between meal periods. In addition, hand-sanitizer stations will be placed in each of the dining rooms and in the servery.</p>
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6. Hygiene practices and cleaning/disinfecting protocols.

Narrative Statement: The university has instituted enhanced cleaning protocols to supplement daily cleaning and disinfecting of campus facilities. These protocols include the use of new electrostatic sprayers and EPA-approved one-step disinfectants. The enhanced cleaning protocols will follow the CDC’s Guidance for Cleaning and Disinfecting Public Spaces. The custodial staff schedule will be expanded to support extra cleanings in the afternoons, evenings, and weekends. All custodians will be trained in the use of these tools and cleaning supplies and appropriate personal protective equipment. Cleaning and disinfecting supplies/wipes and hand-sanitizer stations will also be available for individual use.

(a) *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.*

<b>Setting</b>	<b>Action</b>
LR/LRH	<p>In the lowest-risk category, a limited number of residential students will reside on campus and will be assigned to apartment units across the street from the main part of campus. The students will be responsible for cleaning and disinfecting their apartments. All other residence halls and dining services will be closed.</p> <p>Campus buildings will be locked and only essential employees will have access. Enhanced cleaning protocols will be adjusted to focus on areas of campus where employees are working in person. In addition to routine cleaning and disinfecting, high-touch surfaces such as door handles and</p>

	<p>handrails will be cleaned and disinfected multiple times throughout the day, and bathrooms will be cleaned and disinfected several times a day.</p> <p>Hand-sanitizer stations and dispensers with disinfecting wipes will be placed in all campus buildings, and employees working in those buildings will be encouraged to clean surfaces regularly throughout the day.</p> <p>Ample cleaning supplies have been ordered and will be safely stored according to the university's current policy.</p>
MR/MRH, HR/HRH	<p>In addition to routine daily cleaning and disinfecting in all campus buildings, select buildings including residence halls, academic buildings, and student-support buildings will receive additional cleanings throughout the day including up to two electrostatic cleaning sprays in common areas and bathrooms.</p> <p>Dining spaces will be cleaned and disinfected using electrostatic cleaning sprays before meal periods, and wipe-downs will happen throughout the day when the dining rooms are in use.</p> <p>Bathrooms and high-touch surfaces such as door handles and handrails will be cleaned and disinfected multiple times throughout the day.</p> <p>Use of university transport vehicles will be prescheduled and cleaned and disinfected between each utilization.</p> <p>Hand-sanitizer stations and dispensers with disinfecting wipes will be placed in all campus buildings. Wipes will also be available in every instructional space (classrooms, labs, and studios) for individuals to wipe down surfaces regularly. Students will be asked to wipe down their desk/seat/workstation when they arrive and just before they leave.</p>

*(b) Provisions for hand sanitizer/handwashing stations.*

<b>Setting</b>	<b>Action</b>
LR	Hand-sanitizing stations will be placed in all campus buildings.
MR, HR	In a more-risk or highest-risk setting, larger numbers of students, faculty, and staff will be on campus necessitating ready access to hand sanitizer. While hand-sanitizing stations will be placed in all campus buildings, additional units will be available in buildings with higher traffic areas. These units will be positioned in strategic locations so that everyone coming in and leaving will have access to them.

(c) *Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g., dedicated student supplies, lab equipment, computers, etc.).*

Setting	Action
LR	In a lowest-risk setting, there will not be a need for the physical sharing of objects, as all students, even those living in the apartments across the street from the main part of campus, will be learning remotely. Computer and science labs as well as studio spaces—i.e., spaces where the sharing of equipment/supplies generally happens—will be closed.
MR, HR	In a more-risk setting, we will attempt to minimize the use of shared objects by purchasing additional equipment/materials to allow each student to have their own dedicated supplies for the semester. In the computer labs, we have established protocols for wiping down keyboards and monitors between each use. In the laboratories where shared equipment may be necessary, students will never be using equipment in groups at the same time. In other words, students may have to rotate through an experiment one by one ensuring sufficient time to wipe down shared equipment between uses. Students will also be required to wear face coverings (and possibly gloves in the labs and film studios). In studio art classes, students will have their own materials (no need for sharing), and in music classes we will ensure that every student has access to their own instrument. The only exception in the case of music will be the shared use of pianos. The music department is in the process of developing protocols for proper cleaning of pianos and will post those protocols in the practice rooms.

7. Housing: Maintaining physical distancing in on-campus housing is difficult, even with modifications. Plans should consider strategies to decrease the risk such as requirements for face coverings in shared spaces, reminders of proper hand hygiene, enhanced cleaning, training for residential advisors/live in staff, restrictions on events/social activities in housing facilities, establishment of occupancy limits, restrictions on building access, etc. IHEs may want to require training and document training of certain staff.

Narrative Statement: Training and education will play a critical role in building a Culture of Care that includes strategies students (and all other community members) can use to mitigate the spread of COVID-19. The Housing and Residence Life community assistants and professional staff will be trained before the opening of student residences. That training will include instruction on university policies, guidelines, protocols, as well as strategies for reinforcing with residential students the university’s rules with regard to physical distancing, proper hand hygiene, the use of face coverings, and daily self-monitoring for COVID-19 symptoms. The community assistants and professional staff will then provide training for their residents at the beginning of the term and will provide reminders regularly during the semester through emails and social media. Posters and flyers will be placed throughout the residence halls and printed copies of new policies and protocols will be provided to students at move-in.

Setting	Action
LR/LRH	<p>In the lowest-risk category, there will only be a limited number of students residing on campus, and they will only have access to their own apartments and two buildings on the main part of campus. Nevertheless, these residents will be advised of university policies and protocols to decrease the risk of COVID-19 spread in their residences and on the main part of campus. Students will not be required to wear a face covering in their own room or apartment.</p>
MR/MRH, HR/HRH	<p>Students will not be required to wear a face covering in their own room or apartments, but face coverings must be worn in all common areas of university residence halls such as lounges, hallways, and stairwells. Posters promoting proper hand hygiene will be placed in bathrooms to remind students to wash their hands for 20 seconds with warm water. Hand-sanitizer stations will be placed in all residence halls in strategic locations. Cleaning of common/shared areas will be increased from once a day to a minimum of three times a day, including electrostatic disinfection. In addition, cleaning supplies will be available for students to use in common areas at any time.</p> <p>In-person social events sponsored by Housing and Residence Life will only occur in locations outside of the residence halls where proper physical distancing can be implemented.</p> <p>We will provide as many single rooms as possible based on student needs and capacity. We will allow students to live in double rooms, but not in triples. No guests will be permitted in any of the student residential buildings.</p>

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

Narrative Statement: In response to CDC guidance, the university has developed a process to consider appropriate accommodations for faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions). These accommodations are designed to limit qualifying individuals' exposure to risk.

(a) *Policy options to support those at higher risk for severe illness to mitigate their exposure risk (e.g., telework, modified job duties, virtual learning opportunities).*

Setting	Action
LR, MR, HR	<p>In a virtual-only learning environment, the campus will move into modified on-campus operations with only a limited number of employees working on campus. Faculty will teach virtually, and most employees will be able to work remotely.</p> <p>Employees who self-identify as being at higher risk for severe illness from COVID-19 in accordance with CDC guidance may request a Temporary Modified Work Arrangement, which could involve special personal protective equipment, modifications to work stations or spaces, a change in schedule, partial or full remote work, modified duties, or other temporary modifications.</p> <p>Employees requesting accommodations must complete a Temporary Modified Work Arrangement form. The form must be reviewed by Human Resources. Decisions regarding appropriate accommodations will be made by Human Resources in consultation with the supervisor and the petitioning employee.</p>

(b) *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.*

Setting	Action
LR, MR, HR	<p>As mentioned in 8(a) above, in a virtual-only learning environment, the campus will move into modified on-campus operations with only a limited number of employees working on campus. Faculty will teach virtually, and most employees will be able to work remotely.</p> <p>For all risk settings, the university will provide temporary extended leave for COVID-related absences where remote work options are not available or feasible. The absences will include: the employee’s quarantine or isolation due to COVID-19 symptoms or possible exposure to the virus; the employee’s own illness related to COVID-19; the employee’s care of a household family member who has a confirmed case of COVID-19.</p> <p>Staff should notify their supervisors of their absence and use of temporary extended leave. Faculty should contact the Office of Academic Affairs.</p>

(c) Develop policies for return to class/work after COVID-19 illness.

Setting	Action
LR	<p><u>Return to class:</u> As students will be learning remotely in a lowest-risk setting, their return to the virtual classroom will depend on the severity of their symptoms and their ability to do schoolwork while ill. Students will need to be in contact with their instructors to discuss missed work in the case of incapacity during the illness.</p> <p><u>Return to work:</u> Return to work will depend on completion of recommended days of quarantine or isolation after exposure or infection, negative COVID-19 testing at an appropriate point in time, and clearance to return to work by a healthcare provider or local public health department official for those who have tested positive.</p>
MR, HR	<p><u>Return to class:</u> Symptomatic students on campus will be required to get tested through our Student Health and Counseling Center (SHCC). Students who test positive for COVID-19 will, in accordance with CDC guidelines, only be allowed to be with others again after they “have no fever, symptoms have improved, and [they have] receive[d] two negative test results in a row, at least 24 hours apart.” Students in isolation will be able to continue instruction remotely if they feel well enough to do so.</p> <p>Asymptomatic students who are asked to isolate and who, through self-monitoring, continue to have no symptoms, will be able to return to class after 10 days have passed since the test. During the isolation period they will be able to continue classes online.</p> <p><u>Return to work:</u> We will follow the same guidelines as listed in the lowest-risk category.</p>

- International student considerations (e.g., COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.).

Narrative Statement: The director of international programs, who is the Principal Designated School Official (PDSO), will be monitoring guidelines issued by the U.S. State Department with regard to travel bans that might affect our international students’ ability to return to campus. She will also be advising students on safe travel back to Hollins and on quarantine rules should they be able to leave their home countries. Furthermore, the director checks the Student and Exchange Visitor Program (SEVP) update site daily and is awaiting guidance regarding protocols for fall 2020. Currently, in order to be in compliance with SEVP regulations, F1 students will not be allowed to engage in online learning in their home countries if Hollins is holding classes in person.

Setting	Action
LR	In a lowest-risk setting, all classes will be offered online to Hollins students. According to SEVP guidelines, if Hollins is delivering its curriculum online, F1 students should be able to take part in that instruction from their home countries.
MR, HR	International students who return to Hollins for in-person classes will, per CDC guidelines, need to quarantine for 14 days after international travel and prior to re-engaging with the campus community. During those 14 days, students will self-monitor for symptoms. Hollins has arranged quarantine housing to accommodate these students. Online instruction will be available to them during their period of quarantine.

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

Narrative Statement: The university has been actively engaged in conversations with VDH and Carilion Clinic, the largest healthcare system in Southwest Virginia, in the development of plans for reopening of the campus and response to potential COVID-19 cases on campus. These partnerships and ongoing conversations will be critical once the institution has reopened.

Setting	Action
LR, MR, HR	In partnership with local VDH officials and Carilion Clinic staff, the university has developed protocols for supporting the campus in preparation for and in response to COVID-19. Guidelines are being developed and disseminated between the partners and will be updated as the CDC or VDH provide new guidance. Sharing of data and trends of testing on campus with local VDH officials will help facilitate appropriate response if a cluster or outbreak begins to emerge.

11. Face coverings.

Narrative Statement: We know that wearing a face covering helps protect others from ourselves. Accordingly, the university has instituted a policy requiring the wearing of face coverings on campus at all times with the exception of when students are in their rooms or in the dining hall eating, or when faculty and employees are in their offices by themselves. We are instituting the slogan “Wearing is caring” as a part of our Culture of Care. The university will provide each community member with a washable cloth face covering. Faculty members will also receive face shields.

(a) Plans submitted by each institution should include information on how it intends to teach/reinforce use of face coverings among students, faculty, and staff.

Setting	Action
LR	<p><u>Students</u>: The institutional face-covering policy as well as information on the appropriate type of face covering to wear and how to wear it properly will be disseminated in both hard copy and electronic form to the limited number of residential students who will remain on campus. Housing and Residence Life staff will review the policy with those students remotely.</p> <p><u>Faculty</u>: In a lowest-risk setting, faculty who opt to come to campus to teach their remote classes or to do research will be instructed to wear face coverings in any situation where they are not by themselves.</p> <p><u>Staff</u>: In the lowest-risk setting only a limited number of employees will be present on campus. Those individuals will be required to wear face coverings according to university policy. The institutional policy as well as information on the appropriate type of face covering to wear and how to wear it properly will be disseminated in both hard copy and electronic form to all employees. In addition, department directors and supervisors of on-campus employees will review with them the policy and other guidance to make sure everyone understands and is following procedure. Posters and flyers will be placed in campus buildings to reinforce the policy.</p>
MR, HR	<p><u>Students</u>: The institutional face-covering policy as well as information on the appropriate type of face covering and how to wear it will be disseminated in both hard copy and electronic form to all students upon the reopening of campus. Staff members in Student Affairs and Housing and Residence Life will review the information with students at the beginning of the term and will reinforce the policy throughout the semester. Posters and flyers will be placed around campus including in residence halls to remind students when they need to wear a face covering. Social media platforms targeted to students will also be utilized to reinforce the face-covering policy.</p> <p><u>Faculty</u>: In workshops with faculty over the summer and in the first faculty meeting in the fall, the university policy regarding face coverings will be reviewed with the faculty to ensure that everyone understands when they must wear face coverings (any time they are in the presence of one or more people – even with six feet of physical distancing in place).</p> <p><u>Staff</u>: As mentioned above in the lowest-risk setting, the institutional face-covering policy as well as information on the appropriate type of face covering to wear and how to wear it properly, will be disseminated in both hard copy and electronic form to all employees. Department directors and supervisors will review the information with their employees upon the</p>



	reopening of campus. Posters and flyers will be placed around campus to remind all community members to wear a face covering.
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*(b) For faculty, cloth face coverings should be worn in times when at least six feet of physical distancing cannot be maintained. For example, an instructor standing in a classroom seven feet from students could teach without a face covering. During meetings or gatherings or in narrow hallways or other settings where physical distancing may not be easy to maintain, a face covering would be prudent to wear. Other considerations such as speaking loudly, singing, etc., should be considered and may require additional distance.*

<b>Setting</b>	<b>Action</b>
LR	In a lowest-risk setting, Hollins will be delivering instruction online. As students will not be on campus, the need for faculty to wear face coverings while teaching will not be necessary.
MR	Faculty at Hollins will be expected to wear a face shield or face mask at all times while teaching in-person (even if they are more than six feet away from students). They will also wear face coverings in hallways where clustering is more likely to occur and in meetings (although the majority of meetings will be held virtually in the fall).
HR	Hollins will continue to enforce its face-covering policy regardless of risk level. In a highest-risk setting, we would implement the same protocols as for a more-risk setting. In other words, faculty will need to wear a face covering in any situation in which they find themselves in the company of one or more people.

*(c) Students should be encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.*

<b>Setting</b>	<b>Action</b>
LR	In the lowest-risk setting, only a small number of residential students will be present on campus. These students will have access to a limited number of campus buildings (two, in addition to their room/apartment) and when inside those buildings students will be required to wear face coverings when others are present and in outdoor settings where physical distancing is difficult to maintain. Students will not be required to wear a face covering while in their own rooms or apartments.
MR, HR	In a more-risk or highest-risk setting, students will be required to wear face coverings in university buildings, classrooms, and in outdoor settings where

	physical distancing is difficult to maintain. Students will not be required to wear a face covering while in their own rooms or apartments, but face coverings should be worn in any common areas of residential buildings, including hallways, lounges, and stairwells.
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*(d) Institutions should consider adopting relevant business-sector guidance for staff regarding the use of face coverings (e.g., fitness center, dining, student services, etc.). Face coverings should be worn in public facing areas and in office spaces where six feet of physical distance cannot be maintained.*

<b>Setting</b>	<b>Action</b>
LR	In the lowest-risk setting only a limited number of employees will be present on campus, but those individuals will be required to wear face coverings in all university buildings and in outdoor settings where physical distancing is difficult to maintain.
MR, HR	In a more-risk or highest-risk setting, the university will require the wearing of face coverings in university buildings, classrooms, or in common areas of university residence halls such as hallways and stairwells. Any employees who are public-facing (i.e., serving student patrons individually) must be especially vigilant about wearing face coverings even if they are separated from patrons by a plexiglass divider. The requirement for face coverings and face shields for faculty in classrooms is noted above in 11(b). Employees working alone in their individual enclosed offices do not need to wear a face covering. Employees working in offices with open floor plans or without the ability to limit access to their workspaces will need to wear a cloth face covering when other individuals are present. The university requires individuals to wear a face covering in outdoor settings where six feet of physical distancing is difficult to maintain.

## 12. Student Health Services (SHS).

Narrative Statement: Carilion Clinic, the largest healthcare system in Southwest Virginia, manages the university’s Student Health and Counseling Center (SHCC). Our long-standing partnership with Carilion has provided the expertise necessary to support the health and well-being of our student population. Our students have access to the depth and breadth the Carilion Clinic system has to offer. Carilion has been and will continue to be invaluable as we prepare for and respond to COVID-19.

(a) Assurance of provision of medical-grade PPE for health services staff.

Setting	Action
LR, MR, HR	Carilion Clinic is the outsourced provider for Hollins' Student Health and Counseling Center (SHCC). As such, Carilion will provide medical-grade PPE for the SHCC staff in all the risk settings.

(b) Maintenance of typical (non-COVID-19) health services.

Setting	Action
LR, MR, HR	The Student Health and Counseling Center (SHCC) will remain open regardless of the risk setting in which we find ourselves. If students are allowed to return to campus, additional staff may be provided by Carilion Clinic as needed. Telehealth will also be available to students.

(c) Mental health services.

Setting	Action
LR, MR, HR	All mental health services will remain open regardless of the risk setting and will be maintained by Carilion Clinic and the counseling services staff. If needed, additional staff may be provided by Carilion Clinic. Telecounseling will also be available to students. Additionally, the university offers all students access to a Student Assistance Program (SAP). This third-party provider offers a 24/7 service that students can access via phone from anywhere.

(d) SHS facility considerations such as waiting areas, signage, environmental management/cleaning, IT considerations, etc.

Setting	Action
LR, MR, HR	Regardless of the risk setting, the Student Health and Counseling Center (SHCC) will not be able to accept walk-in patients as it did during pre-COVID-19 operations. Appointments must be scheduled by phone in advance. SHCC's website and signage at the clinic's entrance will reflect this change. SHCC will have disinfecting wipes on hand and will clean surfaces throughout the day after in-person appointments. These cleaning measures will be in addition to the daily cleaning services provided by our custodial staff.

(e) *SHS administrative/staff considerations such as PPE, employee health program protocols, education/training of staff, billing/charges, staff scheduling, etc.*

Setting	Action
LR, MR, HR	All PPE worn in the Student Health and Counseling Center (SHCC) will be supplied by Carilion Clinic. Education of SHCC staff will be provided by Carilion Clinic and will include information about how to do billing, schedule appointments, triage patients over the phone, inform patients how to enter the clinic, etc. Carilion Clinic will also provide employee health protocols that include self-monitoring for symptoms prior to arrival at work and how to contact Carilion Clinic Employee Health with any questions.

(f) *SHS patient care considerations such as online appointments, strategies to limit shared objects (e.g., pens, keypads), triage protocols, screening forms, patient screening procedures (e.g., for symptoms/temperature checks before entering the clinic).*

Setting	Action
LR, MR, HR	All visits to the Student Health and Counseling Center (SHCC) will be by appointment only. The electronic health record system will be utilized to minimize the sharing of items and the exchange of paper between SHCC staff and students. Telephone triage protocols, which include screening questions, will be performed by SHCC staff when making student appointments.

13. Large events, including athletic events, and others such as ceremonies or performances.

Narrative Statement: Hollins will be following the guidelines issued by Governor Northam for the commonwealth of Virginia with regard to large gatherings. As Virginia enters into new phases (as outlined in the Forward Virginia Plan), Hollins will adjust its policies accordingly. Even with additional people being allowed to attend large gatherings, Hollins will still require physical distancing and the wearing of face coverings.

Setting	Action
LR	In a lowest-risk setting, no athletic events, ceremonies, or performances will take place.
MR, HR	For athletic events, ceremonies, and performances that are allowed to take place in a more-risk or highest-risk setting, attendees must follow physical distancing guidelines and wear face coverings at all times. At present, according to <u>Phase Three of the Forward Virginia Plan</u> , “social gatherings should be limited to 50% occupancy of the event space, if applicable, or 250

	participants, whichever is less.” For any indoor events, clear physical-distancing guidelines and capacity limits will be posted as well as signage indicating how to enter and exit the event space safely and in an orderly fashion that reduces clustering.
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14. Communications strategy.

Narrative Statement: The overall communications strategy for Hollins as it pertains to the university’s approach to considerations and decisions regarding COVID-19 will remain similar regardless of which risk setting is at play on campus. We will approach communications from an “inside out” mindset, reaching out directly, first, to our traditional campus audiences of faculty, staff, and students, and then—when helpful and strategically beneficial—to the larger external audience of alumnae/i, parents, prospective families, and the larger public. We have created a microsite, Carefully Onward (hollins.edu/onward), that will serve as a primary communication channel for all updates and information regarding the university’s approach, announcements, and adjusted policies and rules in response to this situation. We will also develop flyers and instructional signs in support of communicating expectations and guidance regarding entering and exiting buildings; standing at safe distances while in lines; and practicing good hygiene and self-care within a Culture of Care. Direct email updates to internal audiences will support key announcements, and direct email and social media channels will be used to communicate important details to the larger external community.

Setting	Action
LR, MR, HR	<p>The Carefully Onward microsite serves as home base for all key information and updates related to reopening and ongoing operations for fall term. This microsite will include:</p> <ul style="list-style-type: none"> <li>• Reopening plans linked from the Carefully Onward homepage</li> <li>• Collection of Hollins-branded print materials (i.e., posters, signage, flyers) to be strategically located in buildings and around campus</li> <li>• Direct email communication to students, faculty/staff, and others in the extended community as necessary and helpful</li> <li>• Social media communications when key updates to the microsite are made</li> <li>• A COVID-19 FAQ page that is updated frequently</li> </ul>

15. Orientation and education/training, including anti-stigma training.

Narrative Statement: In keeping with our mission, the university community pledges to approach the challenges of this fall with a renewed focus on mutual accountability and collective responsibility within a Culture of Care for one another. This will be our overarching priority as we approach the education and training of our students, faculty,

and staff in preparation for the reopening of campus. The Culture of Care is merely an explicit articulation of the ideals we have long valued: dwelling in community; caring for one another; exercising integrity. In order to live these ideals, one of the key components of the education of our campus community members will be anti-stigma training.

Setting	Action
LR, MR, HR	<p>As noted throughout this document, Hollins University plans to provide education and training for students, faculty, and staff about new policies and guidance to support the health and well-being of the campus community and mitigate the spread of COVID-19.</p> <p>A specific component of the education that will take place is anti-stigma training. Stigma is discriminatory, can undermine the social cohesion of a community, and can create an environment where the virus is more likely to spread. Our training will be based on “A guide to prevent and address social stigma” developed by WHO, UNICEF, and IFRC. The three areas of focus will be: (1) Words Matter; (2) Do Your Part; and, (3) Communication Tips and Messages.</p> <p>Students or employees who test positive for COVID-19 will be embraced by our Culture of Care. Everyone will be instructed on how to be supportive and helpful to individuals who have to quarantine or isolate. Anti-stigma training will also include guidelines on respecting and supporting employees and students who are at higher risk for serious illness from COVID-19 and who may need to work or learn remotely during this public health crisis.</p>

**Section B: Monitoring Health Conditions to Detect Infection**

1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population.

Narrative Statement: As part of our commitment to a Culture of Care, and based on guidance from the CDC, all employees and students must review a Daily Self-check Monitoring Checklist before heading to work or going to class to determine whether they are experiencing any COVID-19 symptoms. Individuals who answer “yes” to any of the checklist items must follow the instructions at the bottom of the checklist. The university will provide faculty, staff, and students with a personal thermometer to facilitate their daily checks.

2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.

Narrative Statement: Local and regional VDH epidemiologists will facilitate any campus-level syndromic surveillance. Please refer to our VDH partners listed in A2 above.

3. Establishment of a testing strategy. Testing strategies should consider testing for all students, faculty, or staff with symptoms and access to testing for close contacts of cases as recommended by public health. Institutions may consult with their local health department, local health systems, and other relevant partners.

Narrative Statement: The institution has worked closely with Carilion Clinic, the Alleghany Health District epidemiologist, and the regional VDH epidemiologist as we developed a testing strategy. The testing strategy allows the institution to be responsive to an individual in the campus community who becomes symptomatic, is being tested for COVID-19, has COVID-19, and/or has been exposed to someone who is being tested for or has COVID-19. A key tool for detection of the disease is the implementation of a required Daily Self-check Monitoring Checklist for all students and employees.

A symptomatic student who visits the Student Health and Counseling Center (SHCC), which is run by Carilion Clinic, will be tested for COVID-19 at the center and placed in quarantine in the Williamson Road Apartments if they are a residential student, or in their off-campus residence if they are a commuter student. SHCC will monitor the student's health while they are in quarantine. If a test result is positive, the Alleghany Health District of the VDH will work with SHCC to facilitate contact tracing and testing of any close contacts. VDH will inform the students and/or employees who, based on contact tracing and testing, will need to go into quarantine or isolation. Residential students will be placed in the Williamson Road Apartments and commuter students or employees will be required to quarantine or isolate in their off-campus residences. A student may choose not to use SHCC for their testing. However, once we are notified of symptomatic or tracing testing we will require the student to quarantine or isolate.

If an employee becomes symptomatic (based on a positive response to any of the symptoms outlined on the checklist) they will be required to stay home and will be encouraged to contact their personal healthcare provider for further guidance, including advice on COVID-19 testing. If we are notified of a positive COVID-19 test, VDH will work with Hollins on contact tracing and testing. Contact tracing testing will be performed by Carilion Clinic at the SHCC. VDH will notify students and/or employees who, based on contact tracing and testing, will need to go into quarantine or isolation. Residential students will be placed in the Williamson Road Apartments and commuter students or employees will be required to quarantine or isolate in their off-campus residences.

VDH will follow their Contact Tracing as a Partnership between VDH and Institutions of Higher Education Guidance when supporting Hollins in this effort.

### **Section C: Containment to Prevent Spread of the Disease When Detected**

1. Partnership with VDH for contact tracing.

Narrative Statement: Throughout this planning process, Hollins University and Carilion Clinic (the Student Health and Counseling Center provider) have been in regular contact

with public health officials in the Roanoke City/Alleghany Health Districts of VDH and the Regional VDH office. Our contact in the local VDH office is J. Hope White, MPH, District Epidemiologist, Roanoke City/Alleghany Health Districts.

The university and Carilion Clinic will continue to work closely with public health officials at VDH as we prepare for and respond to COVID-19 on our campus. When VDH receives confirmation of positive COVID-19 tests on campus, they will manage contact tracing and testing. Carilion Clinic will perform the tests on behalf of VDH. VDH will take the lead to manage HIPAA and FERPA requirements.

2. Quarantining and isolating (provision of housing, basic needs, medical case management).

Narrative Statement: Hollins University owns an apartment complex across from the main campus along Williamson Road. These apartments will be used for isolation and quarantining of residential students. For students who are in isolation or quarantine, medical-case management will be provided by the Student Health and Counseling Center (SHCC) and meals will be delivered to the students.

Residential students identified for quarantine and isolation will be temporarily moved to the Williamson Road Apartments. Medical-case management will be provided by the Student Health and Counseling Center (SHCC) and meals will be delivered three times a day and left outside of the apartments. The apartments have WiFi and network access and Hollins' Campus Security Department has a 24/7 switchboard for students to call if needed. While in quarantine or isolation, students will be able to complete their academic course work remotely.

3. Campus outbreak management.

Narrative Statement: The university has been and continues to be in conversations with representatives from VDH and Carilion Clinic. If there is an outbreak, VDH will take the lead and provide direction as to how Hollins should proceed. Based on recommendations by VDH, options may include closing the campus and moving to 100% remote learning, or quarantining/isolating certain residential buildings or members of a specific class. VDH will determine the best course of action based on the type and magnitude of the outbreak. The same procedures will apply to all risk settings.

4. Partnership with local health systems to assure care for symptomatic individuals as needed (e.g., a local health system representative could serve on the COVID-19 team).

Narrative Summary: As mentioned previously in this plan, the university's Student Health and Counseling Center (SHCC), which provides health and counseling services to our student body, is contracted through Carilion Clinic, the largest healthcare system in Southwest Virginia. The SHCC, as part of Carilion, will work to assure care for symptomatic students as needed regardless of the risk setting in which we are operating.



## **Section D: Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance**

1. 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.

Narrative Statement: The university has worked with local VDH officials and Carilion Clinic staff as we have developed our plans for reopening campus. The university will also be engaged with these same public health officials and healthcare providers if positive cases are confirmed on our campus and VDH begins contact tracing and testing. These established partnerships will be critical if conditions become severe and the university has to make a decision to continue operations, temporarily suspend operations, or move toward a dismissal or shutdown. VDH will provide critical insight into the data trends and guidance on the conditions on campus and in the region and how those factors impact our ability to support our campus community.

Regardless of the risk setting we are in, the university will work directly with VDH officials and Carilion Clinic staff in reviewing and evaluating key criteria and data that would influence a decision for a campus dismissal or shutdown. The criteria for consideration will include: the number of confirmed cases on campus; the percentage of students and employees tested; the percentage of students and employees who have tested positive for COVID-19; the level of contact tracing undertaken; the number of hospitalizations of students and employees; the quarantine and isolation capacity on campus; the capacity of essential services on campus (Student Health and Counseling Center, Dining Services, Facilities, Housing and Residence Life) to support severe conditions; the impact of confirmed cases on delivery of academic instruction (faculty and student absences); the timing of severe conditions as it relates to the academic calendar; the current conditions in the Roanoke Valley and the region; the surge capacity in the local healthcare system; and the impact of a campus outbreak on the community surrounding the campus.

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

Narrative Statement: If conditions or public health guidance necessitate a shutdown, the university has developed a plan related to academic program delivery, closure of residence halls, essential services, and curtailment of other campus operations.

In the lowest-risk setting the institution will already be in a state of modified campus operations and instruction will be delivered virtually. Only a limited number of students will be living in student apartments with access to two buildings on campus: Moody Student Center and Botetourt Hall, which houses Campus Security and the Mail Room. The majority of employees will already be working remotely. Essential employees required to be on campus will have limited responsibilities for the cleaning and disinfecting of critical spaces, making meals, or protecting the campus, and will be required to wear appropriate PPE.

If public health guidance requires, or severe conditions necessitate, that the institution move to suspended operations or a shutdown (regardless of the level of risk in which we are operating), all instruction will be suspended for a period of time and/or fully moved online, residential students will be asked to return to their homes and residence halls will be closed, and on-campus operations will be curtailed. Employees will be asked to work remotely and the campus will be closed to visitors and the general public. Recognizing that a limited number of students may not be able to return home because of travel bans or may be delayed in returning home because of personal quarantine or isolation status, Hollins will provide limited housing and dining services. The students will be required to quarantine or isolate as recommended by public health officials and perform daily self-health monitoring.

3. Considerations regarding student health and safety on campus versus returning home.

Narrative Statement: When considering the necessity to shut down, the severity of a COVID-19 outbreak on our campus operations and personnel will directly influence whether we can adequately ensure our students' health and safety on campus. If we cannot, the decision will be made to send them home.

In evaluating the criteria and data if severe conditions are present on campus, the institution and VDH officials will consider the impact on students' health and safety if they remain on campus versus if they are asked to return home. The factors that will weigh the most in that evaluation include: the quarantine and isolation capacity on campus at that time; the capacity of essential services on campus (Student Health and Counseling Center, Dining Services, Facilities, Housing and Residence Life) to support severe conditions; the timing of severe conditions as it relates to the academic calendar (early in the term versus later in the term); public health conditions in the Roanoke Valley and the region (increasing trends and outbreaks); and surge capacity in the local healthcare system.

4. Communications plan for dismissals/shutdowns.

Narrative Statement: The overall communications strategy for Hollins as it pertains to the institution's approach to dismissals and shutdowns of on-campus activity or announcing any expected disruptions in stated plans during the fall will remain similar regardless of the risk category. As stated previously, we will approach communications from an "inside out" mindset, reaching out directly, first, to our traditional campus audiences of faculty, staff, and students, and then—when helpful and strategically beneficial—to the larger external audience of alumnae/i, parents, prospective families, and the larger public.

The following channels will be used to communicate a decision regarding a dismissal/shut down: Direct email to the internal community; update to our Carefully Onward microsite; social media post announcing the decision; and direct email outreach to our extended community of parents, alumnae/i, and friends as appropriate.