LONGWOOD
UNIVERSITY

COVID-19 CAMPUS PREPAREDNESS PLAN

Pursuant to Commonwealth of Virginia Higher Education Reopening Guidance

Under Review by the State Council of Higher Education for Virginia

June 2020

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OVERVIEW

This plan has been prepared by Longwood University's COVID-19 Task Force in response to requirements and guidance of the Commonwealth, which were themselves informed by the Commonwealth's COVID-19 Education Response & Recovery Work Group, of which President Reveley is a member. This plan is subject to change and adjustment with the continued evolution of 1) guidance from the Commonwealth and/or Centers for Disease Control (CDC); 2) the broader public health situation related to COVID-19; and 3) experience regarding reasonable and appropriate steps for Institutions of Higher Education to facilitate mitigation and response during the pandemic.

As this plan evolves, any material modifications will be updated as well, and SCHEV notified, per plan submission instructions provided to institutions.

Longwood believes in-person learning is critically important, and that in collaboration with VDH and other partners our campus can safely and sustainably return to in-person learning in the fall semester, promoting and fostering the health and safety of faculty, staff, students and community members as equitably as possible. Longwood will have in place a climate of adherence to sound public health principles.

This process is particularly informed by the following:

- Commonwealth of Virginia's Forward Virginia Blueprint
- VDH Higher Education Testing Guidance
- VDH Role of Public Health and Colleges/Universities in Preparedness and Response Efforts
- Contact Tracing as a Partnership between VDH and Institutions of Higher Education
- CDC Higher Education Guidance

A. REPOPULATION OF THE CAMPUS

1. Establishment of a COVID-19 Coordinator/Campus Team

The COVID-19 lead coordinator on campus is Associate Vice President for Wellness Matt McGregor (mcgregormc@longwood.edu). He works directly with the following three groups involved in Longwood's COVID-19 response effort and serves as liaison between them:

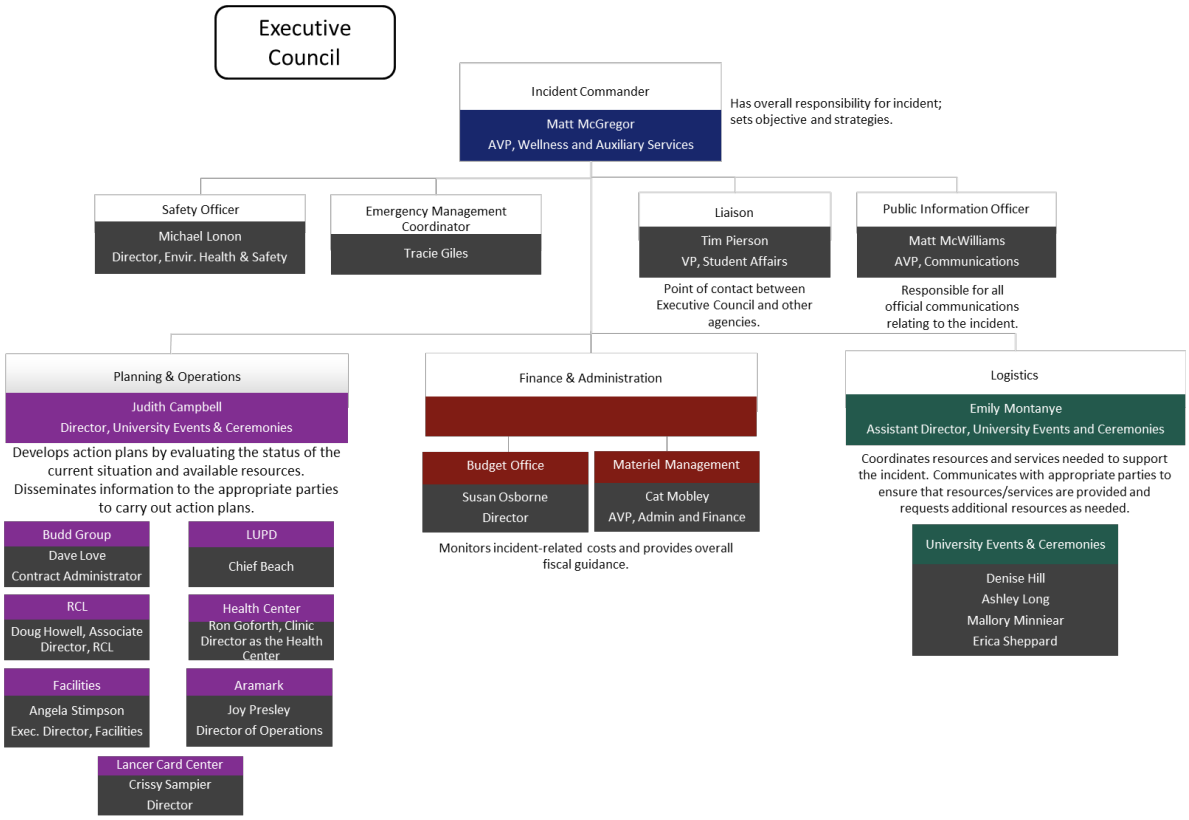
- The **Quarantine Support Team** will be charged with supporting Longwood students in self-isolation or quarantine from an academic, physical and mental health, and residential needs perspectives. Its members will include:
  - Matt McGregor *(Team Leader)* – Associate Vice President for Wellness
  - Jennifer Green *(Academic Support)* – Associate Vice President for Strategic Operations
  - Ronald Goforth *(Medical)* – Director, Potomac Healthcare Solutions
  - Judith Campbell *(Food, Accommodation, & Residential Needs)* – Director of University Event Services
  - Jennifer Fraley *(Student Well Being)* – Dean of Students

- The **COVID-19 Task Force** is the cross-university body tasked with policy planning for the return to in-person learning for Fall 2020. The announcement of that team is included as Appendix 1. Members of this group are:
  - Justin Pope – University Chief of Staff and Vice President
  - Matt McGregor – Associate Vice President of Wellness
  - David Shoenthal – Associate Provost/Associate Vice President for Academic Affairs
  - Doug Mooney – University Police Chief
  - Lori Blackwood – Associate Vice President for Operations and Services
  - Cameron Patterson – Executive Director, Moton Museum; Board Member, Centra Southside Community Hospital
  - Matthew McWilliams – Assistant Vice President for Communications

- The **Incident Command Team** is Longwood's pre-existing structure for all immediate emergency response, and was the point of command for the

spring semester response to COVID-19 on campus. The team's assignments have been and will continue to be: 1) actively monitoring the pandemic situation, 2) responding to incidents on campus, and 3) working directly with the local hospital, town, and county first responders, and the Piedmont Region Department of Health and Department of Emergency Management. This group has been active in staying up-to-date with guidance from all Commonwealth entities and the federal Centers for Disease Control. This group, along with the Quarantine Support Team, will also work in support of the Virginia Department of Health on contact tracing, as provided in the Commonwealth's guidance document "Contact Tracing as a Partnership between VDH and Institutions of Higher Education," issued June 17.

Figure A1: COVID-19 Campus Team Organizational Chart



2. Contact Information and Procedures for Reaching the Local Health Department

H. Robert Nash, M.D., F.C.A.P.
Director
Piedmont Health District
Virginia Department of Health
111 South St.
Farmville, VA 23901
(434) 392-3984
Calls Forwarded to Cell for COVID-19: (434) 414-6825
howard.nash@vdh.virginia.gov

David F. Martin, CHEC III
Local Health Emergency Coordinator
Piedmont Health District
Virginia Department of Health
(434) 981-1227
david.martin@vdh.virginia.gov

Lucy Carter Smith, MPA
Disaster Response & Recovery Officer
Virginia Department of Emergency Management, Region 3
(804) 922-0454
Virginia Emergency Operations Center: (800) 468-8892
lucy.cartersmith@vdem.virginia.gov

Associate VP for Wellness Matt McGregor will continue to serve as the primary Longwood representative communicating with local VDH and regional health care officials.

3. Students' Initial Return to Campus

Overview: Longwood is implementing a variety of mechanisms to facilitate social distancing and other public health precautions during students' initial return to campus for in-person learning. The move-in process is being staggered to encourage social distancing, student orientation now contains substantial virtual delivery, and the "New Lancer Days" programming for incoming students beginning on August 20 is being adjusted.

Student Move-In

The Fall move-in schedule has been developed to promote social distancing and reduce congregating of individuals in residence hall lobbies, hallways, or elevators during the move-in process. We are also planning as "touchless" of a move-in process as possible to minimize contact with surfaces. Summaries of the residence hall plans are as follows:

- Moss and Johns Halls: Students will move into Longwood's two largest residence halls over two days, August 19 and 20. Morning and afternoon move-in times will be assigned when housing assignments are released in July. A maximum of 75 students will be assigned to each three-hour time block during each move-in day. Students living on higher floors will be prioritized for morning move-in for efficient elevator usage.
- Cox, Wheeler, Register, and Sharp Halls: Students will move into Longwood's four smaller residence halls in one day, August 20, utilizing the same morning and afternoon sessions. A maximum of 30 students will be assigned to each morning and afternoon session.
- University-managed housing: Transfer students will move into university-managed apartment housing units on August 20.
- *See Table A1 below for full details of move-in plans for new students*

Continuing Student Move-In

- Continuing students will move in over three days, August 21-23.

- Students returning to on-campus residence halls will be limited to 50 students per day.
- Students returning to university-managed apartment housing will be limited to 100 students per day.
- *See Table A2 below for full details of move-in plans for continuing students*

Safety Measures

The following safety measures are being implemented for student move-in:

- Elimination of the student move-in volunteer program to reduce contact.. Instead, these volunteers will help with providing directions and answering questions.
- No Longwood-provided dollies/pull carts. Families will be informed of this policy when their housing assignment is communicated in July and encouraged to bring their own cart/dolly to assist with move-in.
- Families will be limited to three helpers to assist the student with move-in.
- Students and families will be asked to use personal protective equipment during move-in.
- Longwood will provide hand sanitizer in each residence hall, and make a small supply of masks/gloves available.
- Residence and Commuter Life staff will have gloves, masks, disinfectant, and hand sanitizer available for staff use and to wipe down surfaces at the check-in locations as needed.
- Additional professional staff will assist police with directing traffic to the residence halls.
- Additional signage in the residence halls will instruct students/families on where to go.
- Increased housekeeping resources on move-in dates will be provided to disinfect surfaces regularly.

Table A1: New Student Move-In Schedule

Building	Section	Move-In Date	Move-In Time	Estimated Arrivals
Moss Hall	Floors 6-10 (Even Rooms)	August 19th	9am-12pm	Maximum 75
Moss Hall	Floors 1-5 (Even)	August 19th	12pm-3pm	Maximum 75
Moss Hall	Floors 6-10 (Odd)	August 20th	9am-12pm	Maximum 75
Moss Hall	Floors 1-5 (Odd)	August 20th	12pm-3pm	Maximum 75
Johns Hall	Floors 6-10 (Even)	August 19th	9am-12pm	Maximum 75
Johns Hall	Floors 1-5 (Even)	August 19th	12pm-3pm	Maximum 75
Johns Hall	Floors 6-10 (Odd)	August 20th	9am-12pm	Maximum 75
Johns Hall	Floors 1-5 (Odd)	August 20th	12pm-3pm	Maximum 75
Register Hall	Floors 3-4 (Even)	August 20th	9am-12pm	Maximum 25
Register Hall	Floors 3-4 (Odd)	August 20th	12pm-3pm	Maximum 25
Sharp Hall	Floors 3-4 (Even)	August 20th	9am-12pm	Maximum 30
Sharp Hall	Floors 3-4 (Odd)	August 20th	12pm-3pm	Maximum 30
Cox Hall	Floor 2 (Even)	August 20th	9am-12pm	Maximum 30
Cox Hall	Floor 2 (Odd)	August 20th	12pm-3pm	Maximum 30
Wheeler Hall	Floors 2-4 (Even)	August 20th	9am-12pm	Maximum 30
Wheeler Hall	Floors 2-4 (Odd)	August 20th	12pm-3pm	Maximum 30
Lancer Park (Transfer)	Community	August 20th	9am-3pm	Maximum 40
Landings (Transfer)	Community	August 20th	9am-3pm	Maximum 40

Table A2: Continuing Student Move-In Schedule

Building	Section	Move-In Date	Move-In Time	Estimated Arrivals
Landings	Community	August 21-22	9am-3pm	Maximum 100/day
Landings	Community	August 23rd	12-3pm	Maximum 50
Lancer Park	Community	August 21-22	9am-3pm	Maximum 150/day
Lancer Park	Community	August 23rd	12-3pm	Maximum 50
Stubbs Hall	Community	August 21-22	9am-3pm	Maximum 50/day
Stubbs Hall	Community	August 23rd	12-3pm	Maximum 50
Register Hall	Community	August 21-22	9am-3pm	Maximum 40/day
Register Hall	Community	August 23rd	12-3pm	Maximum 40
Sharp Hall	Community	August 21-22	9am-3pm	Maximum 40/day
Sharp Hall	Community	August 23rd	12-3pm	Maximum 40
Cox Hall	Community	August 21-22	9am-3pm	Maximum 40/day
Cox Hall	Community	August 23rd	12-3pm	Maximum 40

New Student Orientation

New student orientation is being delivered, starting on June 13, in a fully online format, consisting of a series of webinar-style videos available to first-time freshmen and transfer students. One of these videos focuses on offering a broad introduction to safety precautions that are or will be in place for COVID-19, including steps taken to preserve social distancing in classes and residence halls, safe practices in the dining hall, and appropriate precautions around student activities. As part of Orientation, students and families have an opportunity to join a live question-and-answer session on safety and COVID-19 preparations.

Incoming students will also have opportunities to schedule campus visits over the summer, capped at ten participants per time slot, via sign-up basis only on select days in June or July. During these tours, the following safety measures are in place:

- Participants and tour guides are required to wear protective face masks

- Refreshments are provided in pre-packaged and disposable containers
- Additional hand sanitizer is made available
- Tours remain outside of buildings
- Meetings with staff are held in secure, reserved locations with sanitizing before and after
- Itinerary and directions provided for each family to minimize contact with others

Longwood employees participating in these events have received written guidance from the University about safe practices for contact with guests to campus. In addition, they have participated in follow-up discussions with the Office of Student Success, which is hosting the visits, to assure that all employees who will meet with students and families understand and follow the University's safety directives. Finally, peer mentors, who will greet families and escort them to their meeting, have taken ten hours of training, during which they received direction about all the safe practices in place for visit days, as well as guidance about how to discuss special considerations or accommodations related to health concerns appropriately and in a non-discriminatory fashion.

New Lancer Days

New Lancer Days is the transition period for first-time freshmen immediately before the fall semester begins. It will begin August 20. Four traditional main components of New Lancer Days—sexual assault awareness training, drug and alcohol abuse training, Title IX training, and financial literacy—will either be delivered in a fully online format or in a hybrid simulcast format to small groups of no larger than fifteen, with Peer Mentors leading students through the in-person portion of all hybrid resources.

During New Lancer Days, events that would typically have been held in large lecture halls or gymnasiums to accommodate the whole of the freshman class will instead be delivered in alternative formats. The Honor and Integrity Ceremony is traditionally conducted with the whole freshman class and faculty together. This year, rather than have a traditional ceremony, the Honor and Conduct Board will travel to each Peer Mentor group, having the students participate in the Honor pledge and twelve points.

Similarly, a common past offering is a large-group session on alcohol and drug awareness that involves students clicking in their responses to survey questions and seeing their classmates' results on a big screen. This year, that session will be administered via live feed or Zoom to a much larger number of smaller sites (e.g., classrooms, labs, study rooms). Students will send in their survey results using a web-based polling solution that operates from their phones rather than a physical clicker. Finally, a popular large-group lecture entitled "What's Your Soundtrack?" which focuses on sexual assault awareness will be delivered via an online TED-style talk that we will push out to students' individual computers, followed by a module they will complete in Canvas, the University's Learning Management System.

Signage

As students return to campus, comprehensive signage printed by the University's Print Services office will be in place that will reinforce public health messaging and provide guidance regarding social distancing expectations in campus spaces, as well as crowd flow and spacing. The signage plan, under the direction of Director of Financial Planning, Administration, and Services Russ Carmichael and colleagues in Facilities as well as partners across the University, is informed by the CDC's signage guidance as well as a usefully comprehensive guide created by the University of Virginia. Signage on Longwood's campus will include CDC-informed signage related to hand-washing reminders, symptoms awareness, and face coverings reminders; classroom and academic space signage including identifiers of seats that should not be used, touch surface reminders, and hygiene and symptoms reminders; and signage in certain locations directing to certain exits and entrances, social distancing reminders, and others related to adjusted wayfinding.

Initial Public Health Monitoring

Per VDH's Testing Recommendations for Colleges and Universities, "At this time, VDH does not recommend campus-wide testing of students or faculty/staff upon arrival or at certain set intervals. In areas with low prevalence (presumably most of Virginia), there is a high likelihood of false positive or false negative test results (see CIDRAP resource for description of problems with Positive Predictive Value

and Negative Predictive Value of tests in areas of low prevalence)." Longwood will communicate to all students before arrival that they should not return to campus if they are symptomatic or believe they may have been exposed until they can receive proper assessment and, if appropriate, testing. If this happens after they return to campus, they should self-isolate and seek assessment and, if appropriate, testing through the University Health Center. (For more information regarding ongoing testing and resources that will be in place and regular health assessments, see Sections A12 and B1-3 of this plan.)

4. Education/Training of Students

Overview: Orientation and other start-of-year activities feature a number of communications and programming aspects related to COVID-19 education, covering public health precautions, steps to take in the event students have symptoms or suspected cases, and anti-stigma training.

Prior to Returning to Campus

New and returning students will receive communication before they return to campus that will cover: 1) COVID-19 prevention tips for campus life such as hand-washing 2) description of symptoms to look out for and how to be in contact with the University Health Center if you suspect you have may have COVID-19 3) Academic attendance responsibilities and policies related to Longwood's COVID-19 preparations and 4) any responsibilities related to student life or student conduct policies that have been implemented over the summer with regards to COVID-19.

Orientation

A video that is part of each new student's orientation focuses on offering a broad introduction to safety precautions that are or will be in place for COVID-19, including steps taken to preserve social distancing in classes and residence halls, safe practices in the dining hall, and appropriate precautions around student activities. As part of Orientation, students and families have an opportunity to join a live question-and-answer session on safety and COVID-19 preparations.

Additional training on COVID-19-related guidance and Longwood-specific procedures will be mandatory for all students as part of New Lancer Days and will also be delivered either fully online or in a hybrid simulcast format alongside other required content. Topics will include but not be limited to:

- Proper distancing in social situations, classrooms, and residence halls
- Proper use of personal protective equipment, including face masks
- Best practices for personal hygiene, including handwashing
- Guidance on when to contact university health services

- Guidance on staying home when ill or symptomatic
- Communication with professors during isolation, and
- Availability of university mental health services.

Because students do not always retain or act on information delivered in a lecture format, we will reinforce and emphasize the importance of the above topics in small-group discussions led by Peer Mentors, upperclassmen trained to support freshmen students transitioning to college. Peer mentors will receive additional training from the Associate Vice President of Wellness and Auxiliary Services on the topics above and will be prepared to discuss scenarios in which students may need to put this guidance into practice. A message regarding the importance of not stigmatizing those who may have contracted or been exposed to COVID-19 both for individuals' emotional well-being and also for public health (i.e. by not discouraging community members from seeking medical help or testing) will be incorporated. Anti-stigma messaging related to COVID-19 will also be incorporated into the messaging regarding disability awareness/accommodation training that is already part of New Lancer Days.

Peer Mentors will be ready to assist students who may need to access campus resources as a result of a health-related concern; they will also receive training on the use of non-discriminatory and inclusive language to describe persons and situations that may involve health concerns, confidential medical information, or other sensitive topics.

Finally, peer mentors will receive information from academic leadership about how to help students communicate effectively with their professors in the event that they need to miss class because of illness or exposure to a COVID-19 carrier. Online resources will be available for at-risk students with particular circumstances regarding in-person sessions, and peer mentors will follow up by text and/or phone.

Residence and Commuter Life (RCL) Staff COVID-19 Training and Preparations

RCL will incorporate COVID-19 education into its four-day resident assistant (RA) training week. A member of the COVID incident command team will present to RCL staff about social distancing, personal hygiene, understanding the signs and symptoms of the virus and the resources available to them as part of

campus. COVID response will be incorporated in training drills. RAs will then share this education with their respective halls and the individual expectations for self-monitoring and access to medical care. These hall meetings are traditionally done in a small group format but for this year will all be accomplished via Zoom meetings.

Training for Global Leaders (International Students)

Global Leaders are students who serve as mentors to new international students and assist with orientation; they typically arrive just prior to new international students. New members also arrive early for the new member training. New member training will be done virtually, with a follow-up session after the start of the semester. Global Leader Mentors/Orientation Helpers will arrive on campus on August 20 to assist CGE with student issues and prepare for Fall mentoring (Full description of broader considerations for international students is described below at A9).

5. Physical Distancing, According to CDC Guidance

Overview: *The CDC guidance for Institutions of Higher Education suggests modifying layouts of learning spaces and adaptations to communal spaces to encourage and enable physical distancing. Longwood is taking substantial steps to modify aspects of the physical campus and other measures to help with distancing in learning, residential, and dining environments.*

a. Strategies to Allow Physical Distancing in Classrooms/Learning Environments

Longwood's Division of Academic Affairs has been working in close collaboration with Facilities Management and other divisions across campus on a multi-faceted plan to encourage physical distancing in academic settings, including classrooms and learning environments.

Fortunately, typical classes at Longwood are unusually small for a public university its size, and there are no giant lectures. In fact, only about fifteen of more than 1,000 official Longwood courses typically have more than 40 students, which is well below the minimum for gatherings in Phase II of the Commonwealth's Forward Virginia guidelines. Nonetheless, Longwood has undertaken a broad-based effort to reduce density in its classroom and learning environments, and help support students with technology and other services so those who may be symptomatic will be able to stay on track even if they are absent from class.

Classroom Assignments and Spacing

In recent weeks, each room on Longwood's campus, including classrooms and other spaces that could be repurposed for in-person classes, has been evaluated in conjunction with class enrollment projections for a range of scenarios related to space utilization in accordance with social distancing guidelines. Each scheduled class for the fall semester was similarly catalogued, taking into account its building, room number, instructor, day and time being offered, and course enrollment. Longwood is using this data to assign a number of courses to larger

and less dense available spaces that meet suggested CDC spacing guidance, which suggests space/seating desks six feet apart where feasible. Classes for which the currently-assigned classroom do not allow social distancing at recommended CDC levels will be reassigned to a larger space.

While class enrollments will continue to evolve over the summer, Longwood expects virtually all classes will take place with numbers and in spaces with sufficient square footage to allow eight feet (exceeding CDC recommendations) of space between students, allowing further space for students to move between aisles. Arranging desks in a honeycomb pattern is a helpful tool that will be deployed where feasible to achieve this spacing. The University's signage plan incorporates signage and markings for individual classrooms related to seating.

Additionally, the University has a new 42,000-square foot academic building coming online in the fall semester, which further broadens our supply of available classroom space. A number of spaces traditionally used as meeting spaces rather than classrooms will be used as classrooms, increasing the supply of spaces with sufficient square footage to exceed CDC guidelines. For instance, Jarman Hall, an auditorium with more than 1,350 seats and not generally used for classes, will be available for some larger lecture courses. Using an alternating-rows method (made clear with signage and tape, per CDC guidelines), it can accommodate up to 135 students (far larger than any Longwood class) while still meeting CDC's six-foot spacing guidelines. Other spaces we expect to deploy in classroom assignments include Wygal Auditorium (210 seats; would now accommodate 24 under new targets), Jeffers Auditorium (238 seats; would accommodate 34), Hull Auditorium (150 to 23), and Coyner Auditorium (207 to 30). Revised layouts for these rooms with seating capacities are included as Appendix 2.

Classrooms Ingress and Egress

Academic Affairs may institute a scheduling adjustment that will create additional time between classes to allow for even more spacing. In any case, Longwood's signage plan will facilitate any adjustments to prescribed ingress and egress into instructional buildings and spaces. Facilities officials have identified places on campus where routes of entry and exit will be adjusted and noted by signage.

Faculty will be asked to remind students to follow these steps when changing classes.

Laboratories

In the sciences, lab courses are currently under review for revision by department faculty. A prioritization of face-to-face labs will occur at the advanced-level first, where there are generally fewer students. At the mid-level, face-to-face labs remain generally preferred for future student success. The introductory level presents some opportunity for converting science labs to fully online. Over the summer, faculty will finalize determinations of the particular courses where this would apply as well as the specific materials needed to achieve that goal.

For labs that would remain face-to-face, different pedagogical models, including the HyFlex model (where half the class attends on a particular day, while the other half attends virtually), will likely be used in some instances. In this model, fewer students would visit the lab on a particular day, helping to minimize both the number of students in the room and the usage of particular equipment.

Shared Objects

Shared objects occur in a variety of disciplines, including lab equipment in the sciences, instruments in music, and clinical equipment in fields related to health professions. In each of these three main areas, Longwood will take steps to promote the safety of its students and employees.

In science labs, the issue of shared objects will be addressed by rigorous hygiene and the HyFlex scheduling model described above. In music, students are generally personally responsible for many of their own instruments. For example, if a student is learning a wind instrument like the trumpet, each student must have their own trumpet and is responsible for cleaning it. Piano keyboards will be cleaned regularly by the University.

In preparing for health professions like nursing or kinesiology, pieces of equipment are typically shared. Planning protocols call for such equipment to be cleaned between uses. Gloves will be worn by nursing students so that in limited cases where materials (e.g., cloth curtains) cannot be washed between each use, appropriate measures will be taken.

Hybrid Learning to Minimize Risk of Infected Students Attending Class in Person

Longwood's broader academic plans to support students if they need to miss class are an important consideration in reducing the risk of classroom exposure. A core principle of this planning is to ensure students know they will be able to stay on track academically if they need to self-isolate or become ill, which will reinforce encouragement that they not come to class if they have any symptoms.

In this vein, Longwood plans multiple uses of technology that will provide options for continuity of learning and integrity of coursework. Longwood already uses the Canvas learning management system, in which each course is able to be accessed by the appropriate students and faculty member. Each course has a particular Canvas shell. In each course's shell, faculty will be expected to put at minimum the course syllabus and course announcements. Many types of course assignments can be uploaded to and graded in Canvas, which allows students to complete assigned coursework electronically. Prepared materials for each class, such as lecture slides, will be uploaded to Canvas regularly by each instructor.

Longwood has ordered high-quality document cameras for classrooms. Linking directly to the computer available in each teaching space, the camera can be turned on by the instructor for each course if needed. The instructor can then conduct a synchronous class (e.g., via Zoom) that allows students in different locations to participate in a day's course activities as they are happening. Alternatively, the instructor can record the day's class and save the recording to the course's Canvas shell for future or repeat viewings by students who need to miss class.

Additionally, Longwood plans a limited menu of options for pedagogical approaches to coursework, like the HyFlex model, in which not all students attend class on the same day. Those students not attending class on a particular day will be expected to engage in synchronous course activities using technology.

Longwood's Quarantine Response Team will touch base with students who must miss class because of possible exposure to COVID-19 regarding course expectations and student work. Flexibility will be provided in such situations, depending on the student's health. The Quarantine Response Group will work to make sure students have online and other access to course materials, live and/or recorded classes, and academic and mental health support as needed.

Lastly, Longwood has announced the adjustment of its Fall 2020 academic calendar. Two planned days of Fall Break have been eliminated, classes will be held on Labor Day, and adjustments have been made to days previously allocated as a research symposium. This will allow for the completion of classes by Thanksgiving Break.

The semester will continue with a two-week review and exam period after Thanksgiving. Most final exams will be conducted online regardless. Some days during that period are allocated for in-person exams for courses such as laboratory sciences or practicums where content is most challenging to change to an online format, if conditions permit. This allows for a number of flexible tools to respond to public health considerations, including, if necessary, asking most or all students not to return to campus after Thanksgiving.

Library

Table A3 below outlines the re-opening plan for Greenwood Library, including description of staffing and steps in place to encourage social distancing, subject to each stage being consistent with Commonwealth and CDC guidance in place at the time.

Table A3: Greenwood Library Re-Opening Plan

STAGE 1 Limited Services Through 6/12	Some staff in building; most teleworking Building closed to patrons Digital reference only Limited Inter-Library Loan fulfilled in-house; books mailed out Receive mail Limited materials processing
STAGE 2 Limited Services with Staggered Staffing 6/15-6/26	Library staff divided into three teams; alternate work days Building closed to patrons Digital reference only Limited ILL fulfilled in-house; books mailed out Receive mail Limited materials processing

STAGE 3 Limited Services Outside Building 6/29-7/10	Staggered staffing continues Building closed to patrons Digital reference only Limited ILL fulfilled in-house; books mailed out Receive mail Limited materials processing Front-door pickup for patrons
STAGE 4 Limited Services in Atrium Only 7/13-7/24	Staggered staffing continues Patrons allowed in Atrium for wi-fi, McNaughton/New Books & self-check access, social distancing by removing chairs Digital reference only Desk delivery/pickup ILL restored as other libraries resume service
STAGE 5 Library Open with Extra Precautions 7/27-8/7	Full staffing Full building access for patrons Social distancing by removing chairs, marking every other computer unavailable ILL restored In-person reference with social distancing by meeting at tables outside librarian offices Extra hand sanitizer Computer stations wiped down after each use
STAGE 6 Full Services 8/10-8/21	Library open to the public, all library services for all patrons provided as normal and as scheduled Social distancing and additional cleaning protocols as described above (see also Section A6 below regarding hygiene and cleaning plans for all campus spaces)

Other Workplace Distancing Considerations Regarding Academics

Many faculty offices cannot safely accommodate more than three people at one time under current social distancing guidelines. As such, we expect that faculty office hours will occur individually and in person only with the agreement of both parties and mutual use of a protective face covering. Longwood anticipates that most office hours will be held online to limit shared physical spaces.

In addition, the academic work of the University depends on faculty committees. Such committee meetings will be held online as much as possible.

b. Social Distancing Considerations Outside the Classroom

Visitors

Based on current guidance, as a public institution Longwood does not currently plan to restrict visitors to campus. However, any visitors will be expected to follow all applicable guidance, including building and space-specific restrictions, face mask requirements, and others. If non-compliant, they may be required to leave. In consultation with local health officials, further restrictions on campus visitors, including requiring registration, or prohibitions on visitors from outside the campus community, could be quickly implemented in the event of elevated presence of COVID-19.

Changes to Dining Services

Plans for adjustments to dining services are described in detail in Section A5e below.

Extracurricular Activities

Providing events and activities outside the classroom is a hallmark of higher education. Program planners from across campus have been developing program options for the fall semester based on the status of the pandemic in the Commonwealth. Planning is rooted in viability under the Commonwealth's Phase II guidelines concerning meetings and gatherings, and could be loosened if the Commonwealth is in Phase III when students are on campus. However, Phase II guidelines are the default. Cleaning protocols for campus spaces for extracurricular activities are covered by the University's plans described throughout this document regarding hygiene, in particular Section A6 below. Additional considerations related to extracurricular activities are as follows:

- Club Organization and Registration Process – Where possible, meetings will be conducted virtually. For in-person meetings, Student Affairs will encourage only one member of each group to attend mandatory meetings.

- Student Organization Meetings and Events – Online options will be encouraged. In-person meetings and events will be allowed for groups of less than 50.
- Involvement Fair – This event could take place virtually if public health considerations warrant. Otherwise, it will take place per custom outside, at tables along Brock Commons. However, organizers will be advised on health and safety precautions, including limiting each organization to two representatives and requiring them to wear face coverings.
- Sorority/Fraternity Life – A series of traditional events and activities are held during the fall to organize the leadership of Greek organizations and provide information to prospective members. Any such in-person events will conform to the appropriate Phase II gathering restrictions per above. Events such as risk management meetings would be held either in small sessions or virtually for leadership who have attended in-person in previous years. Greek chapter rooms may be adjusted in layout or restricted for social distancing. Regular annual events such as Lip Sync will be postponed if they cannot be readily conducted in accordance with state guidance. More broadly, the Office of Fraternity and Sorority Life will communicate frequently with chapters regarding state and CDC guidance.

c. Physical Distancing in Communal & Shared Spaces

Communal Spaces such as Lounges

Campus signage will ask students to maintain physical distancing of at least six feet in public areas, such as lounges, kitchens, exercise rooms, and chapter rooms, and to wear masks if such distance cannot be maintained. The lounges in Cox and Stubbs residence halls will not be available for general reservations. In consultation with local public health officials or guidance, in the event of a spike in positive COVID-19 cases, we could implement additional restrictions by using signage and providing direction to residential life and other staff. Restrictions may include, but are not limited to, modified hours or occupancy limits, or further face covering requirements.

Upchurch University Center

Upchurch is the main campus facility for student organizations and extracurricular groups. An exact re-opening date has not been determined, but we expect to re-open the building before students return to campus for operations at levels consistent with the Commonwealth's Phase II guidance. For this building we expect the following precautions to remain in place for some time even if official guidance is loosened:

- Adjusted placement of furniture in all spaces to maintain 6 ft. seating distance
- Conversion of the Meditation Room space to a meeting/study room for students
- Offices that cannot accommodate a 6 ft. minimum distance will meet in conference rooms or other spaces
- Sneeze guard being placed at the Information Desk
- Signage around the building will be available regarding community expectations
- Availability of cleaning supplies in large areas for common use areas, offices, and restrooms
- Student staff training will include dedicated time on safety and prevention methods
- Increased monitoring/rounds of the building will occur

Student Service Areas

Longwood is working to secure materials for plastic splash guards for certain well-used student service areas such Student Accounts, the mail room, and the Lancer Card office. The bookstore, operated by Barnes and Noble, has also implemented re-opening steps that include enhanced cleaning, employee health monitoring, ingress and egress adjustments, and spacing measures for lines.

Health and Fitness Center

Longwood's Health and Fitness Center is the principal location for campus exercise and intramural activities. The facility is scheduled to re-open July 6 under

Phase II or Phase III guidelines as applicable. Under Phase II guidance, staff will be provided with PPE and enhanced cleaning protocols will be in place. All visitors will be asked COVID-screening questions at check-in. Masks will be required upon entrance and during screening. Anyone experiencing symptoms will not be permitted to enter. Those exercising will be required to maintain ten feet of distance, with the exception of members of the same household. Some equipment will be offline to conform with social distancing. Each area of the facility will be limited to 50 people, and some areas will be further limited to meet the 30 percent maximum occupancy limited to each space under state guidance. Guests purchasing day passes must reside in the same household as a member. All equipment will be issued from the front desk to allow for cleaning between uses. Equipment that cannot be thoroughly disinfected between uses will be offline. Locker rooms will be open with six-foot distancing. For group fitness classes, virtual options will be offered where social distancing is not convenient.

In Phase III, in line with Commonwealth guidance, the Health and Fitness Center expects to return to its normal facility hours. Per the Phase III guidance for fitness and exercise facilities released June 18, the facility would continue to post signage as directed, limit occupancy to no more than 75 percent, and maintain measures as described above to facilitate ten feet of separation. Patrons will continue to be screened with health questions as outlined in the Phase III guidance. The screening would serve both to provide extra precaution relative to patrons of this facility as well as part of the broader campus monitoring strategy (see Section B1 below).

d. Limitations on/Distancing during Gatherings

We are not accepting requests to host events for off-campus groups until at least October, and then as always subject to Commonwealth guidance regarding both gatherings and visitors to campus. Our current state of being closed to off-campus events will extend as long as is prudent for public health considerations.

Regarding on-campus events, at a minimum all events will adhere to the Commonwealth's Phase II or Phase III guidance as applicable for our locality at the time.

Certain limitations for activities related to the return of students as described above (Sections A3 and A4) in August are based in Phase II guidance (50 people or 50 percent of space capacity, whichever is lower). Those restrictions will apply regardless of whether the Commonwealth has moved to Phase III at that time.

Lancer Productions Events are campus-wide events (e.g., Bingo Night, Movie Night, etc.). If our area is in Phase II, events will be held virtually or cancelled if they cannot be limited to 50 people with appropriate social distancing. Otherwise, events will be evaluated on a case-by-case basis, and held in person only if they can comply with social distancing spacing and applicable guidance. In any instance, additional hygiene will be in place.

Longwood intends to hold an outdoor Commencement ceremony for the Class of 2020 on Wheeler Mall. This large open space will allow attendees to be sufficiently spread out, and guest numbers will be limited to help ensure proper spacing. (See also Section A13 below)

e. Strategies for Food/Dining Services

Longwood's food service campus partner, Aramark, is a global Fortune 500 company that meets the food provision needs of campuses across the country. Aramark's central office has implemented company-wide protocols closely informed by CDC standards to safely meet the dietary needs of the campuses they serve. Our on-campus Aramark leadership has been actively working with our Incident Command Team to plan for our students' return this fall. Enhanced cleaning, food service procedure changes, additional dining location, changes to hours of operations, and provision of food for students in isolation will be implemented. A summary of such steps as of the time of this submission is provided below. Further details are included in an Aramark overview of its phased re-opening plan, including revised facility layouts, under Appendix 3.

Increased Sanitation for All Employees and Surfaces

- Mandatory employee handwashing every 20 minutes
- Use of CDC-approved Oxivir TB wipes and Diversey Quat sanitizer (highest efficacy rating)

- Sanitation of tables and chairs between each guest
- All equipment sanitized and checked multiple times per day for correct temperatures, concentrations, and functionality
- Extra and frequent cleaning of all surfaces and items that are at higher risk of contamination such as door handles, light switches, etc.
- Increased availability of hand washing/sanitizing stations
- Aramark's "Day at a Glance" planning document (included as Appendix 4), provides a comprehensive view of hygiene steps in place

Training

- Dedicated Aramark Higher Education COVID-19 and re-open planning website and resources for management
- General safety training for all team members each semester
- Supplemental trainings that focuses specifically on COVID-19 daily/weekly
- Safety Briefs to work in continuous training for COVID-19
- Sanitation training and tools such as PPE guides and "Day at a Glance" tool which provides a complete list of opening, anytime, and closing tasks in the areas of safety, service, and sanitation. (Appendix 5 shares the contents of an Aramark training module for employees at institutions of higher education.)

Food Service Processes at Dining Hall and Other Locations

- Food will be processed "buffet style" by Longwood Dining employees in the dining hall. Patrons will enter the food line at one end. The Aramark staff will put the food on a plate or disposable to-go container and continue to hand down the line to other Aramark employee stations.
- Once all the food has been selected, and plated, the employee will hand the guest their plate/container.
- The salad bar will offer premade salads and sandwiches to "grab and go." An employee will be available to make salads for patrons who have certain requests.
- Cereals and desserts will be individually packaged
- Soft-serve ice cream and beverages will remain self-serve as they are dispensed by pressing the glass/bowl to the lever and do not need to be

touched. No personal cups will be permitted. Refills must use a new clean glass.
- Greens To Go location will offer more grab and go options as well as the salads and sushi
- Retail locations will be grab and go

Physical Distancing and People Flow

- Planning has been developed around Phase II guidance of 50 percent occupancy or 50 people, whichever is less, in particular spaces
- In Phase III, dining services could move to overall 50 percent occupancy of the rooms. Spacing averages approximately fifteen square feet per person.
- In Phase III, spacing must still allow for physical distancing from areas outside the facility's control (i.e., provide physical distancing from person on public sidewalks).
- All locations will have one entry point and one exit. All doors will be allowing egress but we will have a traffic flow identified in each space.
- Dining Hall and Upchurch will be set up with limited seating
- Student workers will monitor seating areas and enforce seating limits and traffic patterns
- Per current CDC guidelines, staff will work to clean and sanitize tables as guests leave each table
- We will further encourage virtual payments (Virtual Lancer Card for meals, bonus dollars and Lancer CA$H) and credit card customers to use Apple Pay/Google Wallet to limit the need to touch the credit card key pad

Leveraging Additional Spaces for Dining

- Use of the Grand Dining Room and the Nance/Lewis areas will afford additional dining space with six feet social distancing guidelines still in place
- Upchurch University Center's Lounge and Soza Ballroom will serve as overflow service spaces during peak meal times
- Areas within dining spaces may be partitioned to limit capacity. Additional capacity from the following nearby rooms and spaces will be dedicated to

overflow dining capacity at extra spacing (diagrams of these spaces and the capacities they would be limited to at 50 percent occupancy are included as Appendix 3: Aramark COVID-19 Re-Open Plan for Longwood Dining):

- Dorrill Arcade: 275 Occupants
- Grand Dining Room: 175 Occupants
- Nance Room: 75 Occupants
- Lewis Room: 35 Occupants
- Upchurch Lounge: 70 Occupants
- Soza Ballroom: 125 Occupants

Additional Measures

To ensure we continue to meet and exceed CDC recommendations on COVID-19 mitigation, Longwood Dining has implemented the following new policies on facial coverings and employee health monitoring:

- Facial coverings are required in all "front-of-house" and other guest interaction activities, and in any situation where 6 ft. social distancing is not possible
- Temperatures will be taken before each employee's shift. Employees with temperatures at 100.4 degrees and higher will not be allowed to work.

6. Hygiene Practices and Cleaning/Disinfecting Protocols

Overview: Longwood's housekeeping services are provided in partnership with the Budd Group, a national cleaning services company. Budd Group is implementing a wide range of elevated cleaning protocols for the 2020-2021 school year, and works in close partnership with on-campus planners.

a. Cleaning and Disinfection Protocols

The Budd Group has provided the following information on cleaning protocols for the coming year regarding disinfection, remediation, and barrier protection services:

- Budd Group currently provides "good," "better," and "best" options for disinfecting services. Longwood will be provided the "best" option for disinfecting services, which includes use of hydrogen peroxide Oxivir TB Ready to Use or Oxivir Wipes which are fast acting (approximately on minute dwell/kill time).
- Microfiber cloths will be used which provide an effective way to remove many pathogens from surfaces. Properly used, microfiber has been lab-tested to remove up to 98% of bacteria and 93% of viruses. Budd Group notes that when coupled with the proper disinfectant, microfiber cleaning provides the best methods to clean and disinfect a facility.
- Technicians are required to use the right PPE, which includes remediation/barrier protection/misting enhanced PPE with respirators, eye protection or face shield, Tyvek suits or gowns, and gloves. They have received detailed training for the use of PPE.

Cleaning Intensification Protocols

The Budd Group will staff three disinfection technicians, who will provide increased frequency of disinfection focusing on high touch points in academic buildings, Radcliff Hall, Upchurch, the Health and Fitness Center, and residence

halls. This will allow them to disinfect the high touch point areas once every four hours.

Misting services will be conducted by four evening technicians in academic buildings, Radcliff, and Student Health Services. Karcher misters will be used to spray a layer of approved disinfectants to common touch points. Misting services will be provided in all common spaces, classrooms, and bathrooms once per week.

The Budd Group will provide Level II nightly cleaning (highest intensity of service) which includes use of disinfectants, quats (Morning Mist, Crew, Virex) or Hydrogen peroxide (Oxivir 516), microfiber cloths, and flat mop heads. The nightly cleaning schedule will remain the same. However, Budd Group will now provide increased frequency of Day Porter cleaning to a four-hour cycle focusing on touch points within the facility (eating areas, restrooms, door handles, and sick student/worker response) with hydrogen peroxide Oxivir 516/RTU-TB/Wipes.

Disinfection will be provided in the following ways:

- Manual Disinfecting – Manually wipe and clean areas in each facility with fast acting disinfectant, microfiber cloths, and PPE.
- Disinfectant Misting – Hospital-grade technique using hydrogen peroxide disinfectant products to mist/spray/fog areas. They provide specialized equipment to ensure worker and occupant safety and proper coverage and application using fast-acting disinfectants (five minutes or less kill time).
- Anti-microbial Barrier Protection – Prevents the growth of microbes on surfaces. The Budd Group manually wipes, cleans, and disinfects areas in the facility with dual purpose, fast acting cleaner/disinfectant, and microfiber cloths. They then apply the barrier protection coat. They also measure performance with ATP meter testing before, after, and at 30 and 90 days to measure the number of microbes on a surface.
- Remediation Cleaning – This type of cleaning is done in response to confirmed or suspected COVID-19 cases. CDC protocol is to wait for 24 hours. The Budd Group is able to remediate faster using their specially-trained team equipped to handle fast-acting disinfectants and microfiber tools. Experts in infection control are onsite and able to be the initial

response for remediation. The Budd Group will also provide staff enhanced PPE for remediation work in response to sick student and employees.

b. Provisions for Hand Sanitizer/Handwashing Stations

To ensure adequacy of supply, The Budd Group has switched from Purell to a different supplier for dispensers and refill products which is equal in efficacy. The Budd Group and the University are in the process of receiving and installing an additional 84 stations in locations across campus. These include stand-alone and wall-mounted stations. We expect to have at least 190 such stations around campus, up from approximately 75 previously, with additional stations possible. The University will also have a substantial supply of 2-oz. containers that will be distributed to students and staff, along with gallon pump bottles in select locations that can be used for refills.

c. Shared Objects

Shared objects occur in a variety of disciplines, including lab equipment in the hard sciences, instruments in music, and clinical equipment in fields related to health professions. In each of these three main areas, Longwood will take steps to promote the safety of its students and employees (details are also provided in Section A5 above).

In science labs, the issue of shared objects will be addressed by rigorous hygiene and the HyFlex scheduling model that will limit the number of students using objects. In music, students are generally personally responsible for many of their own instruments. For example, if a student is learning a wind instrument like the trumpet, each student must have their own trumpet and is responsible for cleaning it. Piano keyboards will be cleaned regularly by the University.

In preparing for health professions like nursing or kinesiology, pieces of equipment are shared. Planning protocols call for such equipment to be cleaned between uses. Gloves will be worn by nursing students so that in limited cases where materials (e.g., cloth curtains) cannot be washed between each use, appropriate measures will be taken.

Additional hygiene steps in place for shared equipment in the Fitness Center, including checked-out equipment, are described in Section 5C above.

7. Housing

Overview: *Longwood is well positioned to implement additional safety measures in on-campus and university-managed residence halls due to an ample supply of housing availability and modern facilities. All in-use, on-campus residence halls have been built or renovated within the last fifteen years, complete with modern HVAC systems that circulate air to and from the outside of the building directly, not among rooms.*

Longwood has more than 400 beds of additional housing coming online this year with the complete remodeling of Moss residence hall, facilitating a greater spacing of students. Because of the ample supply of housing, Longwood has for the 2020-2021 academic year increased availability of single rooms at a minimal rate increase ($200 per semester) to all students, including returning students who have already been assigned rooms. A large percentage of upperclassmen are housed in university-managed apartments with single rooms.

No community-style bathrooms (common bathrooms in use by an entire residence hall floor) are in use in Longwood-managed housing. All suite-style and apartment-style bathrooms will be limited to four residential students. All on-campus residence halls have advanced ventilation systems that provide each individualized room its own direct to-and-from circulation of outside air, so air is not circulated among rooms.

Housekeeping staff will prioritize cleaning and disinfecting measures in residence halls and university-managed off-campus housing.

Housing Assignments

All students living in Longwood-managed housing have the option of a single room at a minimally increased rate ($200 per semester) to minimize financial concerns from families considering university housing.

- New and Transfer Students

  - Housing surveys were sent to new and transfer students on June 3, highlighting the increased availability of single rooms in on-campus residence halls.
  - The deadline to submit a housing survey is Monday, June 22.
  - Housing assignments will be communicated July 10, along with move-in instructions.
- Continuing Students
  - Continuing students living in residence halls or university-managed apartment housing have already received their housing assignments.
  - 85% of continuing students in Longwood-owned housing are assigned to a private bedroom.

Move-In

Longwood is instituting a multi-day, staggered move-in procedure while implementing several safety measures to promote social distancing and minimize contact with student belongings and surfaces in residence halls. Students will be assigned sessions and times by even and odd room-number to promote social distancing. (Details are also included in A3 above).

- New Student and Transfer Student Move-In
  - Moss and Johns Halls: Students will move into Longwood's two largest residence halls over two days, Aug. 19-20. Morning and afternoon move-in times will be assigned when housing assignments are released in July. A maximum of 75 students will be assigned to each three-hour time block during each move-in day. Students living on higher floors will be prioritized for morning move-in for efficient elevator usage.
  - Cox, Wheeler, Register, Sharp halls: Students will move into Longwood's four smaller residence halls in one day, Aug. 20, utilizing the same morning and afternoon sessions. A maximum of 30 students will be assigned to each morning and afternoon session.
  - University-managed housing: Transfer students will move into university-apartment housing units on Aug. 20.
- Continuing Student Move-In
  - Continuing students will move in over three days, Aug. 21-23.

- Students returning to on-campus residence halls will be limited to 50 students per day.
- Students returning to university-managed apartment housing will be limited to 100 students per day.

- Move-In Safety Measures
  A number of additional safety measures are being implemented for student move-in. These include:
  - Eliminate the Mover & Shaker student move-in volunteer program, reducing the number of people coming into contact with students' personal belongings.
  - No Longwood-provided dollies/pull carts. Families will be informed of this policy when their housing assignment is communicated in July and encouraged to bring their own cart/dolly to assist with move-in.
  - Limit families to three helpers to assist the student with move-in.
  - Students and families will be asked to use personal protective equipment to use during move-in.
  - Longwood will provide hand sanitizer in each residence hall, and make a small supply of masks/gloves available in the event it is needed by a family.
  - Residence and Commuter Life staff will have gloves, masks, disinfectant, and hand sanitizer available for staff use and to wipe down surfaces at the check-in locations as needed.
  - Additional professional staff will assist police with directing traffic to the residence halls.
  - Additional signage in the residence halls will instruct students/families on where to go.
  - Increased housekeeping presence on move-in dates to disinfect surfaces regularly.

Other Housing Considerations

- Face Coverings and Shared Spaces
  - Per A11 below and CDC and VDH guidance, Longwood's policy will be that all community members wear masks when others are present and

social distancing of six feet cannot be maintained. This will apply to public areas of residence halls (though not within individual suites and rooms).
  - Additional restrictions for access of certain public lounges will apply; for example, the lounges in Cox and Stubbs will not be available for general reservations and meetings.
- Hygiene
  - The Budd Group will conduct enhanced hygiene protocols throughout all public residential spaces over the course of the year. Details regarding the significant expansion of hand sanitizer dispensers, including in residence halls, are described in detail in A6 above.
- Training
  - Training measures are described in detail in A4 above. Of particular relevance to residence halls and housing, COVID-19 education will be incorporated into the four-day resident assistant (RA) training week. A member of the COVID incident command team will present to RCL staff about social distancing, personal hygiene, understanding the signs and symptoms of the virus and the resources available to them as part of campus. COVID response will be incorporated in training drills. RAs will then share this education with their respective halls and the individual expectations for self-monitoring and access to medical care.
- Signage
  - Longwood's signage plan includes all residence halls, where public health-themed signs (hand-washing reminders, symptom reminders, etc.) will be visible throughout.

8. Consideration of Vulnerable Individuals

Overview: Longwood's new Temporary COVID-19 Workplace Policy has been written in accordance with CDC and Commonwealth guidance, including the Virginia Department of Labor. The policy sets the general expectation that Longwood employees comply with current guidance and encourage responsible public health behavior on campus. This section highlights relevant provisions of that policy in consideration of vulnerable individuals within the Longwood community.

a. Policy Options to Support Higher-Risk Individuals

- Pursuant to Gov. Northam's executive orders, the University continues to encourage telework whenever possible.
- Employees who cannot perform job obligations due to family care or the decision to self-isolate may request a temporary, unpaid leave of absence.
- Employees who are sick or whose eligible family members are sick may be entitled to leave under the Family and Medical Leave Act.
- Faculty who fall within a CDC high-risk category for COVID-19 may request a temporary teaching adaption. At-risk faculty are those 65 years or older or those of any age who have serious underlying medical conditions. Adaptions could include priority for a larger classroom space or the ability to teach some or all classes virtually, with required professional development if needed.

b. Flexible Sick Leave Policies and Practices

The Temporary COVID-19 Workplace Policy provides for the following:

- Employees experiencing COVID-19 symptoms must leave the workplace and report to Human Resources that they are experiencing COVID-19 symptoms and obtain a test.

- Employees should use sick leave while obtaining COVID-19 testing. Several categories of sick leave are available under this policy for this purpose. For employees who have exhausted sick leave, HR has discretion to provide additional sick leave for the purpose of isolation and recovery for those who have tested positive for COVID-19.
- Those who have been in close contact with someone with COVID-19 may use sick leave while they obtain a COVID-19 test.

c. Policies for Return to Class/Work after COVID-19 Illness

- The Temporary COVID-19 Workplace Policy requires that employees testing positive for COVID-19 not return to campus until they are cleared by a medical provider to do so. At a minimum, they should not return to work until at least three days have passed 1) since recovery, defined as resolution of fever without the use of fever-reducing medications, and 2) since improvement in respiratory symptoms; and until at least ten days have passed since symptoms first appeared.
- The University may require a note from a medical provider prior to returning to work.

9. International Student Considerations

Overview: Longwood's policies will be informed by guidance related to international travel from the State Department, CDC, and the Virginia Department of Health. The University will appropriately support international students through this process.

International Students' Return to Campus

We expect international students to arrive between August 11 and 18. Guidance in place at that time by the CDC, other federal entities, and VDH will be applied. Students will be tested upon arrival and remain in isolation on campus until cleared, or if necessary under applicable guidance at that time for two weeks, beginning their classes virtually. Based on guidance at the time of this submission, Longwood anticipates international students self-quarantining for two weeks upon arrival.

Typically, the Center for Global Engagement (CGE) provides airport transportation on two designated days from RIC to LU for new and returning international students. In light of the travel complications facing international students, transportation will be offered throughout the week, as designated by the CGE. A larger vehicle to allow for more space among occupants will be reserved. The driver will be outfitted with PPE and other safety needs will be determined in conjunction with the Emergency Management staff. A CGE staff person will accompany the driver on the airport runs to meet students and troubleshoot as needed.

Because some of the countries from which these students arrive are currently at lower risk than some areas in the U.S., protocols will be consistent across domestic and international areas.

Global Leaders

Global Leaders are students who serve as mentors to new international students and assist with orientation. They typically arrive just prior to new international

students. New Global Leaders also arrive early for the new member training. New member training will be done virtually this year, with a follow-up session after the start of the semester. Global Leader Mentors/Orientation Helpers will arrive on campus on August 20 to assist CGE with student issues and prepare for Fall mentoring.

Global Leaders will assist with virtual and in-person programs and will receive additional training from CGE staff regarding proper safety protocols and virtual programming.

Once international students arrive on campus, mentors will communicate daily with quarantined students to check in and to provide camaraderie.

International student orientation is held several days before the start of each semester. The impact of COVID-19 requires a new approach this Fall. New international students will be participating in the virtual orientation provided by First Year Experience, with additional sessions and modifications made by CGE staff. Additionally, CGE staff are creating a number of pre-arrival videos for new students to view and will offer Zoom meetings for one-on-one advising.

Support for International Students

The CGE's International Student Advisor (ISA) provides guidance on travel risks related to COVID-19 and other illnesses, visa regulations and academic concerns, cultural and social adjustment issues, and programming. In addition to one-on-one advising, mandatory group meetings, and student organization leadership, in consultation with the CGE's Executive Director, the ISA will:

- Develop and maintain a calendar, tracking arrivals, quarantine dates, and reports of illness throughout the semester
- Lead the CGE's efforts to support international students with regular communication and with virtual programming and activities
- Guide Global Leaders in developing virtual programming and harnessing technology for a new version of mentoring
- Create an emergency departure plan and consult with the ERT for guidance should an international student need to leave early in the semester for a family emergency

- Assess the technology capabilities of international students at LU and at home
- Communicate regularly with Athletics representatives
- Be prepared to communicate with faculty as needed
- Assess health insurance coverage and requirements, and make recommendations
- Draft communications/campus programming in support of international students at Longwood

Other Considerations

International students will remain on campus through Thanksgiving Break and until December 11 for final examinations. Staff in CGE will maintain communication with and responsibility for these students until they depart.

Study Abroad

Study abroad for Fall 2020 has been canceled. At the time of this writing, it remains uncertain if/when State Department/CDC Global Advisory Level 4 will be lowered down to Level 2 in time for students to obtain appropriate visas for fall study. Further guidance will determine whether to continue study abroad (if able) for Winter Intersession 2020.

In the event that there is no study abroad in the winter, Longwood will consider alternatives for Honors students and Modern Language majors with study abroad curricular requirements.

10. Partnership and Communication/Information Sharing with Local Community Health Systems and Other Stakeholders

Overview: Longwood's experience this past spring responding to two COVID-positive student cases cemented a strong working relationship with local community health and public officials, and created communication channels that will be effective when students return to campus this fall.

Longwood stood up its COVID-19 Incident Command Team on March 4, 2020, with three priorities: 1) actively monitor the pandemic situation, 2) respond to incidents on campus, and 3) plan for the return to campus. Incident Command has worked seamlessly with our local hospital, town and county first responders, the Piedmont Regional Office of the Virginia Department of Health, and the Department of Emergency Management during the pandemic. This group has been active in staying up-to-date with guidance from all Commonwealth entities, the CDC, and institutions of higher education across the commonwealth and the country. It will continue to work with VDH under the contact tracing protocols released by the Commonwealth on June 17.

The Incident Command executive team has been meeting weekly since March. Twice monthly these meetings are expanded to include officials from the Piedmont Department of Health and the Town of Farmville.

Longwood, along with local public safety, elected, and education officials, including from nearby Hampden-Sydney College, is also part of a regular conference call coordinated by Centra Southside Hospital that has been invaluable for understanding the current status from a health provider's perspective, and to understand their ability to respond during this pandemic. These calls were held weekly during the spring. They are currently held bi-monthly but could be returned to a more frequent schedule if public health considerations warrant. Longwood officials have also had over the spring and summer, and will continue, bilateral conversations to share ideas and coordinate planning for the fall semester.

Cameron Patterson, a member of both President Reveley's cabinet and the University COVID-19 Task Force, sits on the board of Southside Community Hospital. Lynchburg-based Centra serves more than 500,000 people through central and southern Virginia and operates Centra Southside Community Hospital, one block from campus, which works in close partnership with the University Health Center. Dr. Rob Wade, the lead physician for Potomac, is a former longtime Centra physician. Potomac and Centra worked closely last spring regarding assessment and monitoring of potential positive cases.

Centra's COVID-19 response plan and resources in Farmville includes "Alpha," "Bravo," "Charlie," and "Delta" phases. As of this writing, it is in Bravo phase with capacity for fifteen hospitalized patients. If necessary, upgraded stages could accommodate up to 46 patients. More refined details of Centra's COVID-19 response and resources in place in Farmville are provided in a letter included as Appendix 6.

Longwood has also had a strong relationship with the regional health and emergency management departments since well before the pandemic. We have had regular training and meetings with both Commonwealth departments. We have hosted health clinics for students at our University Health Center and have regular communication about issues being faced on campus and in the community. As an example of our ongoing collaborations, Longwood hosted a state emergency management meeting the week of March 2, 2020, to review our regional disaster shelter role. At the time of this writing, officials from the local VDH and the University were finalizing arrangements for a "table top" exercise regarding outbreak management in July.

With broader communications with other stakeholders and community members, Longwood has been highly transparent. Throughout the COVID-19 pandemic, messages relevant to the broader community have been shared via Longwood's web site, the "Parent Pipeline," social media platforms, and the University's Omnilert emergency mass communication platform, to which any member of the public can subscribe. (Additional details on the University's Communications plan are shared in Section A14 below).

11. Face Coverings

Overview: Longwood recognizes face coverings are an important mitigation tool for the spread of COVID-19. Longwood policy reflects the importance of face coverings in academic settings and where social distancing cannot be maintained. Longwood will encourage the use of face coverings consistent with relevant health and safety guidelines, incorporating messaging about face coverings into campus training, signage and communications.

Longwood's *Temporary COVID-19 Workplace Policy* (see also Section A8 above) reflects guidance from the Commonwealth and other authorities and may evolve over time. Longwood's policy reads as follows:

> "Responsible health behavior includes using a face covering when you are not able to social distance and in compliance with state guidance. All faculty, staff, and students should wear face coverings in any setting where six feet of physical distance cannot be consistently maintained. Regardless of distancing in place, all faculty, staff, and students should wear face coverings at all times while inside classrooms. Exceptions may apply in areas, such as performing arts, if other precautions are in place. Faculty, staff, and students should wear masks when entering and exiting academic buildings before and after classes, until they are outside. Additional face covering requirements may be in place for faculty, staff, and/or students in particular facilities, operations, or assignments, such as Dining Services, where there is significant interaction with the public."

Examples of places on campus with further "business-sector" guidance regarding face coverings include Dining Services, the Health and Fitness Center, and certain student services offices. Longwood's policies on face coverings and encouragement to use them will be incorporated into pre-arrival communications, signage, Orientation and New Lancer Days programming, and training for Residence and Commuter Life (RCL) staff, including Resident Advisors (RAs).

Longwood does not intend to guarantee availability of face coverings to all faculty and staff, but will work to make them available and in ample circulation. PPE ordered by the Office of Environmental Health and Safety include 10,000 cloth masks and 3,000 disposable masks for visitors. Masks are currently available to faculty and staff upon request and will be distributed on campus to students when they return.

12. Student Health Services

Overview: Longwood's University Health Center (UHC) is operated in partnership with Potomac Healthcare Solutions. It is located at the Midtown shopping center, approximately one block from central campus. Potomac's detailed planning regarding preparations for COVID-19 care (and maintenance of non-COVID-19 health services) are detailed below. Mental Health Services, addressed in Section A12g, are provided by the University's office of Counseling and Psychological Services (CAPS).

a. Assurance of Provision of Medical-Grade PPE for Health Services Staff

Potomac has an adequate supply of PPEs for their staff and patients including Tyvek suits, gowns, masks, gloves, and face shields. They have worked closely with the University's housekeeping contractor to meet the increased disinfecting and cleaning needs in the clinic during this pandemic as well as the increase in cleaning supplies they need to turn over exam rooms in a safe and timely manner.

b. Maintenance of Typical (non-COVID-19) Health Services

Potomac's detailed COVID-19 plans described below (see Sections 12h, 12i and 12j) factor in continued provision of typical health services. As an outside provider with sites across the country, Potomac can leverage human and physical resources from other managed sites to assist in meeting the needs of our campus as needed.

Additionally, Longwood's office of Counseling and Psychological Services (CAPS) has the staff and resources to expand to meet the anticipated needs that will arise during this fall semester within the guidance of the University and the Commonwealth.

c. Mental Health Services

Longwood's mental health services are provided on campus by CAPS. Steps to mitigate and slow the spread of COVID-19 have been in effect since March 2020. Moving forward, CAPS will continue to follow a public health-informed approach to providing mental health services, guided by the importance of protecting the health and safety of both Longwood students and CAPS employees. The following measures will be taken:

- Daily health screenings for members of the CAPS team
- Anyone entering CAPS will be required to wear a mask, wash their hands, and be given a brief health screening
- Increased disinfecting efforts in all clinical/counseling offices, waiting area, and front desk/reception area
- Shared objects will be removed from the waiting room and furniture will be rearranged to encourage physical distancing
- The bathrooms in CAPS will be reserved for staff use; all others will be directed to the bathrooms in the main hallway
- Prior to the start of the fall semester, each clinical office will be measured to assess the ability to provide in-person counseling while maintaining a minimum six-foot buffer. Even when physical distancing is possible, the impact on the therapeutic relationship of wearing masks or installing Plexiglas barriers will be considered.
- Tele-mental health services are the ideal method to eliminate the concerns associated with in-person counseling and will therefore continue to be an option
- Other considerations could include staggered work schedules for providers, staggered client appointment scheduling, and reduced seating in the waiting room
- Specifics related to the provision of group counseling and crisis intervention continue to be finalized

d. SHS Facility Considerations

The following planning materials have been provided by Potomac regarding their facility:

Social Distancing

- Waiting room chairs are six feet apart
- Tape marks have been placed on floor approaching check-in window to space out line
- Plexiglass shields to be installed on either side of front office check-out
- Front office door reinstallation
- Removal of all magazines/periodicals from waiting area
- Water fountains in waiting room remain closed during Phase II. Paper cups to be placed on fountains during Phase III.
- Handling of items in waiting room is limited. All pamphlets are out in one spot of the waiting room to pick up and take one at a time as needed. Suggestion box and table top games have been removed.
- Tissue boxes and hand sanitizer is provided throughout the waiting room and in every exam room

Cleaning Schedule

- Nursing
  - Rooms are cleaned after use to include exam table, counter, blood pressure cuff, door handles, and faucet handles
  - Hot spot areas of patient bathrooms in the back wiped down
  - Nurse medication administration room cleaned on a regular basis
  - High touch surfaces of the lab cleaned on a regular basis
- Front Office
  - Regular checks and wiping down of surfaces in waiting room and patient bathroom
  - Clean supply of sign-in pens is kept and used pens are cleaned as needed

Signage

Available signage includes:

- COVID-19 information
- "How to wear a mask"
- Social distancing reminders
- "DO NOT ENTER" sign on front door with direction to call office prior to coming in if individual does not already have an appointment

COVID-19 Exam Room

- Treatment room is set up for evaluation of persons under investigation (PUI)
- Oxygen tank, IV pole, and IV tray have been moved to nursing station
- Room stocked with:
  - Pulse ox
  - Blood pressure cuff
  - Thermometer
  - Cavi wipes/Oxivir spray
  - Swabs and UTM in third drawer down for collection of nasal swab for LabCorp testing
  - Biohazard box for disposal of supplies and doffing in room.
- Outside of room
  - PPE cart with donning instructions posted above for the following:
    - N-95
    - Gown
    - Gloves
    - Eye protection (goggles or face shield)
    - Cavi wipes
    - Hand sanitizer
    - Specimen bags
  - Biohazard box for remainder of doffing with instructions posted
  - Basket on side of biohazard box for holding specimen

e. SHS Administrative/Staff Considerations

Staff Training

- Front Office
  - Front Office training regarding scripting for phone calls

  - Cleaning protocols for front office, waiting room, and patient bathroom
  - Coursera COVID-19 Contact Tracing training from Johns Hopkins University has been completed by staff
  - Training on office workflow for PUIs
- Clinical Staff
  - Training on donning and doffing PPE
  - Cleaning protocols for exam rooms, patient restrooms, and high touch surfaces throughout the day
  - Coursera COVID-19 Contact Tracing training from Johns Hopkins University has been completed by staff
  - Training on work flows for PUIs

Reporting

- Communication maintained with VDH on positive cases through submission of Epi-1 Morbidity Report Form for reportable diseases. In addition, the UHC maintains close ties to the Medical Director of the Piedmont District and their epidemiologist.
- When cluster of cases is identified, the local health department will be notified as well to identify at-risk population
- Communication with University administration regarding positive cases, pending testing, and coordination of placement of students in quarantine-isolation room

Quarantine Space

- Once a patient is determined to be positive or to have met criteria as exposed to a positive case, the provider will contact Longwood's Emergency Manager or their designee to initiate isolation procedures

Overall Flow of Patients Seeking Treatment

- Patient initiates appointment with Longwood UHC via phone
- Patient is initially screened by front office with reflex to triage with nursing as needed

- When determination for patient to be seen at UHC is made, patient is put on the schedule
- Office visit is initially started via video call or telephone call where patient chart will be built out/reconciled per UHC protocol
- Coronavirus Encounter Scenario and preformatted questionnaire is used that is in line with VDH information they will need for reporting. Diagnosis code and lab order already built out in template.
- Add any additional diagnosis or labs deemed necessary from history
- Advise patient to report to the back door (108 Midtown Ave with awning above) wearing a mask. Set expectation that they are to knock on the door and wait for provider who will let them in as soon as they have put on their PPE.
- Direct patient immediately to treatment room
- In order to conserve PPE, provider (not nursing) will obtain vital signs, complete appropriate exam, obtain specimen. Nursing may need to come in to start IV if needed.
- Nurse to stay in nursing station at treatment room while patient is here in order to be available to provider
- Patient education packet provided, with information on COVID-19, proper handwashing, proper way to wear mask, isolation information, and University contact numbers to utilize while in isolation/quarantine room
- Per University protocol, nursing to notify responsible party of COVID team.
- If squad is to come, nursing to call x2109 or 911. Tell dispatch need for squad and also need for UPD to come and direct traffic in teller line to make way for squad.
- In the event a second patient needs to be here at the same time treatment room is occupied, then Room 8 will be utilized as an overflow room

Patient Education

- See the CDC's resources in multiple languages if printed English version needs to be replaced with information in another language

f. SHS Patient Care Considerations

Making an Appointment

- Regardless of reason for visit, all patients will be screened for COVID-19 prior to putting them on the schedule
- A COVID-19 PUI screening looks for common symptoms (these symptoms include fever, cough, SOB, difficulty breathing, and loss of taste or smell) and includes the following questions:
  - Healthcare worker or first responder with COVID-19 symptoms?
  - COVID-19 symptoms AND works/lives in a congregate setting (dorms, group home, prison, detention center, jail, or nursing home)?
  - COVID-19 symptoms AND has underlying condition (chronic heart, lung, liver disease, or kidney disease on dialysis or diabetes) that increases risk of severe COVID-19?
  - Un- or underinsured person with COVID-19 symptoms?
  - COVID-19 symptoms with known exposure to COVID-19 positive contact or PUI?
  - COVID-19 symptoms with recent travel to or residence in a country/region with documented COVID-19 community spread?
  - For patients that answer YES to any of the above screening questions:
    - *If they sound stable and manageable,* they are put on the schedule and notified that their visit will start with either a phone call or video call from the provider
    - *If they sound from their symptoms to be too ill to manage in clinic here,* they are directed to the COVID-19 Hotline at Centra (434-200-1225) so they may be triaged to the appropriate facility
    - *If unsure,* they are directed to speak to a nurse to determine if they are to come here or if they are to call the Centra COVID-19 hotline for testing and treatment
  - For patients that answer NO: Schedule as before. If feasible, schedule as tele-health visit. If unsure if appropriate for tele-health, ask nursing or provider with whom scheduling.
  - For students directed to Centra, obtain permission from student to notify University of the need for them to make this call and to follow up on the

outcome. They are to call us back if Centra is not going to be seeing them.

- For patients coming to the office for an appointment, make them aware they will need to come with their mask on or obtain one upon arrival to the office. They will need to come alone or have their friend/visitor wait outside. NO VISITORS IN THE CLINIC

Testing

- Potomac continues to finalize plans regarding testing mechanisms as Commonwealth and CDC guidance evolves, marketplace options develop, and the partnership with VDH comes into clearer focus. As of July, 2020, Potomac anticipates delivery of a Point of Care (POC) testing machine and at least 600 test kits. Broader testing considerations and resources are considered in Section B of this report. Current Potomac-specific planning calls for the following:
  - Whom to test
    - Patients who meet criteria as PUI
    - Roommate of COVID-19 Positive patient living in residence hall. Recommended at 5-7 days after exposure.
    - Close contact (defined as contact with an individual where 15min or more was spent together less than six feet apart within as far back as 48 hours before symptoms of illness began) to COVID-19 Positive patient
    - Close contacts at higher risk for severe COVID-19 should be prioritized, including:
      - People 65 years and older
      - People who live in a nursing home or long-term care facility
      - People of all ages with underlying medical conditions, particularly if not well controlled, including:
        - People with chronic lung disease or moderate to severe asthma
        - People who have serious heart conditions
        - People who are immunocompromised (Note: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ

transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune-weakening medications)
    - People with severe obesity (body mass index [BMI] of 40 or higher)
    - People with diabetes
    - People with chronic kidney disease undergoing dialysis
    - People with liver disease
  - Caveat: Results of tests are valid for the time of specimen collection only. A negative test does not imply that the patient will not pose a risk to others in the future. VDH does not recommend campus-wide testing of students or faculty/staff upon arrival or at certain set intervals. Longwood is situated in an area of low prevalence. This recommendation may change if prevalence increases in the community or as information about SARS-COV-2 becomes available.
  - However, special populations such as student-athletes will need possible consideration once NCAA ruling is established regarding surveillance and point of prevalence testing
  - Other consideration for testing will include those about to travel and needing documentation of a negative test
- Types of testing
  - Antigen (to diagnose acute infection)
    - Point of Care Rapid Laminar Flow or PCR: Currently UHC is working with suppliers to obtain Quidel Rapid Antigen test and expects delivery shortly. If this test is negative, then reflex lab to LabCorp will be sent.
    - LabCorp: Currently antigen testing is available through LabCorp with nasal swab sampling. This is current method as of this publication.
    - VDH Piedmont District: VDH will assist with coordination of larger volume testing if needed. In this scenario, UVA and VCU and central lab for VDH will be utilized as well as any other resources available to VDH at the time.

13. Large Events

Overview: Longwood has comparatively few large-scale events each year, and any will be made partly virtual or otherwise adjusted to conform to public health guidance.

Even in normal circumstances, in a given year Longwood has comparatively few organized events where attendance potentially exceeds 250. Any such events will be postponed until further notice or adjusted to be delivered within the parameters of the Phase II, Phase III, or subsequent guidance as may be in place.

As noted in Section A3 above, Orientation and related events have been reconfigured to avoid large assemblages and encourage social distancing. No events from off-campus groups will be scheduled until at least October, and possibly beyond, nor will any on-campus events that could potentially conflict with the Phase II or Phase III guidance in place at the time. Similarly, theatrical and musical performances will either be postponed or limited in audience to meet guidelines.

Lancer Productions Events are campus-wide events (e.g., Bingo Night, Movie Night, etc.). If our area is in Phase II, events will be held virtually or cancelled if they cannot be limited to 50 people with appropriate social distancing. Otherwise, events will be evaluated on a case-by-case basis, and held in person only if they can comply with social distancing spacing and applicable guidance. In any instance, additional hygiene will be in place. Longwood's Family Weekend will not take place in the traditional format, with a number of larger gatherings. It will either be postponed, spread over a number of weekends, or reformulated as a weekend for families to visit but with any activities limited by social distancing restrictions. Decisions about whether and how to host Octoberfest, the annual fall outdoor festival, will be made later this summer, with Commonwealth guidance as the minimum standard with regards to any activities that do go forward.

Attendance at athletics events will be compliant with guidelines. All fall sports (soccer, field hockey, cross country, golf, and tennis) are played outside in

facilities that readily accommodate social distancing. If and when basketball games begin in November, attendance will be limited in accordance with Commonwealth guidelines.

Longwood intends to hold an outdoor Commencement ceremony for the Class of 2020 on Wheeler Mall. This large open space will allow attendees to be sufficiently spread out, and guest numbers will be limited to help ensure proper spacing.

Longwood is well equipped to manage implementation of any restrictions or any crowd control and respond to events. The University Police Department has consistently ranked among the top 20 in the nation by *Security Magazine* (see Appendix 7). Police work seamlessly with the Office of Events and Ceremonies to manage spaces, catering, and cleaning.

14. Communications Strategy

Overview: Longwood will seek to inform on- and off-campus constituencies with timely, relevant, meaningful information leading up to and throughout the fall semester using a combination of existing communications channels—including emergency communications platforms—and a newly-created website that will serve as a hub of information related to COVID-19. This communications strategy is informed by the privacy considerations under federal law and the Commonwealth's guidance, including the privacy sections of the June 23 "Contact Tracing as a Partnership between VDH and Institutions of Higher Education."

Regular Email Updates to Campus Constituents

Regular emails from several campus leaders, including the Vice President for Student Affairs, Associate Vice President for Wellness and Auxiliary Services, and Assistant Vice President for Communication, will update the campus community on health and safety policies and procedures related to COVID-19, as well as significant status updates related to COVID-19 on campus. Emails will habitually remind the campus community to visit the COVID-19 website (see below) for regularly updated information.

Regular Updates to Longwood's COVID-19 Webpage

Longwood.edu/COVID19 is the informational hub for students, faculty, staff, and parents that includes changes to campus procedures and policies necessitated by the pandemic and links to health and personal safety guidance from CDC and VDH. The webpage currently includes an overview of changes in place for the fall semester and will be regularly updated with more granular information and several Q&A documents in the coming months to prepare the campus community.

Notifications of Significant Changes to Longwood's COVID-19 Website

Students, faculty, and staff will be notified of significant updates to Longwood's COVID-19 website via email from the Assistant Vice President for

Communications. Parents will be notified of significant updates via Parent Pipeline (see below).

Promotion of the COVID-19 Website to Outside Constituents

Longwood will utilize various communications channels, including social media, a weekly opt-in email to parents, relationships with local media, and weekly email to alumni, to encourage all audiences to visit the COVID-19 website for updated information.

Regular Updates to Area Governments and Leadership

Longwood's local government liaison and others as appropriate will provide Farmville and regional leadership with regular updates on health and safety measures on campus. The director of government relations will do the same at the state level.

All Questions Directed to Centralized Hub

An email address, questions@longwood.edu, has been created and is included in all campus communications related to COVID-19. This email address is monitored by communications staff so that questions are answered promptly and widespread concerns/issues are identified and addressed.

Reporting Positive Tests

To protect personal privacy and follow HIPPA, FERPA, and Commonwealth regulations, Longwood will not alert students, faculty, and staff when a member of the University community is tested or directed to self-isolate. Positive tests, including those among faculty and staff, will be acknowledged in regular messages to the campus community.

Contact Tracing

Longwood will use existing communications capabilities to assist the VDH and other health officials conducting contact tracing to connect with students who need to be tested or assessed, as provided in the VDH-IHE contact tracing partnership guidance issued June 23.

Localized Outbreak

In the event of a localized outbreak resulting in significantly elevated numbers of positive COVID-19 tests among the on-campus community, Longwood will use existing emergency communications channels to disseminate guidelines and information from the VDH, along with any other personal safety measures enacted by University leadership.

Communications Channels

Longwood employs the following platforms for mass communication with various constituencies, which will be employed as we execute our COVID-19 communication strategy:

- Omnilert: Longwood utilizes the Omnilert platform for mass emergency communication. The platform has been in place since 2008 and has the ability to email, text, make posts to the Longwood alerts website, send notifications to social media platforms, and place messages on all on-campus computers. Incoming freshmen and transfer students have their names and email addresses batch-loaded into the platform and must opt out if they choose not to receive messages. Incoming faculty and staff are similarly loaded into the system. Parents and community members can sign up for Omnilert messages by creating a free account with their name, email address, and mobile phone number. Several times per year, the campus community and parents are encouraged to update their information in the system so they may receive emergency text messages as well as emails. **Omnilert will be used when there are urgent health and safety messages to deliver to the campus community.**
- Campus-wide Emails: The Vice President for Student Affairs, Associate Vice President for Wellness and Auxiliary Services, and Assistant Vice President for Communications routinely send emails to faculty/staff and students. **Campus-wide emails will be used to deliver updates to the campus community.**
- Parent Pipeline: Parent Pipeline is a weekly email for parents of Longwood students that provides information about campus. It has been used to share

COVID-19 related information with parents. **Parent Pipeline will be used to deliver regular updates to parents of current students.**

- LiveSafe app: The Longwood community, including parents, has access to the LiveSafe app, which in addition to several safety features includes a section on information pertaining to COVID-19 precautions and procedures. This section is available from all mobile phones. **The LiveSafe app will be used to compile health and safety resources for easy access.**

15. Orientation and Education/Training

Overview: Orientation and other start-of-year activities feature a number of communications and programming aspects related to COVID-19 education, covering public health precautions, steps to take in the event students have symptoms or suspected cases, and anti-stigma training (Note: These steps are also described in detail in Section A3 above).

Prior to Returning to Campus

New and returning students will receive communication before they return to campus that will cover:

- COVID-19 prevention tips for campus life, such as hand-washing
- Description of symptoms to look out for and how to be in contact with the University Health Center if you suspect you may have COVID-19
- Academic attendance responsibilities and policies related to Longwood's COVID-19 preparations
- Any responsibilities related to student life or student conduct policies that have been implemented over the summer with regards to COVID-19

Orientation

A video that is part of each new student's orientation focuses on offering a broad introduction to safety precautions that are or will be in place for COVID-19, including steps taken to preserve social distancing in classes and residence halls, safe practices in the dining hall, and appropriate precautions around student activities and sports. As part of Orientation, students and families have an opportunity to join a live question-and-answer session on safety and COVID-19 preparations.

Additional training on COVID-19-related guidance and Longwood-specific procedures will be mandatory for all students as part of New Lancer Days and will also be delivered either fully online or in a hybrid simulcast format alongside other required content. Topics will include but not be limited to:

- Proper distancing in social situations, classrooms, and residence halls
- Proper use of personal protective equipment, including face masks
- Best practices for personal hygiene, including handwashing
- Guidance on when to contact University Health Services
- Guidance on staying home when ill or symptomatic
- Communication with professors during isolation
- Availability of University mental health services

Because students do not always retain or act on information delivered in a lecture format, we will emphasize and reinforce the above topics in small-group discussions led by Peer Mentors – upperclassmen trained to support freshmen students transitioning to college. Peer mentors will receive additional training from the Associate Vice President of Wellness and Auxiliary Services on the topics above and will be prepared to discuss scenarios in which students may need to put this guidance into practice. A message regarding the importance of not stigmatizing those who may have contracted or been exposed to COVID-19 both for individuals' emotional well-being and also for public health (i.e., by not discouraging community members from seeking medical help or testing) will be incorporated. Anti-stigma messaging related to COVID-19 will also be incorporated into the messaging regarding disability awareness/accommodation training that is already part of New Lancer Days.

Peer Mentors will be ready to assist students who may need to access campus resources as a result of a health-related concern. They will also receive training on the use of non-discriminatory and inclusive language to describe persons and situations that may involve health concerns, confidential medical information, or other sensitive topics.

Finally, peer mentors will receive information from academic leadership about how to help students communicate effectively with their professors in the event that they need to miss class because of illness or exposure to a COVID-19 carrier.

Online resources will be available for at-risk students with particular circumstances regarding in-person sessions, and peer mentors will follow up by text and/or phone.

Residence and Commuter Life (RCL) Staff COVID-19 Training and Preparations

RCL will incorporate COVID-19 education into its four-day resident assistant (RA) training week. A member of the COVID-19 incident command team will present to RCL staff about social distancing, personal hygiene, understanding the signs and symptoms of the virus, and the resources available to them as part of campus. COVID-19 response will be incorporated in training drills. RAs will then share this education with their respective halls and the individual expectations for self-monitoring and access to medical care. These hall meetings are traditionally done in a small group format, but for this year will all be accomplished via Zoom meetings.

Training for Global Leaders (International Students)

Global Leaders are students who serve as mentors to new international students and assist with orientation. They typically arrive just prior to new international students. New members also arrive early for the new member training. New member training will be conducted virtually, with a follow-up session after the start of the semester. Global Leader Mentors/Orientation Helpers will arrive on campus on August 20 to assist CGE with student issues and prepare for Fall mentoring (a full description of broader considerations for international students can be found in Section A9 above).

Signage

As students return to campus, comprehensive signage printed by the University's Print Services office will be in place that will reinforce public health messaging and provide guidance regarding social distancing expectations in campus spaces, as well as crowd flow and spacing. The signage plan, led by Director of Financial Planning, Administration, and Services Russ Carmichael and colleagues in Facilities as well as partners across the University, is informed by the CDC's signage guidance as well as a usefully comprehensive guide created by the University of Virginia. Signage on Longwood's campus will reflect CDC's signage guidance related to hand-washing reminders, symptoms awareness, face coverings reminders; classroom and academic space signage including identifiers of seats that should not be used, touch surface reminders, hygiene, and symptoms

reminders; and directional signage in certain locations directing to certain exits and entrances, social distancing reminders, and others related to adjusted wayfinding.

B. MONITORING HEALTH CONDITIONS TO DETECT INFECTION

1. Daily Health Screening Questions and/or Other Health Monitoring Approaches

Longwood will be taking the following steps to build a campus-wide culture and practice of daily screening and health monitoring approaches:

- Signage plan that emphasizes daily routines to faculty, staff, and students, such as checking for temperature and other symptoms, with a reminder to stay home if symptomatic.
- Residence and Commuter Life Training that includes discussion of daily monitoring and observation.
- Required daily screening exercise by student workers, staff, or vendors in certain public-facing areas such as Dining Services (see Section A5e above), the Health and Fitness Center, and Counseling and Psychological Services.
- As described in Section A5c above, the point of entry for Longwood's Health and Fitness Center will provide an important daily screening point for the campus population. Approximately 450 people typically (roughly ten percent of the size of the student body) enter the facility on a typical day during the school year, providing a meaningful sample size. Every person entering will be screened audibly with the following questions, per Commonwealth guidance, and directed to self-isolate and contact a health care provider such as the University Health Center to discuss if the answer to any of the following questions is YES.
  - Are you currently experiencing a fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever? (measurement via no touch temperature gun available upon request)
  - Are you currently experiencing a new cough that cannot be attributed to another health condition?
  - Are you currently experiencing a new shortness of breath that cannot be attributed to another health condition?
  - Are you currently experiencing new chills that cannot be attributed to another health condition?

- Are you currently experiencing a new sore throat that cannot be attributed to another health condition?
- Are you currently experiencing new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise)?
- Have you had a loss of taste or smell?

- Longwood's student-athletes face additional daily screening protocols as developed in conjunction with NCAA and CDC guidance. Student-athletes (about 240 students altogether) also represent a meaningful sample size for campus surveillance.
- Longwood is researching, in collaboration with colleagues at other Virginia public universities, whether asking students to install a daily screening app would be productive and efficacious. Regardless, daily screening questions will be included in pre-arrival communication to students, and on Longwood's main COVID-19 web page.
- Longwood continues to be in close consultation with the local VDH office and would be pleased to partner on further screening efforts that may be proposed

2. Campus-Level Syndromic Surveillance

Associate Vice President for Wellness Matt McGregor will serve as point person for campus-level surveillance, coordinating communication among the University Health Center, Incident Command Team, VDH, and local partners. As the principal healthcare provider for the campus population, the University Health Center (operated by Potomac Healthcare Solutions) will be a primary vehicle for noticing, through observation or data, any uptick in symptoms or testing. Data from screening at the Health and Fitness Center and among student-athletes will also be monitored closely, along with feedback from Residence and Commuter Life staff. The regular community conference call among providers and local officials (described in Section A10 above) is a key source of intelligence-sharing among Centra, Longwood, Hampden-Sydney College, and public officials. Longwood's Student Affairs office also works in close communication with its counterparts at Hampden-Sydney.

3. Establishment of a Testing Strategy

Longwood's testing strategy is informed in particular by the VDH's Interim Testing Recommendations for College and Universities, VDH's generalized Guidance for Testing on COVID-19, and the CDC. Details regarding testing are included throughout this document, notably in Section A12 above, but summarized here.

As noted above, VDH's guidance does not recommend campus-wide testing for students or faculty/staff upon arrival or at set intervals, due to the likelihood of false positives or false negatives. VDH's overall guidance is to "establish a testing strategy that assures students and faculty have access to testing as needed" and at a minimum to "provide or identify access to testing for symptomatic students or faculty."

Longwood will meet this standard by providing ample access to testing through the University Health Center, with significant additional resources also supporting from Centra, where a number of faculty, staff, and students elect to receive their health care. Potomac has LabCorp testing equipment in place, and recently purchased a Sofia Point of Care (POC) rapid antigen testing system along with 600 initial test kits. With this POC system, UHS/Longwood will be able to identify positive cases and begin working with VDH on contact tracing immediately. Individuals who are symptomatic or contact exposed and POC test returns a negative result will have follow-up results done through LabCorp to verify results. While the Health Center will remain cognizant of the priority testing guidance from VDH regarding who should be "first in line" to receive diagnostic testing (symptomatic, healthcare workers, those who have been in congregate settings, etc.), the POC system should allow for testing not only symptomatic and contact exposed individuals, but more broadly providing peace of mind and more effective epidemiological monitoring. Both the marketplace and guidance for testing equipment continue to evolve, and we will continue to follow guidance and best practices.

There is already a strong relationship in place between the University, University Health Service, and local VDH. VDH's guidance calls on Institutions of Higher

Education to report data regarding testing conducted on campus to the local health department, which we did this past spring and will continue. UHS staff have undergone training related to contact tracing that will be helpful in their role assisting VDH. Longwood is currently finalizing plans for "table top" exercises with the Piedmont District of VDH to review testing, contact tracing operations, and isolation/quarantine protocols. Longwood and VDH would work together to identify and test at-risk populations in the event of a cluster of cases, per VDH guidance.

Lastly, we understand a number of other Virginia public universities may work together and/or with VDH on broader surveillance testing within higher education communities. As this work comes into focus, Longwood would be pleased to participate.

C. CONTAINMENT TO PREVENT SPREAD OF DISEASE WHEN DETECTED

1. Partnership with VDH for Contact Tracing

Longwood's strong working partnership with the Piedmont District VDH office and Dr. Nash is described in detail in Section A10 above. VDH officials meet regularly with Longwood's Incident Command Team and the partnership will continue to work with the ICT and Quarantine Support Team pursuant to VDH's recently released guidance, entitled "Contact Tracing as a Partnership between VDH and Institutions of Higher Education." This document calls for VDH and IHE officials to work together to finalize appropriate processes. Currently, joint planning exercises are being scheduled for July.

Longwood recognizes that its role in this partnership, as described in the VDH guidance, includes assisting with the navigation of the University community to help VDH engage in contact tracing. The presence of Dr. Jennifer Green on the COVID-19 Quarantine Response Team will be particularly helpful in this regard, given her familiarity with academic systems and data resources that would be useful (for instance, in identifying course schedules, classmates, and faculty). The team also includes Judith Campbell, who will help oversee quarantine logistics and student services (e.g., food, laundry, etc.) and Ron Goforth of Potomac Healthcare, who will be positioned to assist with medical-related monitoring. Members of this team are accustomed to working with students on medical matters and are fully familiar with relevant privacy considerations. UHS staff have undergone training related to contact tracing that will be helpful in their role assisting VDH. The broader Incident Command Team includes representation from Environmental Health and Safety and the Campus Police in case the efforts of those offices are required to support contact tracing or quarantining.

Longwood is also accustomed to working in close communication and partnership with Centra Healthcare. Dr. Rob Wade, the lead physician for Potomac, is a former longtime Centra physician. Potomac and Centra worked closely last spring regarding assessment and monitoring of potential positive cases. Cameron Patterson also serves in both the president's cabinet and on Centra's local board.

A detailed description of Centra's resources is contained in Section A10 above and in Appendix 6.

2. Quarantining and Isolating

Quarantine Management

Longwood has set aside housing in Arc Hall, a central campus residence hall that had previously been scheduled to be offline for the 2020-2021 academic year, as isolation housing. Longwood will help provide food, well-being checks, trash removal, and other services to on-campus students who are self-isolating in their own residence hall rooms or in Arc. A member of the Division of Student Success serves on the Quarantine Support team and will provide academic support to help students stay on track, as well as be available to assist with contact tracing issues related to courses and classmates. In general, students may isolate in place if they do not share a sleeping room and bathroom with another student. Any students who share one or both rooms will be moved to the isolation facility. The CDC does not recommend providing isolation housing for students who do not live in Longwood-managed housing.

In the event of an extensive outbreak, the isolation location has the ability to house approximately 100 students in a single-room format (a detailed floor plan of Arc Hall is included as Appendix 8). Note that per the plans described in detail in this section many students should be able to self-isolate in their existing rooms. In the unlikely event that additional quarantine space is needed, Longwood has unused apartment capacity that could accommodate several hundred more students in the Longwood Village apartment complex, about two miles from campus.

Details of Longwood's isolation plan will continue to evolve subject to continuing guidance from the CDC and Commonwealth. The current plan, at the time of this submission, is included below as Table C1:

Table C1: Longwood University Isolation Plan

1.0	**Purpose and Requirements** To ensure a consistent process for exposed students that is in line with public health guidance.
2.0	**Scope** Students who have been exposed to COVID-19.
3.0	**Responsibilities** • The University Health Center (UHC) will contact the Incident Commander (Matt McGregor) upon notification of a student with exposure. UHC will instruct the student on proper procedures and check to ensure that this procedure is being followed properly. • The Incident Commander shall notify both University Events and Ceremonies (UE&C) and Resident and Commuter Life (RCL) as soon as possible when informed that someone they have been in contact with has a positive test result for COVID-19. These departments will implement the chain of care events and share with appropriate partners. • These departments shall use this document as guidance.
4.0	**Procedure Instruction Scenarios** a. Isolation in place b. Isolation in Arc Hall transferred from original main campus resident hall room c. Isolation in Arc from off-campus housing d. Isolation in Arc from the Hospital e. Isolation in place for contact exposed students f. Isolation in Arc for students housed in non-University off-campus housing

Isolation Details

Below are additional details regarding the isolation scenarios listed in Table C1:

- Isolation in place

  Should the UHC deem a person to be infected or to have met criteria as potentially exposed to the COVID-19 virus, and they are healthy enough to return to their main campus residence on their own, and the accommodation arrangement permits, they will isolate in place within their own residence hall room.
  - UHC will call the Incident Commander, Matt McGregor, to start the chain of response events. Should McGregor not be available, Tracie Giles should be contacted next, followed by Judith Campbell.
  - UHC will give the individual gloves and a face mask and instruct the student to return to their suite immediately. UHC will explain to the student what the isolation expectations are while they are participating. UHC will be the department who will notify the student when they are released. The isolated person will be required to fill out the appropriate VDH agreement of Isolation for Coronavirus Disease (COVID-19) Exposure form provided by the UHC.
  - UHC will continue to stay in contact with the student on a daily basis. CAPS will become involved as necessary.
  - The Incident Commander (or alternate responsible party if he was not available) calls University Events and Ceremonies (UE&C) to begin the follow-up implementation and set into motion the chain of operations needed for the isolated students care. This will go to all necessary campus partners.
  - The Incident Commander then calls Residence and Commuter Life (RCL) to inform them that an isolation has been put into motion and that UE&C is aware.
  - Once the student has arrived at their residence the Residential Coordinator on Call (RECOC) or RA will make sure the student gets to their room, is settled, and has no immediate needs. The RECOC and/or RCL/RA reminds them of the honor code and of the isolation

expectations. UHC will already be aware of any additional medical needs. Once the student is successfully settled in their room, the RECOC and/or RCL/RA will call UE&C and let them know it is completed. UE&C will have already coordinated with Aramark for a food delivery for the next immediate anticipated meal. Following meals while isolating in place will be in the same manner as students who suffer the flu – a roommate will need to pick up items prepared by Aramark at Dhall.

- Once the student is successfully back in their suite, RCL calls Lt. Raybold (434-547-2568), so that if the police get a 911 dispatch call to this room they know to wear PPE.
- The student will have a list of instructions emailed to them from UE&C as to what to expect regarding meal delivery, trash removal, etc. The info packet includes a contact list of who they can call for assistance based on the need at hand. They are only instructed to call 911 if there is a true emergency.

- Isolation in Arc Hall from on- or off-campus housing
  Should the UHC or VDH deem this person needs to be isolated outside of their current living arrangements, and they are healthy enough to return to campus on their own, they will be isolating in Arc Hall.
  - UHC will call the Incident Commander to start the chain of response events. Should McGregor not be available, Tracie Giles should be contacted next, followed by Judith Campbell.
  - UHC will give the person gloves and a face mask and instruct the student to return to their suite immediately. UHC will explain to the student what the isolation expectations are while they are participating. UHC will be the department who will notify the student when they are released. The isolated person will be required to fill out the appropriate VDH agreement of Isolation for Coronavirus Disease (COVID-19) Exposure form provided by the UHC.
  - UHC will continue to stay in contact with the student on a daily basis. CAPS will become involved as necessary.
  - The Incident Commander (or alternate responsible party if he was not available) calls UE&C to begin the follow up implementation and set into

motion the chain of operations needed for the isolated students care. This will go to all necessary campus partners. UE&C will provide the room number that this guest will be assigned in Arc.

- The Incident Commander then calls RCL to inform them that an isolation has been put into motion and that UE&C is aware and shares the assigned room number.
- RECOC and/or RCL/RA retrieves the sanitized hamper from Arc and delivers it to the lobby of the student's resident hall and awaits their arrival. UE&C has six hampers – these will be used to move the student's belongings from the on-campus resident hall to Arc.
- Once the student has arrived back to their residence they will enter their unit and collect their necessary items for fourteen days. A UE&C hamper with instructions will be provided (and always stored in Arc).
- Once all belongings are collected, the student will carry their items themselves to Arc, escorted by RCL. They must use the room assigned to them by UE&C. The hamper will remain outside the student's Arc door. UE&C will arrange safe removal.
- Once the student has arrived at Arc, the RECOC and/or RCL/RA will make sure the student gets to their assigned room, is settled, and has no immediate needs. The RECOC and/or RCL/RA reminds them of the honor code and of the isolation expectations. UHC will already be aware of any additional medical needs. Once the student is successfully settled in their room, the RECOC and/or RCL/RA will call UE&C and let them know it is completed. UE&C will have already coordinated with Aramark for a food delivery for the next immediate anticipated meal.
- The RCL representative makes sure the student gets to their assigned room in Arc, RCL calls Lt. Raybold (434-547-2568) so that if the police get a 911 dispatch call to this room they know to wear PPE.
- The student will have a list of instructions emailed to them from UE&C as to what to expect regarding meal delivery, trash removal, etc. The info packet includes a contact list of who they can call for assistance based on the need at hand. They are only instructed to call 911 if there is a true emergency.

- Students who live off campus and need to be isolated should prepare to do so in their own housing, per CDC guidance. However, given the large number of rooms in Arc, subject to their availability, and the availability of support resources, and to public health considerations, Longwood may decide to offer space in Arc Hall for those purposes, following with slight adjustments as needed the processes described above.

- Isolation in Arc from the hospital
  Should UHC receive notice that a housed student has tested positive and is at the hospital, they will need to be picked up via medical transport to isolate in Arc. Their roommates will then isolate in place and, as appropriate based on guidance and VDH consultation, be directed to assessment and testing. They will be asked to self-isolate until their test results are returned repeating this process pending results.
  - UHC will call the Incident Commander to start the chain of response events. They will explain that this student is at the hospital and will need a medical transport from the hospital to Arc. Should McGregor not be available, Tracie Giles should be contacted next, followed by Judith Campbell. UHC will continue to stay in contact with the student on a daily basis. CAPS will become involved as necessary.
  - The Incident Commander (or alternate responsible party if he was not available) calls UE&C to begin the follow up implementation and set into motion the chain of operations needed for the isolated students care. This will go to all necessary campus partners. UE&C will provide the room number that this guest will be assigned in Arc. These rooms will have more amenities (e.g., comforter, towels, etc.) since the student is not able to collect their belongings prior to the transport. Transport will not stop at another location for such pick up. The Incident Commander then calls RCL to inform them that an isolation via transport from the hospital has been put into motion and that UE&C is aware. UE&C will provide the room number that this guest will be assigned in Arc.
  - The Incident Commander then calls one of the three vendors on the contact list to arrange transport.

- The Incident Commander calls dispatch with the name of the person being transported to make them aware of the situation and have it recorded. Then both Incident Commander and Lt. Raybold proceed to the hospital to see the transport completed. Lt. Raybold will meet the medical transport company at the hospital. LUPD will escort the transport company to Arc. The RCL representative will make sure the student gets to their assigned room in Arc. Lt. Raybold will take responsibility for informing LUPD/Dispatch that should the police get a 911 dispatch call to this room they know to wear PPE. The student will have a list of instructions emailed to them from UE&C as to what to expect regarding meal delivery, trash removal, etc. The info packet includes a contact list of who they can call for assistance based on the need at hand. They are only instructed to call 911 if there is a true emergency.

- Isolation in place for contact exposed students
  Students who have had contact exposure via a roommate who has tested positive will be notified by the UHC. If appropriate within their accommodations, these contact exposure students will isolate in place until their test has returned.
  - UE&C will have already coordinated with Aramark for a food delivery for the next immediate anticipated meal. Subsequent meals while isolating in place will be in the same manner as students who suffer the flu – a roommate will need to pick up items prepared by Aramark at Dhall.
  - Should the test return as positive, UHC will contact the Incident Commander and we will follow the appropriate procedure listed above depending on their home location.

- Isolation in Arc for students housed in non-University off-campus housing
  - Longwood may offer this accommodation, as space and circumstances allow, though it is not called for under current CDC guidance. The student would self-isolate in their apartment following the procedure of

isolating in place. If they have a food plan, the procedure would be the same.

- If space and circumstances allow, should a student test positive, Longwood would activate the process for isolation in Arc, with transportation provided by a medical transport provider. Their apartment roommates would be asked to isolate in place until their tests results are available. Any positives will be transported to Arc for further isolation.

3. Campus Outbreak Management

The University Health Center will be a primary vehicle for noticing, through observation or data, any uptick in COVID-19-related symptoms or testing. Data from screening at the Health and Fitness Center and among student-athletes will also be monitored closely, along with feedback from Residence and Commuter Life staff. Beyond campus, the regular community conference call among providers and local officials remains a key source of intelligence-sharing among Centra, Longwood, Hampden-Sydney College, and public officials. Longwood's Student Affairs office also works in close communication with its counterparts at Hampden-Sydney.

In the event of a localized outbreak resulting in significantly elevated numbers of positive COVID-19 tests among the on-campus community, Longwood would consult with VDH to explore the implementation of additional steps beyond those required by current guidance to offer further mitigation. These could include working with VDH on surveillance monitoring, further restrictions on gatherings, visitors, a more restrictive mask policy, additional signage, postponing in-person events and extracurricular activities, and temporarily moving all classes into virtual format. The University Health Center would work in close partnership with VDH and Centra as appropriate to ensure the continuation of appropriate testing protocols and processes.

Longwood's revised academic calendar, as described above in Section A5a, provides for flexibility over the course of the semester to adjust to evolving public health considerations. Final exams are already largely scheduled to be conducted virtually. In the event of more serious conditions, all in-person end-of-semester activities could be moved online. Students could also, if conditions warrant, be asked not to return to campus following the Thanksgiving break. Continued consultation and collaboration with our counterparts at Hampden-Sydney regarding any such steps at their neighboring campus would also be part of Longwood's continued monitoring and response.

Longwood will use existing emergency communications channels to disseminate guidelines and information from the VDH, along with any other personal safety measures enacted by University leadership regarding the outbreak These are described in detail in Section A14.

4. Partnership with Local Health Systems to Assure Care for Symptomatic Individuals as Needed

As outlined in Sections A10 and C1 of this report, Longwood has developed strong working relationships with local community health and public officials. Since the University formed its COVID-19 Incident Command Team on March 4, 2020, this body has worked seamlessly with the local hospital, town and county first responders, the Piedmont Regional Office of the Virginia Department of Health, and the Department of Emergency Management during the pandemic.

Longwood works closely with a constellation of local and regional health systems that are equipped to provide care for symptomatic individuals as needed. Lynchburg-based Centra serves more than 500,000 people through central and southern Virginia and operates Centra Southside Community Hospital, one block from campus, which works in close partnership with the University Health Center (UHC). UHC is operated in partnership with Potomac Healthcare Solutions. Potomac Director Ron Goforth serves on Longwood's Quarantine Response Team to help provide medical monitoring for quarantined students (see Section A1 above). Dr. Rob Wade, the lead physician for Potomac, is a former longtime Centra physician. Potomac and Centra worked closely last spring regarding assessment and monitoring of potential positive cases. University officials are also part of a regular conference call coordinated by Centra Southside Community Hospital that includes local public safety, elected, and education leaders. Cameron Patterson, a member of both President Reveley's cabinet and the University COVID-19 Task Force, sits on the board of Centra Southside.

Centra's COVID-19 response plan and resources in Farmville includes "Alpha," "Bravo," "Charlie," and "Delta" phases. As of this writing, it is in Bravo phase with capacity for fifteen hospitalized patients. If necessary, upgraded stages could accommodate up to 46 patients, thus assuring care for additional symptomatic individuals. Additional details on Centra's COVID-19 resources in place in Farmville are provided in a letter included as Appendix 6.

The UHC has set up a treatment room for persons under investigation (PUI) for COVID-19, the details of which are outlined in Section A12d. Symptomatic individuals who contact the UHC are asked a series of screening questions. For patients who answer YES to any of the screening questions, they are directed to either the UHC for a visit or to Centra's COVID-19 Hotline so that they may be triaged to the appropriate facility.

Once a patient is determined to be positive or to have met criteria as exposed to a positive case, the provider will contact Longwood's Emergency Manager or their designee to initiate isolation procedures. Full details of the University's isolation procedures are presented in Section C2.

D. SHUTDOWN CONSIDERATIONS IF NECESSITATED BY SEVERE CONDITIONS AND/OR PUBLIC HEALTH GUIDANCE

1. Plans Regarding Criteria and Process for Campus Dismissals or Shutdowns

Longwood's planning process envisions a number of tools to provide flexibility and "toggled" response based on public health considerations. A typical example is the hybrid course model in which all faculty will be prepared to shift courses online temporarily if necessary. Cognizant of the potential health risks of students returning home, we have planned for scenarios where they could remain on campus with intensive mitigation measures in place and have campus-based Internet for access to online learning. However, in an extreme situation and in consultation with VDH and other officials, Longwood will be prepared to move the remainder of the semester fully online and, if appropriate, ask students to return home if they safely can.

Communications protocols are described in detail in Section A14 above. The following tools in particular are relevant to emergency communications in the event of a campus dismissals or shutdown:

- Omnilert: Longwood utilizes the Omnilert platform for mass emergency communication. The platform has been in place since 2008 and has the ability to email, text, make posts to the Longwood alerts website, send notifications to social media platforms, and place messages on all on-campus computers. Incoming freshmen and transfer students have their names and email addresses batch-loaded into the platform and must opt out if they choose not to receive messages. Incoming faculty and staff are similarly loaded into the system. Parents and community members can sign up for Omnilert messages by creating a free account with their name, email address, and mobile phone number. Several times per year, the campus community and parents are encouraged to update their information in the system so they may receive emergency text messages as well as emails. **Omnilert will be used when there are urgent health and safety messages to deliver to the campus community.**

- Campus-wide Emails: The Vice President for Student Affairs, Associate Vice President for Wellness and Auxiliary Services, and Assistant Vice President for Communications routinely send emails to faculty/staff and students.
- Parent Pipeline: Parent Pipeline is a weekly email for parents of Longwood students that provides information about campus. It has been used to share COVID-19 related information with parents.
- LiveSafe app: The Longwood community, including parents, has access to the LiveSafe app, which in addition to several safety features includes a section on information pertaining to COVID-19 precautions and procedures. This section is available from all mobile phones.

2. Nature of Reduced Campus Activity in the Event of Severe Conditions/Public Health Direction or Guidance

The following adjustments could be considered in the event of severe conditions:

- Tighter restrictions on in-person gatherings and facilities use such as the Health and Fitness Center
- Intensified masking policy (for instance, requiring masks at all times when in indoor public spaces, not just classrooms and changing classes, and when within six feet).
- Greater dining restrictions (for instance, reducing service entirely to "grab and go")
- In partnership with VDH, intensified surveillance testing program
- Temporary, or in an extreme situation, permanent shift of courses to online mode
- Further adjustments to academic calendar
- Restriction of off-campus visitors
- Additional residence hall restrictions, such as prohibition of guests
- Canceling in-person activities and conducting all end-of-semester academic activities virtually, or if warranted by more severe conditions, asking students not to return to campus for this virtual exam period after Thanksgiving break

3. Considerations Regarding Student Health and Safety on Campus Versus Returning Home

Longwood takes seriously the broader public health considerations involved in a decision to send students home. While having students off campus may be easier for the University to manage, it does not necessarily benefit them or the overall public health situation. Last spring when classes were moved online, Longwood recognized this and continued to offer emergency housing to students who did not feel able to safely return home, either for themselves or because of the presence of vulnerable family members. About 100 students remained in campus housing through the end of the spring semester, and were provided with basic food services through Aramark.

Because of that experience last spring, Longwood has in place an established form and process through its Housing Office to solicit, evaluate, and process such applications virtually and efficiently.

Any such decision whether to ask students to return home or remain on campus would be made in consultation with VDH as well as local and Commonwealth authorities. As with last spring, emergency situations for students with health-related reasons to remain on campus would be carefully considered and accommodated if feasible.

4. Communications Plan for Dismissals/Shutdowns

In its emergency communications last spring, including regarding the decision to temporarily and then, for the remainder of the semester, move classes online, Longwood communicated critical news across multiple channels, including email to all faculty, staff, students; social media; the online parent portal; and Longwood's emergency mass alert system, Omnilert, which has the ability to email, text, make posts to the Longwood alerts website, send notifications to social media platforms, and place messages on all on-campus computers. Incoming freshmen and transfer students have their names and email addresses batch-loaded into the platform and must opt out if they choose not to receive messages. Incoming faculty and staff are similarly loaded into the system. Parents and community members can sign up for Omnilert messages by creating a free account with their name, email address, and mobile phone number. Several times per year, the campus community and parents are encouraged to update their information in the system so they may receive emergency text messages as well as emails.

In the event of a campus dismissal, shutdown, or any emergency, Longwood would communicate across the full range of these mechanisms, which are described in detail in Sections A14 and D1 above.

APPENDICES

Appendix 1: Announcement of Longwood COVID-19 Task Force

Longwood announces leadership team to help prepare campus to re-open safely this fall

APRIL 16, 2020
News

President W. Taylor Reveley IV announced Thursday the creation of a cross-university team of leaders and experts to look at all aspects of campus life to help Longwood prepare to safely re-open for in-person learning in the upcoming fall semester.

"Right now, we remain in the heart of a serious national crisis that is affecting countless families, and has been felt at every college campus," Reveley said. "But as we push through this phase, like every sector of society, we're already beginning to think about how to get safely back up and running again. With our setting, structure and experienced leadership, Longwood is well positioned to find our way back to familiar routines of in-person learning this fall, while taking prudent steps to ensure public health.

"This group will build on the outstanding work of our Incident Command Team, which has helped us navigate our response this spring to the national Covid-19 outbreak, and tap their expertise as well as broader guidance," Reveley said. "They will research and report back to the President's Council with creative and informed recommendations covering every aspect of campus life—from academics to housing and dining arrangements to health practices around testing and responding if cases emerge."

The Covid-19 Planning team will also survey parents, students and university stakeholders to garner feedback, questions and concerns as it prepares recommendations. The group will work closely with community leaders, local healthcare providers and the Virginia Department of Health.

Longwood is well positioned to find our way back to familiar routines of in-person learning this fall, while taking prudent steps to ensure public health.
President W. Taylor Reveley IV

"In a few months, we'll live in a world where the virus has subsided but not been eliminated," Reveley continued. "We cannot be exactly sure what that will look like on campus, and public health will be our paramount consideration. But so much is at stake for our students and our community in college life returning. I am confident Longwood will be a leader when it comes to safely navigating this challenge."

The group will include:

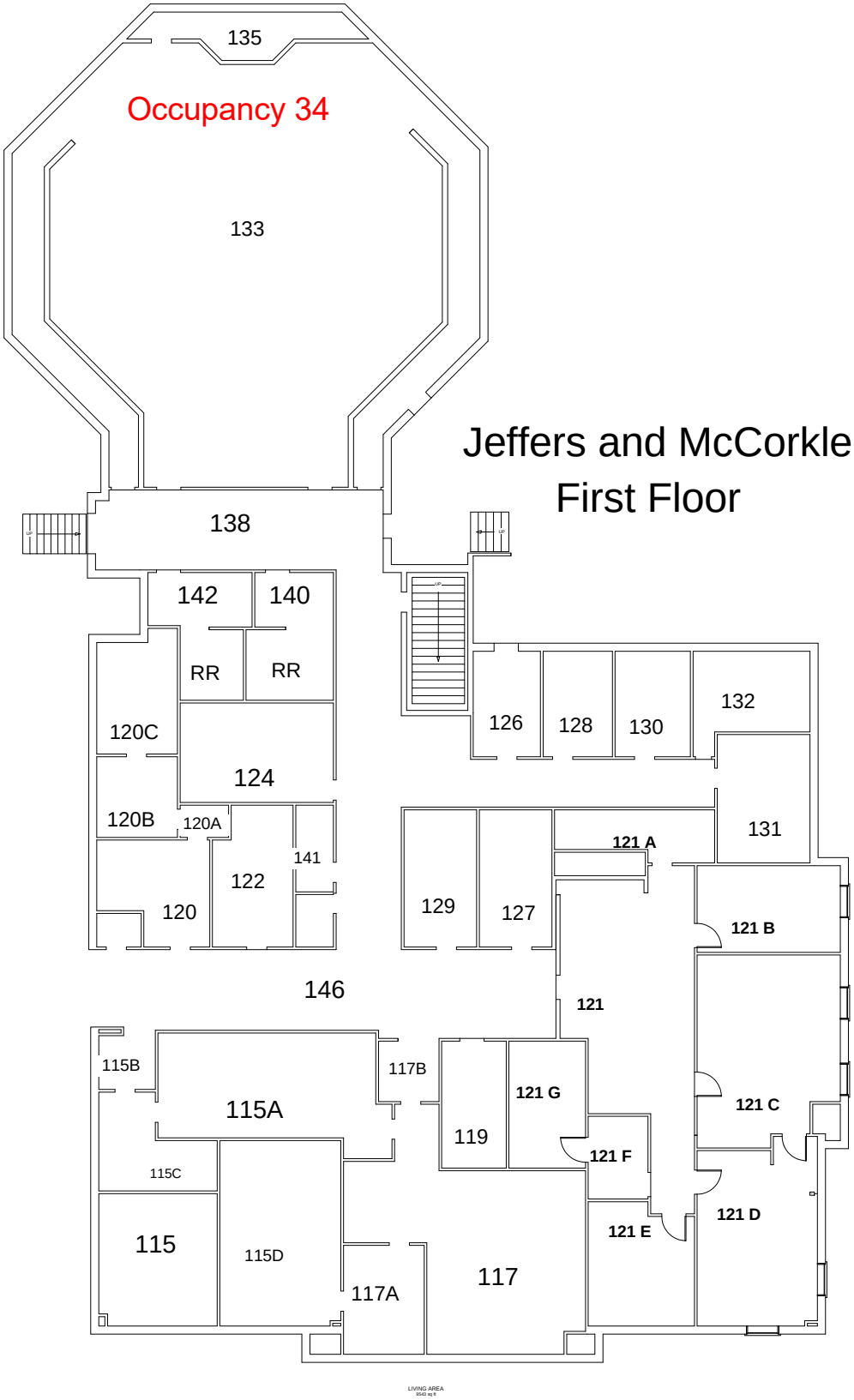
- University Chief of Staff and Vice President Justin Pope
- Associate Vice President of Wellness Matt McGregor
- Associate Provost/Associate Vice President for Academic Affairs David Shoenthal
- Incoming University Police Chief Doug Mooney
- Associate Vice President for Operations and Services Lori Blackwood (MBA '17)
- Moton Museum Executive Director and Centra Southside Community Hospital Board Member Cameron Patterson '10
- Assistant Vice President for Communications Matthew McWilliams

McGregor, who oversees student health, will also represent the Incident Command Team, which he leads. The Incident Command Team includes representatives of Longwood's offices of Environmental Health and Safety, Emergency Management, Housing, Residential and Commuter Life, Facilities, and the University Health Center.

"On the other side of this, we'll all appreciate that much more the opportunity to be together in-person on Longwood's residential campus," said Vice President for Student Affairs Tim Pierson. "Campus may need to feel a little different in some ways next fall, but I'm confident that with the help of this group we can find the right balance, and return to a more familiar Longwood."

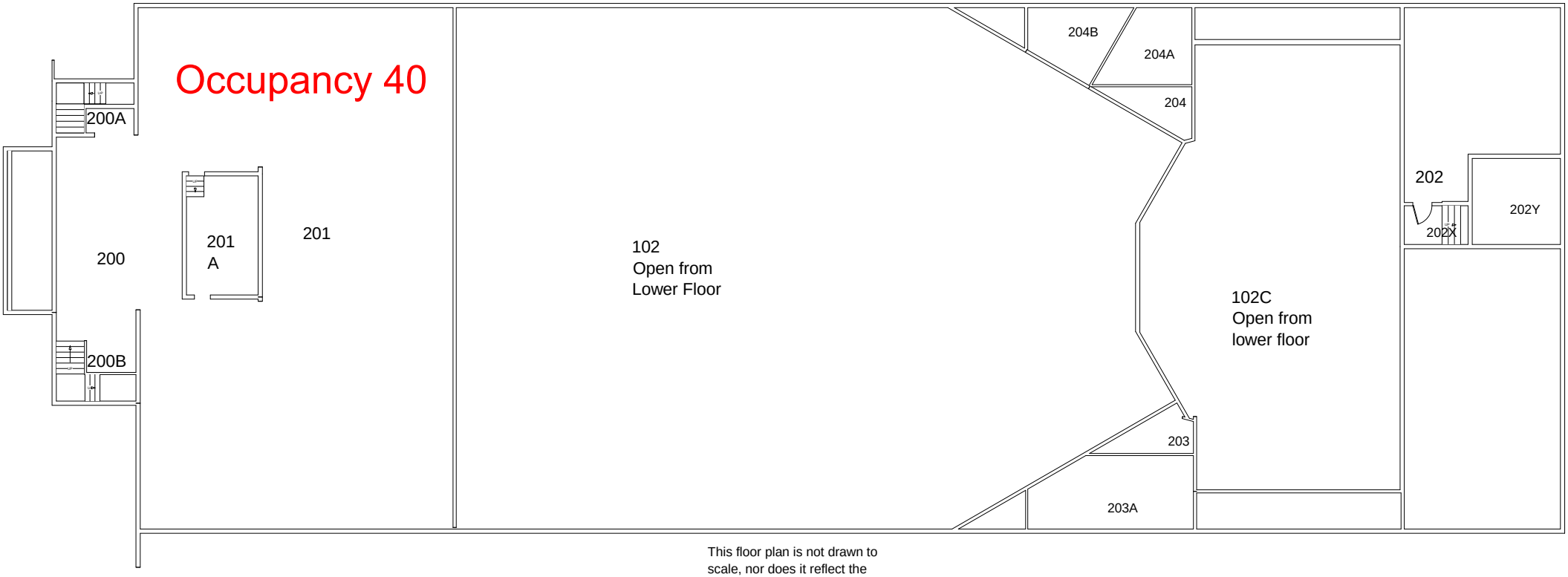
Anyone with questions about Longwood's response to the Covid-19 outbreak can email questions@longwood.edu.

Appendix 2: Layouts of Campus Buildings Repurposed as Classrooms



Jarman

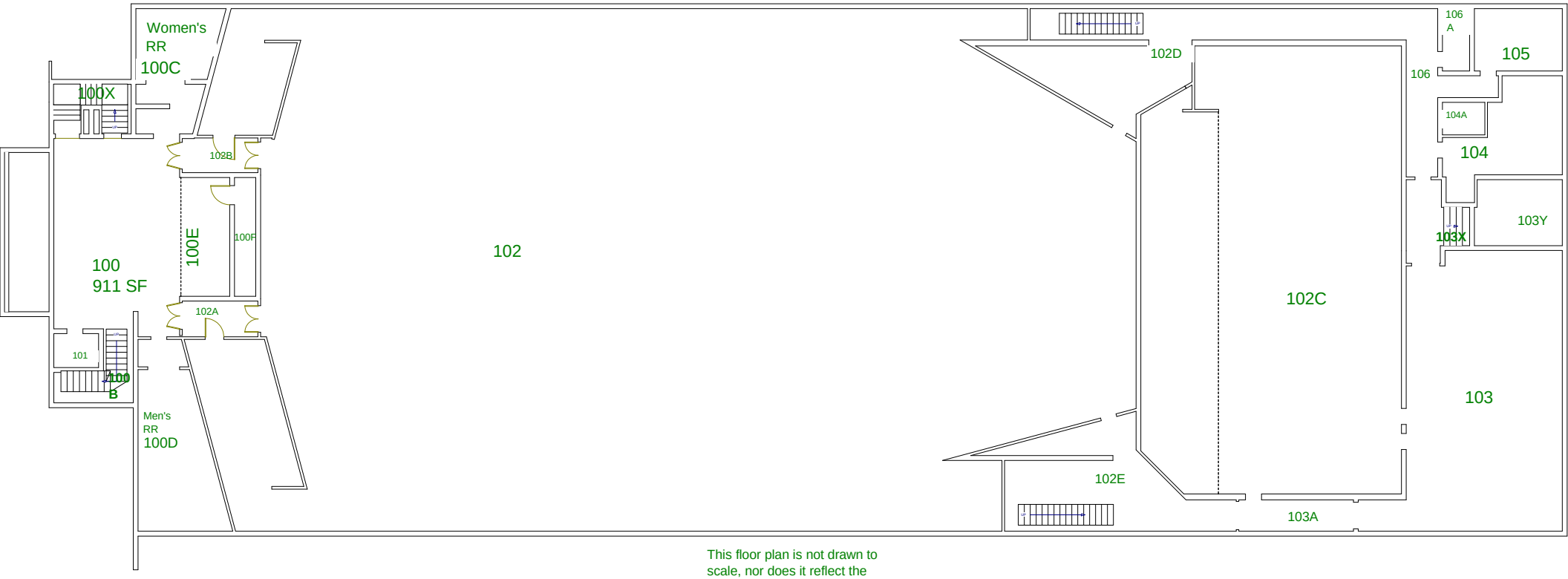
Mezzanine



This floor plan is not drawn to scale, nor does it reflect the measurements or exact proportions of the space represented. Its purpose is to depict relative room position, numbering and usage.

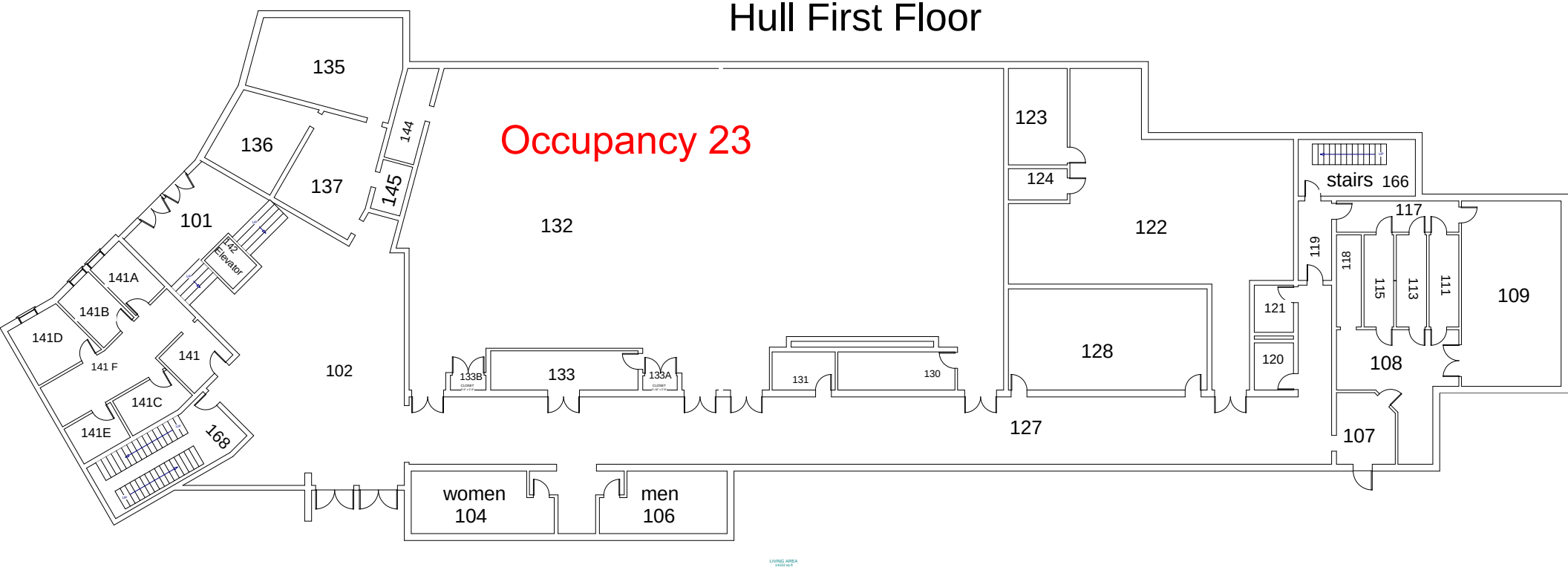
Jarman

First Floor

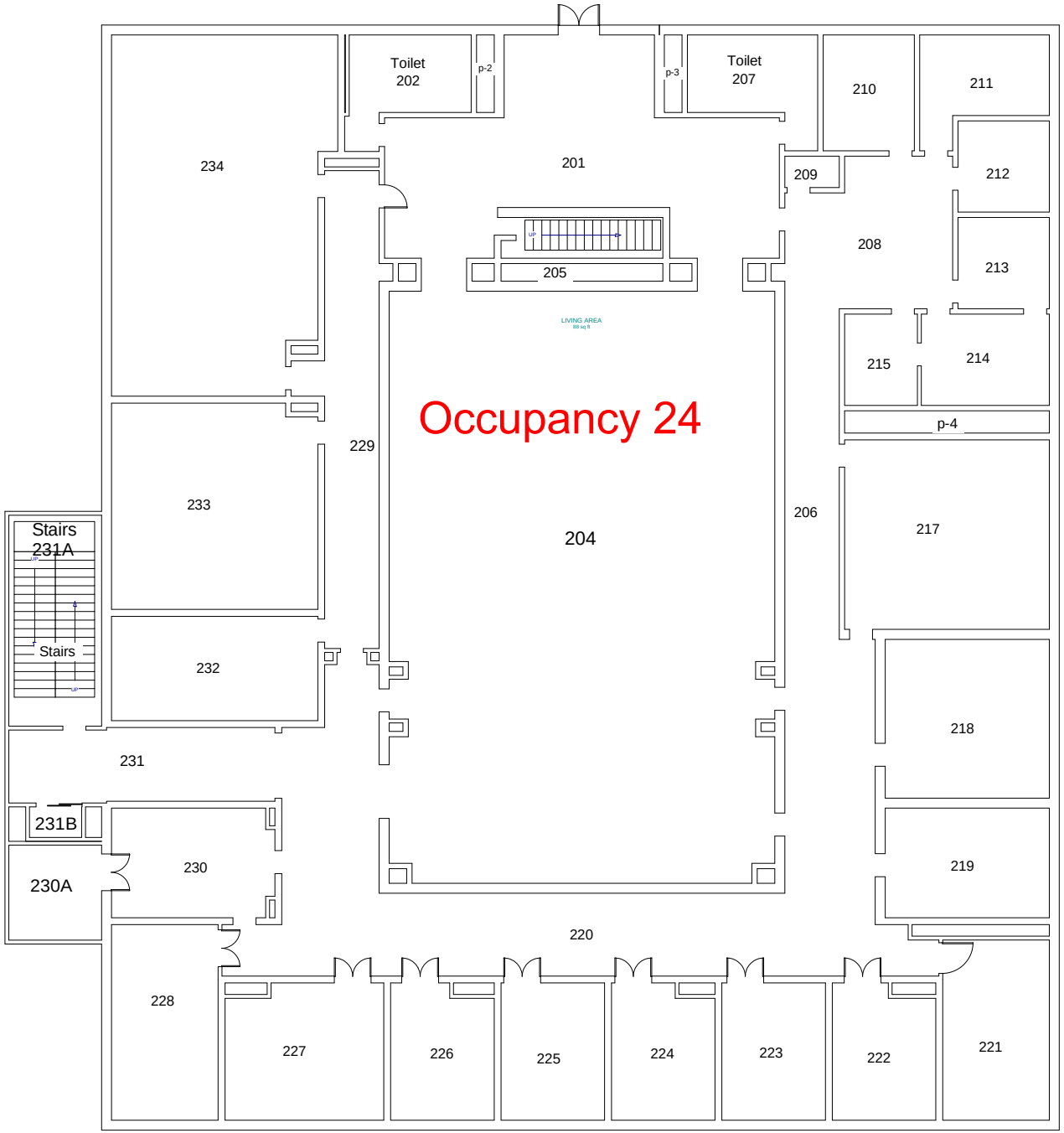


This floor plan is not drawn to scale, nor does it reflect the measurements or exact proportions of the space represented. Its purpose is to depict relative room position, numbering and usage.

Hull First Floor



Wygal Second Floor



LIVING AREA
13061 sq ft

Appendix 3: Aramark COVID-19 Re-Open Plan for Longwood Dining

COVID-19 RE-OPEN PLAN

Overview

1. Your Team and Support
2. Global Pandemic Insights
3. Re-opening Program Priorities
4. Focus on Students
5. Engage Our Team
6. Safety
7. Adapt Our Operations
8. Collaboration and Support

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REGIONAL SUPPORT

Trevor Ferguson
Higher Education President

Vince Phipps
Regional Vice President

George Smith
Operational Excellence

Jason Forrest
Regional Chef

Paul Kottmer
Regional Human Resources

Kelsey Baughman
Regional Marketing Director

Your Team

DISTRICT SUPPORT

Darryl Rudge
District Manager

Scott Aebersold
Sr. District Marketing Manager

Joy Presley
Director Of Operations

General Pandemic Insights

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PULSE SURVEY RESULTS

OBJECTIVE

To assess long-term impacts of COVID-19 on attitudes, preferences, and behavior

85%
of parents need more information on what colleges and universities are doing to ensure student safety next year.

68%
of students said ate on campus daily pre-COVID19

48%
Said they will eat on campus upon returning

72%
of college students rate more regular and visibly wiping of surfaces people touch as most important

64%
of people will continue to social distance even after recommendations have eased

50%
of students said they would like more space between tables

Re-Open Program Priorities

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FOCUS ON STUDENTS

Engage Students and Parents, Faculty, Staff
- In-Person Engagement
- On-site Information
- Social & Digital
- Orientations (Virtual)

Dive Program Participation
- Meal Plans
- Convenience Retail, Catering
- To-Go and Meal Exchange

ENGAGE OUR TEAMS

Outreach
- Communications
- Return Process

Sourcing
- Traditional & Virtual

Training
- Welcome back
- New ops Considerations and Training

Engagement & Motivation
- Peace of Mind
- Morale

MAINTAIN SAFE ENVIRONMENTS

Student / Consumer Safety
- Enhanced Sanitation
- COVID-19 Mitigation
- Communication

Employee Safety
- PPE
- Training & Audit
- Health Monitoring

Food Safety
- Structured ordering & receiving
- Centralized production (Social Distancing)
- 'No-touch' service

ADAPT OUR OPERATIONS

Program Optimization
- Retail, Residential
- Hours & Staffing
- Contingency planning

Restart Ops
- Systems, safety, service style, support

Adapt Ops
- COVID-19 Mitigation: Social distancing, service style, cashless, delivery/pickup, disposable

COLLABORATE WITH CLIENTS

Client Communication
- Regular Touchpoints & Opportunity for feedback
- Thought Leadership insights from across Higher Education
- Strategic Alignment

Sharing Information

Contract Framework
- Key Value Ideas
- Scope and KPI Alignment
- Cost Considerations
- Scenario Assessment and Planning
- Agile Decision Making

RE-OPEN

FOCUS ON STUDENTS

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Focus on Students

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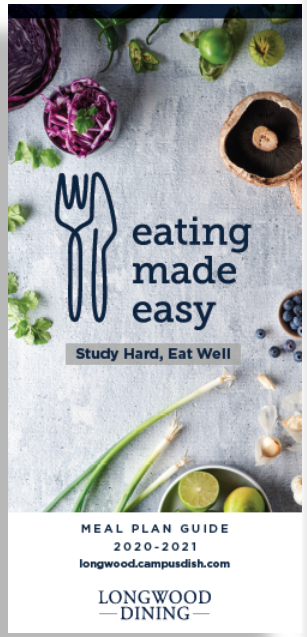
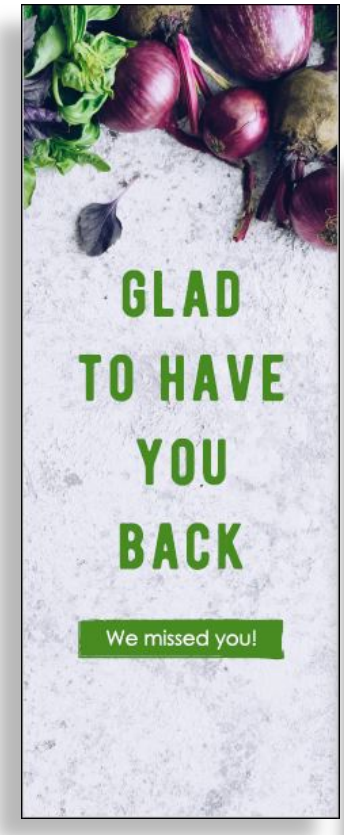
RE-ENGAGING THROUGH DIGITAL & SOCIAL

- Welcome Back and Safety Signage
- Social Media
- Virtual Meal Plan Selling
- Student Roundtable
- Digital Campaigns
- Virtual Orientation Materials





Engage Our Team

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OUTREACH

- Consistent communication with team members on extended leave
- Efficient return process to ensure timely call back
- Proactive planning for the talent needs we anticipate for reopening

SOURCING

- Virtual interviews and AI tools to enable recruitment & identification of talent
- Internal staffing center established to connect team members with local opportunities

TRAINING

- Empower our frontline associates through easy-to-access and user-friendly training
- Safety focus with COVID-19 PPE and new operational considerations

ENGAGEMENT AND MOTIVATION

- Peace of mind messaging that the workplace is safe to return to
- Morale boosters such as Encore! Encore!
- Rebuild confidence and sense of value within role and at Aramark

Safety

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OUR #1 PRIORITY is ensuring that we take every possible precaution to protect the safety and welfare of the students and guests who visit our facilities.

Longwood Dining's standards for safety and sanitation have always been extremely stringent and the COVID-19 response enhancements we've made reinforces our industry-leading program to an even higher level of excellence.

A few examples of our recent enhancements include:

- **CLEANING & SANITATION**
- **HAND HYGIENE**
- **CHEMICALS, EQUIPMENT, & PPE**
- **PRODUCT SAFETY**
- **COVID-19 EXPOSURE RESPONSE**

Safety

CLEANING & SANITATION

CLEANING

Each Longwood Dining location maintains a variety of tools and processes designed to ensure the highest levels of cleanliness are maintained at all times. The *Aramark Cleaning Schedule* outlines cleaning frequency and process for all equipment, surfaces and areas for the entire facility. Each associate has a *Day-At-A-Glance Tool* to guide them of specific cleaning requirements for every station and space.

HIGH TOUCH CLEANING

Extra and frequent cleaning of all surfaces and items that are at higher risk of contamination (door handles, light switches, condiment stations, tray slides, etc.).

HAND HYGIENE

GUESTS

Increased availability of hand wash stations, hand sanitizer, 'no-touch' service options and targeted signage and communication to promote hand hygiene.

EMPLOYEES

Substantial and ongoing hand hygiene training, an increased schedule of mandatory hand washing (every 20 minutes) and appropriate use of PPE (gloves).

CHEMICALS, EQUIPMENT, & PPE

CHEMICALS

Our specified chemicals are designed specifically for food service environments. Our Diversey Quat-Sanitizer has the highest possible rating for efficacy. Every location also maintains an inventory of Oxivir TB Wipes, a CDC approved disinfectant for the pathogen treatment of spaces that have been exposed to the COVID-19 virus.

EQUIPMENT

All equipment utilized in cleaning and sanitation, including dishwashers, glass cleaners, chemical dispensers, etc. are checked multiple times per day for correct temperatures, concentrations and functionality.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Longwood Dining ensures that all locations are properly equipped with the necessary PPE to ensure guest and employee safety - including gloves, masks (where required), eye protection, thermometers, aprons/gowns, etc.

PRODUCT SAFETY

VENDORS & SUPPLIERS

All of Longwood Dining's vendors and suppliers must pass stringent safety and sanitation requirements to gain and maintain approval. Additional controls will be placed on vendor deliveries to ensure the safe transfer of all products.

FOOD SAFETY

Our standards for food receipt, storage, handling and preparation are very detailed and specific. Each step of the process is monitored and documented for so that quality, temperature control, and contamination risks are managed at all times.

COVID-19 EXPOSURE RESPONSE

PLANNING & ACTION

While we hope it doesn't happen, Longwood Dining's detailed pandemic plan prepares and enables our operators to react to a positive COVID-19 exposure quickly and safely. Our processes are designed to identify and communicate any potential risk to guests and staff, and to effectively clean and sanitize all impacted areas per CDC guidelines to minimize service disruption.

Adapt Our Operations

In these uncertain times, Longwood Dining understands that our operations need the flexibility and resources to adjust our services to evolving conditions and requirements. Our relaunch plans consider all probable contingencies and the needed adjustments for each.

Service Style Adjustments

Covid-19 risks may also warrant the elimination of self-serve stations and exposed foods to mitigate the chance of cross-contamination. Menu adjustments are planned to help facilitate speed of service. Conversion to disposables wares and more focus to carry-out and to-go options may also be necessary.

Social Distancing

As the most common mitigation tactic for the Coronavirus, we are preparing to implement social distancing controls wherever needed. Strategies include appropriate signage and floor graphics to assist our students and guests, use of stanchions for line management, and reconfiguration of dining areas based on state regulations.

Employee Safety Measures

Longwood Dining is also prepared to implement the use of additional PPE (facemasks) and/or employee health monitoring processes such as temperature checks, as required.

Phased Approach

Longwood Dining must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices set forth by Aramark and the Virginia Department of Health.

Phase 1
(Current Phase)

Phase 1 initiatives:

- All dining room seating areas remain closed
- Takeout services only. Only 10 patrons allowed in lobby areas
- Minimum of six feet physical distancing between all individuals
- No self-service of food, including condiments
- Employee health monitoring
- Requirement of employee face coverings
- Continuation of increased frequency of hygiene and sanitation standards

Phased Approach

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Phase 2
(Possible Scenario)

Phase 2 possible considerations:

- Current allowance of 50% Occupancy of outside dining may be extended to indoor dining areas.
  - Leverage the use of the Grand Dining Room and the Nance/Lewis areas would afford additional dining space with six feet social distancing guidelines still in place.
  - Upchurch University Center's Lounge and Soza Ballroom will serve as overflow service spaces during peak meal times.
    - Dorrill Arcade: 275 Occupants
    - Grand Dining Room: 175 Occupants
    - Nance Room: 75 Occupants
    - Lewis Occupants: 35 Occupants
    - Upchurch Lounge: 70 Occupants
    - Soza Ballroom: 125 Occupants
- University consideration for assigned student meal times
- Possible use of FarmGrill for alternate Dhall service
- Expansion of grab and go items in Greens To Go
- University consideration to open meal exchange in additional retail location to alleviate Dhall traffic
- Robust to-go offerings to help facilitate speed of service

50% Floor Plans - Dorrill

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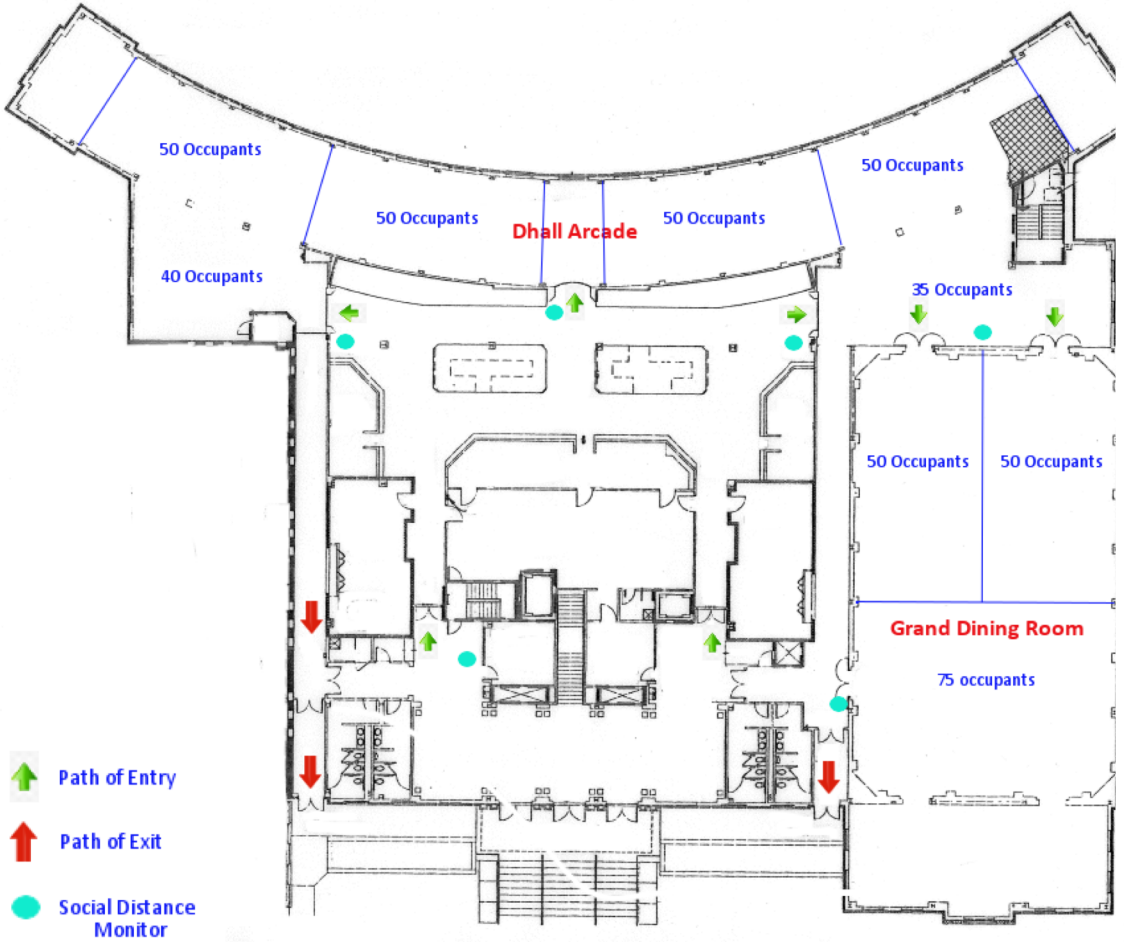

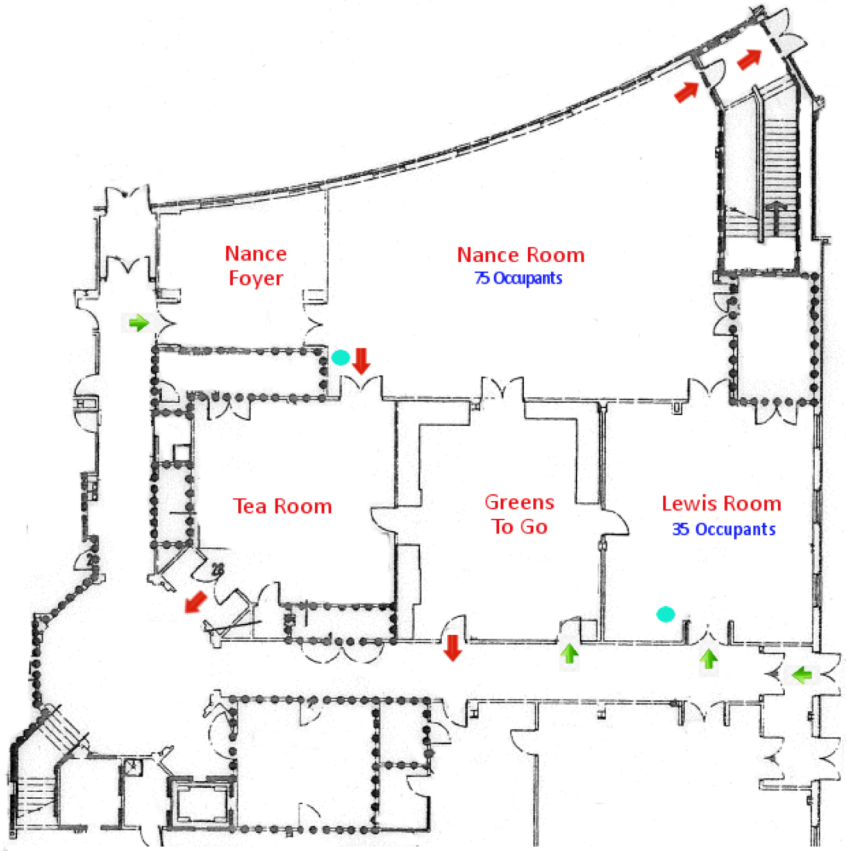

50% Floor Plans - Upchurch

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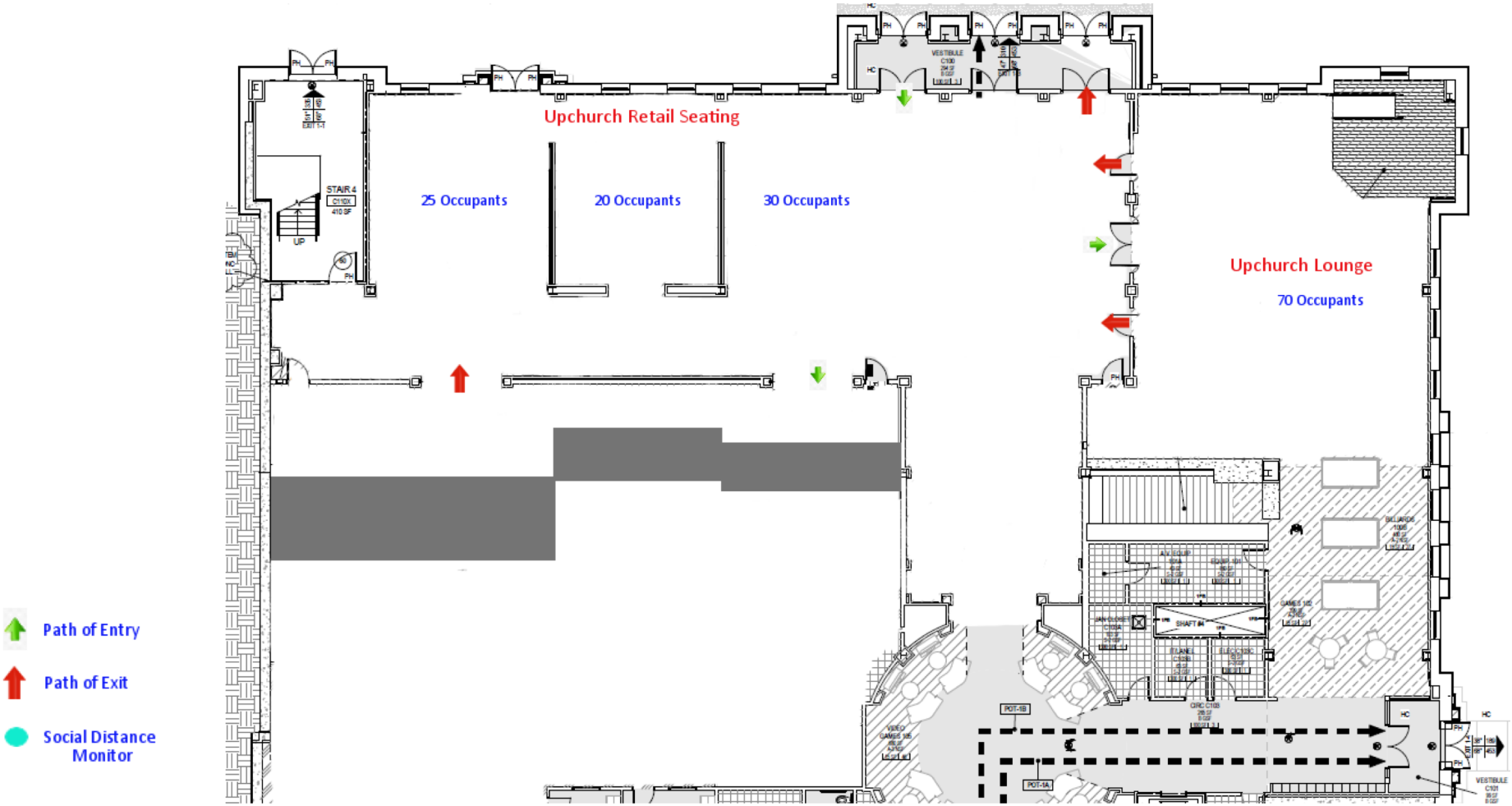

50% Floor Plans – Soza Ball Room

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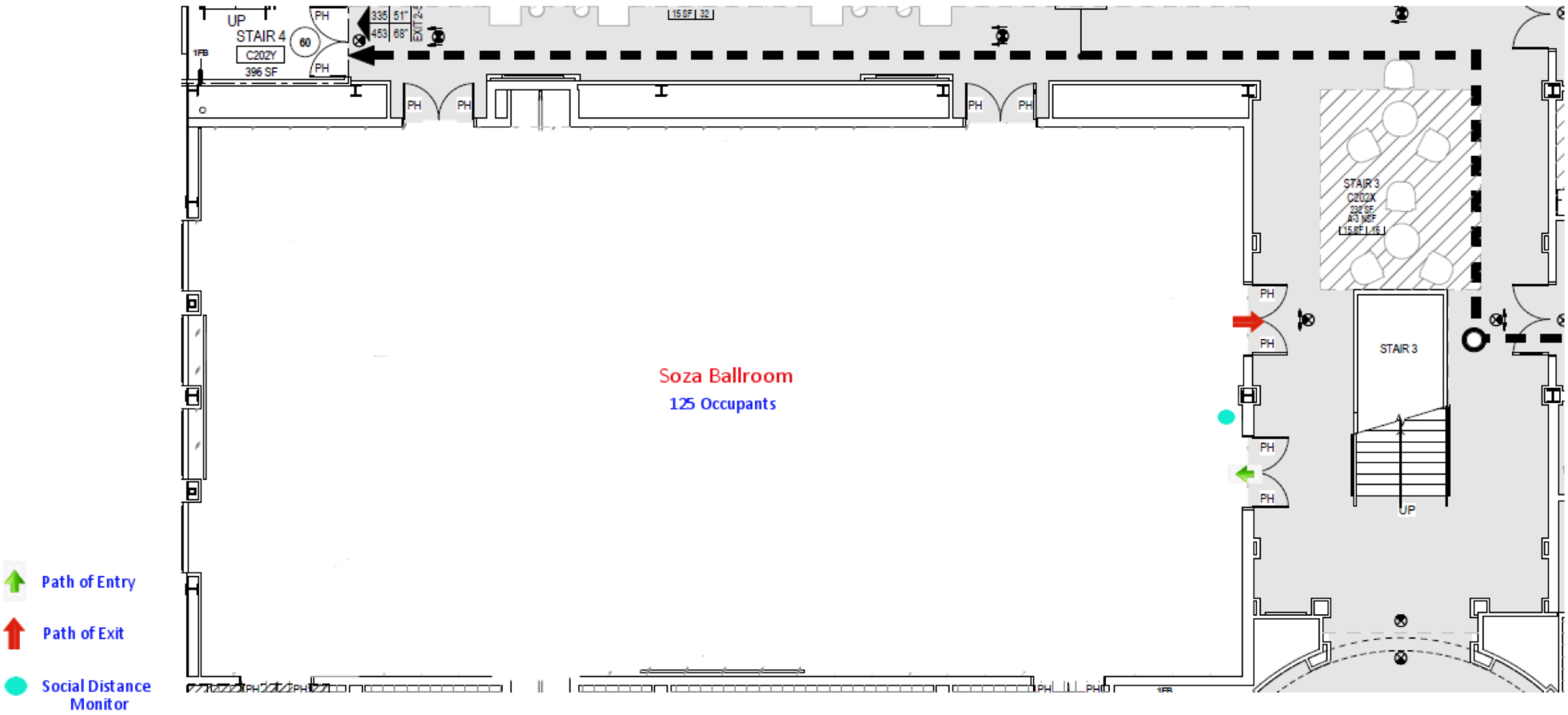

Collaboration and Support

CHANGE IS INEVITABLE but we are confident that the strength of our partnership and the comprehensiveness and flexibility of our re-opening plans will enable successful outcomes for all.

COLLABORATION

CLIENT PARTNERS

Aramark will partner with our clients to understand the new realities (and restrictions) of the operating environment to come up with solutions that deliver quality and sustainability.

VENDOR PARTNERS

We will capitalize on our partnerships with our food, equipment and technology vendor partners to source innovative solutions to unique challenges.

COMMUNICATION

CONSUMERS

Students (and their families) will want to fully understand all of the actions we're taking to keep them safe. We are preparing a variety of communication strategies and platforms to alleviate any concerns.

EMPLOYEES

Our people always have been, and always will be our greatest strength. Aramark is preparing extensive on-boarding and training to enable returning (and new) team members to be confident in their roles.

COMMITMENT

CROSS-DEPARTMENTAL COMMITMENT

Aramark field operators will continue to have an abundance of support to help them navigate these uncertain times. Our resource teams in Culinary, Marketing, Technology, Operational Excellence, Human Resources, Safety, Finance, Supply Chain, and more are all dedicated to providing all necessary support to ensure that our facilities are safe, our products and services are exceptional, and our partnerships are strong. More details to come.

Appendix 4: Aramark "Day-at-a-Glance"

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Day-at-a-Glance

Purpose of this Tool

Day-at-a-Glance is a communication tool that provides opening, service, anytime, and closing activities required to successfully manage a station.

Benefits of this Tool

Clear direction and **explicit expectations** are two criteria associates use to determine job satisfaction. Providing a specific work area guide for front line associates will help ensure those criteria are met.

- Documents what should be happening throughout the service periods including cleaning tasks
- Available at the station as a handy reference guide
- Provides new and temporary associates with guidance during the onboarding process

How To Use this Tool

The tool is designed to produce a template for a spot checking operations:

1. Enter the Site Name here:
2. Enter the name of the location here:
3. The tool is pre-loaded with activities for each station. These may be used as stated or modified to accommodate specific location needs. It is expected that additional activities will be added, as needed, based on station menu, layout, and equipment. Space has been given for Location Specific Tasks. Feel free to replace any cell labeled (Location Specific) with a designated task. Delete (Location Specific) from any cells not in use before printing.
4. Communicate the use of the tool with managers and associates. Ensure everyone understands the activities and are trained to execute them.
5. Print and post Day-at-a-Glance in the station.
6. Change/update the tool as required

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Day-at-a-Glance
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Grill

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		OPENING		SERVICE & ANYTIME		CLOSING
SAFETY		Fill green cleaner and red sanitizer buckets to the correct concentration. Stock clean wiping cloths.		Wash hands frequently for a minimum of 20 seconds with warm water and soap.		Empty green cleaner and red sanitizer buckets and turnover to air dry. Remove dirty cloths.
		Stock station with required Personal Protective Equipment (PPE) - (Location list applicable PPE)		Change gloves when changing prep activities. Always wash hands between glove changes.		Cool any carryover items and/or leftovers for reuse according to proper cooling procedures. Document on the cooling log.
		Calibrate digital thermometer and complete temp logs for equipment as needed.		Ensure that at all temperatures are taken (Every 2 hours throughout service on food and twice daily for equipment).		Label all usable items with product name, prepped date, discard date and employee initials and store in proper storage area.
		(Location Specific)		Use proper PPE, as required. Report any damaged or missing PPE to supervisor or manager right away.		Clean and sanitize all work surfaces.
		(Location Specific)		Change Red & Green Buckets every 2 hours or as needed.		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
STATION		Turn on all equipment to specified temperature and settings. (Location list applicable equipment & settings)		Use recipes, ingredient cards, and/or build diagrams.		Complete daily production sheet with leftovers and wasted portions.
		Stock station with pans, utensils, smallwares, dishes, displays, etc. as needed.		Portion in accordance to the recipe.		Transfer usable items into clean containers for next service period.
		Set up Waste Buckets & Trash cans		Place all wasted food into station waste buckets.		Breakdown station and discard any unusable food according to waste tracking policy.
		Set up station according to layout-setup docs / photo including correct portioning utensils. Look at your station from the guests prospective.		Check station from front and back. Ensure it is clean and organized. Remove any clutter the guest can see.		Clean the all equipment in the station. Use only approved cleaners and techniques. Wear PPE, as required.
		Have all required recipes, production service results, and temperature logs available - paper or electronic.		Assist other stations, as needed.		Remove all dirty dishes, vessels, utensils to designated wash area.
		Post daily signage, menu identifiers and any special promotional material (ensure all signage is clean)		Complete next meal period or day prep activities. Be sure to label prep according to Aramark policy.		Pull and file signage and menu identifiers. Report damanged or stained signage to a manager/supervisor.
		(Location Specific)		Complete Production Paperwork.		Make sure that all equipment is turned off and locked as appropriate.
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
SANITATION/CLEANING		Sneeze Guards		French Fry Warmer		Deep Fat Fryer
		Wipe Serving Line		Grill/Griddle		Stainless Steel
		(Location Specific)		Reach-in Refrigerator/Freezer(s)		Food Carts
		(Location Specific)		Serving Line		Hand Washing Sinks
		(Location Specific)		Hand Washing Sinks		Garbage Cans
		(Location Specific)		Sweep & Mop Floors		Cold/Hot Wells/Plates
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location please adjust daily cleaning to fit your Master Cleaning Schedule)				

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Day-at-a-Glance
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Deli

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	OPENING		SERVICE		CLOSING
SAFETY		Fill green cleaner and red sanitizer buckets to the correct concentration. Stock clean wiping cloths.		Wash hands frequently for a minimum of 20 seconds with warm water and soap.		Empty green cleaner and red sanitizer buckets and turnover to air dry. Remove dirty cloths.
		Stock station with required Personal Protective Equipment (PPE) - (Location list applicable PPE)		Change gloves when changing prep activities. Always wash hands between glove changes.		Cool any carryover items and/or leftovers for reuse according to proper cooling procedures. Document on the cooling log.
		Calibrate digital thermometer and complete temp logs for equipment as needed.		Ensure that at all temperatures are taken (Every 2 hours throughout service on food and twice daily for equipment).		Label all usable items with product name, prepped date, discard date and employee initials and store in proper storage area.
		(Location Specific)		Use proper PPE, as required. Report any damaged or missing PPE to supervisor or manager right away.		Clean and sanitize all work surfaces.
		(Location Specific)		Change Red & Green Buckets every 2 hours or as needed.		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
STATION		Turn on all equipment to specified temperature and settings. (Location list applicable equipment & settings)		Use recipes, ingredient cards, and/or build diagrams, as appropriate.		Complete daily production sheet with leftovers and wasted portions.
		Stock station with pans, utensils, smallwares, dishes, displays, etc. as needed.		Portion properly.		Transfer usable items into clean containers for next service period.
		Set up Waste Buckets & Trash cans		Place all wasted food into station waste buckets.		Breakdown station and discard any unusable food according to waste tracking policy.
		Set up station according to layout-setup docs / photo including correct portioning utensils. Look at your station from the guests prospective.		Check station from front and back. Ensure it is clean and organized.		Clean the all equipment in the station. Use only approved cleaners and techniques. Wear PPE, as required.
		Have all required recipes, production service results, and temperature logs available - paper or electronic.		Assist other stations, as needed.		Remove all dirty dishes, vessels, utensils to designated wash area.
		Post daily signage, menu identifiers and any special promotional material (ensure all signage is clean)		Complete next meal period or day prep activities. Be sure to label prep according to Aramark policy.		Pull and file signage and menu identifiers. Report damanged or stained signage to a manager/supervisor.
		(Location Specific)		Complete paperwork.		Make sure that all equipment is turned off and locked as appropriate.
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
SANITATION/CLEANING		Sneeze Guards		Panini Press/TurboChef		Stainless Steel
		Serving Line		Reach-in Refrigerator/Freezer(s)		Food Carts
		(Location Specific)		Serving Line		Hand Washing Sinks
		(Location Specific)		Hand Washing Sinks		Garbage Cans
		(Location Specific)		Sweep & Mop Floors		Cold/Hot Wells/Plates
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
	(Location please adjust daily cleaning to fit your Master Cleaning Schedule)					

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Day-at-a-Glance
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Salad Bar

	OPENING		SERVICE		CLOSING
SAFETY		Fill green cleaner and red sanitizer buckets to the correct concentration. Stock clean wiping cloths.		Wash hands frequently for a minimum of 20 seconds with warm water and soap.		Empty green cleaner and red sanitizer buckets and turnover to air dry. Remove dirty cloths.
		Stock station with required Personal Protective Equipment (PPE) - (Location list applicable PPE)		Change gloves when changing prep activities. Always wash hands between glove changes.		Cool any carryover items and/or leftovers for reuse according to proper cooling procedures. Document on the cooling log.
		Calibrate digital thermometer and complete temp logs for equipment as needed.		Ensure that at all temperatures are taken (Every 2 hours throughout service on food and twice daily for equipment).		Label all usable items with product name, prepped date, discard date and employee initials and store in proper storage area.
		(Location Specific)		Use proper PPE, as required. Report any damaged or missing PPE to supervisor or manager right away.		Clean and sanitize all work surfaces.
		(Location Specific)		Change Red & Green Buckets every 2 hours or as needed.		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
STATION		Turn on all equipment to specified temperature and settings. (Location list applicable equipment & settings)		Use recipes, ingredient cards, and/or build diagrams, as appropriate.		Complete daily production sheet with leftovers and wasted portions.
		Stock station with pans, utensils, smallwares, dishes, displays, etc. as needed.		Portion properly.		Transfer usable items into clean containers for next service period.
		Set up Waste Buckets & Trash cans		Place all wasted food into station waste buckets.		Breakdown station and discard any unusable food according to waste tracking policy.
		Set up station according to layout-setup docs / photo including correct portioning utensils. Look at your station from the guests prospective.		Check station from front and back. Ensure it is clean and organized.		Clean the all equipment in the station. Use only approved cleaners and techniques. Wear PPE, as required.
		Have all required recipes, production service results, and temperature logs available - paper or electronic.		Assist other stations, as needed.		Remove all dirty dishes, vessels, utensils to designated wash area.
		Post daily signage, menu identifiers and any special promotional material (ensure all signage is clean)		Complete next meal period or day prep activities. Be sure to label prep according to Aramark policy.		Pull and file signage and menu identifiers. Report damanged or stained signage to a manager/supervisor.
		(Location Specific)		Complete paperwork.		Make sure that all equipment is turned off and locked as appropriate.
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
SANITATION/CLEANING		Sneeze Guards		Switch out Self-Serve Utensils as needed		Stainless Steel
		Serving Line		Reach-in Refrigerator/Freezer(s)		Food Carts
		(Location Specific)		Serving Line		Hand Washing Sinks
		(Location Specific)		Hand Washing Sinks		Garbage Cans
		(Location Specific)		Sweep & Mop Floors		Cold/Hot Wells/Plates
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
	(Location please adjust daily cleaning to fit your Master Cleaning Schedule)					

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Day-at-a-Glance
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Pizza

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	OPENING		SERVICE		CLOSING
SAFETY		Fill green cleaner and red sanitizer buckets to the correct concentration. Stock clean wiping cloths.		Wash hands frequently for a minimum of 20 seconds with warm water and soap.		Empty green cleaner and red sanitizer buckets and turnover to air dry. Remove dirty cloths.
		Stock station with required Personal Protective Equipment (PPE) - (Location list applicable PPE)		Change gloves when changing prep activities. Always wash hands between glove changes.		Cool any carryover items and/or leftovers for reuse according to proper cooling procedures. Document on the cooling log.
		Calibrate digital thermometer and complete temp logs for equipment as needed.		Ensure that at all temperatures are taken (Every 2 hours throughout service on food and twice daily for equipment).		Label all usable items with product name, prepped date, discard date and employee initials and store in proper storage area.
		(Location Specific)		Use proper PPE, as required. Report any damaged or missing PPE to supervisor or manager right away.		Clean and sanitize all work surfaces.
		(Location Specific)		Change Red & Green Buckets every 2 hours or as needed.		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
STATION		Turn on all equipment to specified temperature and settings. (Location list applicable equipment & settings)		Use recipes, ingredient cards, and/or build diagrams, as appropriate.		Complete daily production sheet with leftovers and wasted portions.
		Stock station with pans, utensils, smallwares, dishes, displays, etc. as needed.		Portion properly.		Transfer usable items into clean containers for next service period.
		Set up Waste Buckets & Trash cans		Place all wasted food into station waste buckets.		Breakdown station and discard any unusable food according to waste tracking policy.
		Set up station according to layout-setup docs / photo including correct portioning utensils. Look at your station from the guests prospective.		Check station from front and back. Ensure it is clean and organized.		Clean the all equipment in the station. Use only approved cleaners and techniques. Wear PPE, as required.
		Have all required recipes, production service results, and temperature logs available - paper or electronic.		Assist other stations, as needed.		Remove all dirty dishes, vessels, utensils to designated wash area.
		Post daily signage, menu identifiers and any special promotional material (ensure all signage is clean)		Complete next meal period or day prep activities. Be sure to label prep according to Aramark policy.		Pull and file signage and menu identifiers. Report damanged or stained signage to a manager/supervisor.
		(Location Specific)		Complete paperwork.		Make sure that all equipment is turned off and locked as appropriate.
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
SANITATION/CLEANING		Sneeze Guards		Reach in Refrigerators/Freezer(s)		Pizza Oven
		Serving Line		Serving Line		Stainless Steel
		(Location Specific)		Hand Washing Sinks		Food Carts
		(Location Specific)		Sweep & Mop Floors		Hand Washing Sinks
		(Location Specific)		(Location Specific)		Garbage Cans
		(Location Specific)		(Location Specific)		Cold/Hot Wells/Plates
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location please adjust daily cleaning to fit your Master Cleaning Schedule)				

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Day-at-a-Glance
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Entrée

	OPENING		SERVICE		CLOSING
SAFETY		Fill green cleaner and red sanitizer buckets to the correct concentration. Stock clean wiping cloths.		Wash hands frequently for a minimum of 20 seconds with warm water and soap.		Empty green cleaner and red sanitizer buckets and turnover to air dry. Remove dirty cloths.
		Stock station with required Personal Protective Equipment (PPE) - (Location list applicable PPE)		Change gloves when changing prep activities. Always wash hands between glove changes.		Cool any carryover items and/or leftovers for reuse according to proper cooling procedures. Document on the cooling log.
		Calibrate digital thermometer and complete temp logs for equipment as needed.		Ensure that at all temperatures are taken (Every 2 hours throughout service on food and twice daily for equipment).		Label all usable items with product name, prepped date, discard date and employee initials and store in proper storage area.
		(Location Specific)		Use proper PPE, as required. Report any damaged or missing PPE to supervisor or manager right away.		Clean and sanitize all work surfaces.
		(Location Specific)		Change Red & Green Buckets every 2 hours or as needed.		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
STATION		Turn on all equipment to specified temperature and settings. (Location list applicable equipment & settings)		Use recipes, ingredient cards, and/or build diagrams, as appropriate.		Complete daily production sheet with leftovers and wasted portions.
		Stock station with pans, utensils, smallwares, dishes, displays, etc. as needed.		Portion properly.		Transfer usable items into clean containers for next service period.
		Set up Waste Buckets & Trash cans		Place all wasted food into station waste buckets.		Breakdown station and discard any unusable food according to waste tracking policy.
		Set up station according to layout-setup docs / photo including correct portioning utensils. Look at your station from the guests prospective.		Check station from front and back. Ensure it is clean and organized.		Clean the all equipment in the station. Use only approved cleaners and techniques. Wear PPE, as required.
		Have all required recipes, production service results, and temperature logs available - paper or electronic.		Assist other stations, as needed.		Remove all dirty dishes, vessels, utensils to designated wash area.
		Post daily signage, menu identifiers and any special promotional material (ensure all signage is clean)		Complete next meal period or day prep activities. Be sure to label prep according to Aramark policy.		Pull and file signage and menu identifiers. Report damanged or stained signage to a manager/supervisor.
		(Location Specific)		Complete paperwork.		Make sure that all equipment is turned off and locked as appropriate.
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
SANITATION/CLEANING		Sneeze Guards		All used equipment(I.E Oven, Grill, Griddle, Steam Kettle, Etc.)		All used equipment(I.E Oven, Grill, Griddle, Steam Kettle, Etc.)
		Serving Line		Reach-in Refrigerator/Freezer(s)		Stainless Steel
		(Location Specific)		Serving Line		Food Carts
		(Location Specific)		Hand Washing Sinks		Hand Washing Sinks
		(Location Specific)		Sweep & Mop Floors		Garbage Cans
		(Location Specific)		(Location Specific)		Cold/Hot Wells/Plates
		(Location Specific)		(Location Specific)		(Location Specific)
		(Location Specific)		(Location Specific)		(Location Specific)
	(Location please adjust daily cleaning to fit your Master Cleaning Schedule)					

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Day-at-a-Glance
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Action

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	OPENING		SERVICE		CLOSING
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		Serving Line		Reach-in Refrigerator/Freezer(s)		Stainless Steel
		(Location Specific)		Serving Line		Food Carts
		(Location Specific)		Hand Washing Sinks		Hand Washing Sinks
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RE-OPEN

MAINTAIN SAFE ENVIRONMENTS

Covid-19 Safety Training

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Safety Moment

Coronavirus - FAQ

What is a Coronavirus?

Coronaviruses are members of the coronavirus family of viruses — one of the many families that include viruses able to infect people and animals. Seven members of the coronavirus family can make people ill, one of which is the new coronavirus strain SARS-CoV-2, which causes COVID-19.

What are the symptoms of the Coronavirus diseases?

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with fever, chills, cough, difficulty breathing, and/or recent loss of taste or smell.

How does the virus spread?

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

Can the virus be spread through food?

Coronaviruses are generally thought to be spread from person to person through respiratory droplets. Currently, there is no evidence to support transmission of COVID-19 associated with food.

Who is at higher risk of serious illness from Covid-19?

Based on currently available information and clinical expertise, older adults (over 65) and people of any age who have serious underlying medical conditions (including but not limited to chronic lung disease, asthma, serious heart conditions, immunocompromised, obesity, diabetes, kidney and/or liver disease) might be at higher risk for severe illness from COVID-19.

Source: CDC FAQ

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Most Important Covid-19 Mitigation Tactics

Hand Sanitation

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

Team Member Health

- Cloth face coverings are required in all front-of-house interaction activities.
  - All employees *may* wear a face covering – even in areas where not required.
- DO NOT WORK if you have symptoms of respiratory illness – including chronic cough, fever, trouble breathing.

Social Distancing (Keep Your Distance)

- Avoid close contact with people who are sick.
- Put distance between yourself and other people.
- Avoid handshakes and 'high fives'.
- Use appropriate spacing for pre-shift huddles/meetings.

Clean, Sanitize & Disinfect

- Clean and disinfect high touch surfaces frequently.
- Sanitize all food surfaces after cleaning.
- Covid-19 exposure requires use of hospital-grade disinfectants (Oxivir wipes) that have been approved by the CDC for emerging pathogens.

Source: Center for Disease Control

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Hand Sanitation

- Hand sanitation is the **most important action** to take against the spread of virus.

Employee Health (Your Health = Our Health)

You must be able to answer 'NO' to these 3 questions every day before you work:

1. Are you experiencing any cold or flu-like symptoms, including but not limited to fever, cough, sore throat or difficulty breathing?
2. Have you had close contact with (face-to-face contact within 6 feet) or cared for someone diagnosed with COVID19 or experiencing flu-like symptoms within the last 14 days?
3. Have you travelled outside of USA within the last 14 days?

If the answer is ever 'Yes' to any of these questions – <u>you are not permitted to work without HR approval.</u>

<u>Temperature Monitoring</u>

- All team member temperatures will be checked prior to the start of every shift.
- Associates with temperatures at 100.4 degrees and higher will not be allowed to work.

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PPE – Personal Protective Equipment

- In addition to our normal PPE equipment of cut gloves, slip-resistant shoes, safety goggles, etc. – you may now be required to wear a face mask as part of your daily uniform.
- Aramark will provide you with an appropriate face mask to wear.
- It's important for you to wear your facemask at all times when you are working. Masks can be removed during breaks – as long as 6' social distance spacing in maintained.
- Use and care for face masks appropriately to ensure their effectiveness.

While Wearing:

- Wash hands before and after putting on, adjusting or removing a facial covering
- Avoid touching as much as possible
- Position firmly in place, keeping mouth, nose and chin covered
- If soiled, damaged or becomes hard to breathe - remove and discard or launder (before next usage)
- Remove while eating and/or drinking – check condition before continuing usage
  - If removed, ensure facial covering is placed on a sanitized surface
- **Remember, use of facial coverings does not reduce the need for social distancing and hand hygiene**

Disposal & Cleaning:

- When done using the facial covering, handle as contaminated
- Dispose of immediately OR if reusable and designed to be cleaned
  - Place in plastic bag to transport for laundering
  - Launder as soon as possible after removal, at least daily
- Wash hands after handling
- **Facial coverings should not be left contaminated after use – dispose or launder as soon as possible**

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Clean, Sanitize and Disinfect

CLEANING

- Cleaning is always step #1.
- Surfaces that are not clean can't be effectively sanitized or disinfected.
- Cleaning will now include an emphasis on 'high touch items'.
  - Door handles, tables, condiment holders, tray slides, dish areas, etc.

SANITIZING

- Proper sanitizing is the most important step in reducing the germs in our operations.
- Utilize all chemicals at the proper concentration and in the prescribed way.
- Aramark's specified Diversey sanitizer should be used for all normal daily sanitizing.

DISINFECTING

- Disinfecting is not a necessary daily step outside of healthcare environments.
- Oxivir TB wipes is a CDC-approved disinfectant for use against emerging viral pathogens like Covid-19.
- Use of these wipes is part of Aramark's response plan when a facility experiences direct exposure to an individual infected with Coronavirus.

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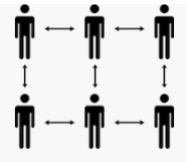
Social Distancing

- Social Distancing will impact the way we produce our food, serve our guests and interact with each other.

- Food preparation processes and work areas may need to be adjusted.
- Staggered schedules and production times may change to accommodate spacing.
- Be aware of your surroundings. Keep space between you and others.

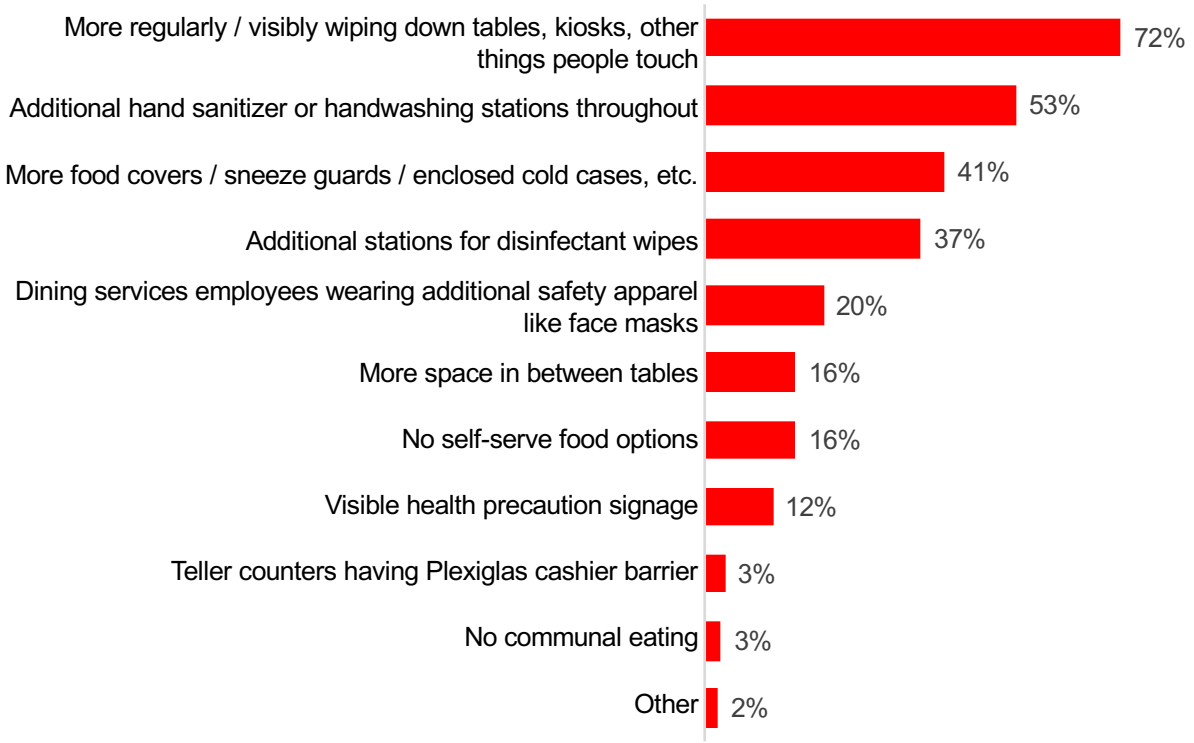
- Food service processes will also need to be adjusted.
- Self-serve stations may not be permitted.
- Menu changes may be necessary to allow adequate spacing.



- Shifts and break times may need to change to allow for more social distancing.
- Pre-shift huddles and other meetings must allow appropriate spacing options.
- Timeclocks, breakrooms, lockers, etc. may also require access adjustments.

What's important to our students to feel safe?

What New Cleaning/Hygiene Processes are Most Important for Dining Services to Adopt to Make Customers Feel Safe



Among Higher Education Students Highly/ Somewhat Likely to Return to Campus (n=172)
D2. When dining services re-open, which NEW cleaning processes are most important to you for dining halls to adopt to make you feel safe? Please select up to 3.

Questions?

CENTRA
Southside Community Hospital

800 Oak Street
Farmville, Virginia 23901

PHONE: 434.392.8811
FAX: 434.392.7654
WEB: centrahealth.com

June 17, 2020

To Whom It May Concern,

I am pleased to provide a summary of Centra's Covid-19-related preparations in the community of Farmville.

Centra is the regional based nonprofit healthcare system that is the predominant medical provider for Longwood University's home community of Farmville. System-wide, Centra has more than 8,300 employees including a medical staff of 80, serving more than 500,000 people through central and southern Virginia.

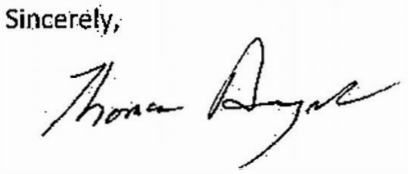
In Farmville, Centra operates an outpatient clinic providing services in primary care, psychiatry, pediatrics, pediatric endocrinology, orthopedics, rehabilitation, laboratory, and imaging. Centra also operates Centra Southside Community Hospital, one block from campus, whose resources include a full service emergency department (open 24/7), 8 ICU beds, 8 Step down beds, 7 COVID beds, 8 Labor and Delivery beds, cardiac cath lab, bronch lab, endoscopy lab, 4 operating rooms, radiology services with CT and MRI, 36 telemed-surgery beds, and 16 same day surgery beds. Between those facilities, and other nearby clinics, Centra has over 200 medical staff employed.

Centra prepared thoroughly for Covid-19 and is actively engaged in treating patients system-wide, with designated "Alpha," "Bravo", "Charlie", and "Delta" phases associated with particular protocols and resource commitments depending on the severity of the outbreak. We are currently in "Bravo" phase. All Covid units are secured in line with professional and public health guidelines, no visitation is allowed, and appropriate PPE will always be worn. Seriously ill patients may be transported to Centra Lynchburg General Hospital, which currently has capacity of more than 40 Covid dedicated beds, and to other facilities around the state.

- Centra Southside Community Hospital is currently in "Bravo" phase that supports up to 15 Covid patients.
- If a surge caused the admission of more than 15 patients, Centra would move to "Charlie" phase, which converts additional beds and would support up to 26 Covid patients.
- Surge beyond 26 patients will require us moving to the "Delta A" phase, which will support up to 42 Covid patients.
- Surge beyond 42 patients will require us moving to the "Delta B" phase, which will support up to 46 Covid patients.
- Should the need arise, Centra has contingency plans to provide additional beds outside the hospital, though at this time, we do not anticipate this to be a need.

Centra works in close collaboration with the Virginia Department of Health, local government and institutions, and Longwood's University Health Service, which refers patients to our health system, including the hospital, as appropriate. Our Farmville psychiatry practice also works in collaboration with Longwood's Counseling and Psychological Services. Cameron Patterson, a member of the Longwood University cabinet, is a member of the hospital board of directors. We look forward to continuing this collaborative relationship going forward.

Sincerely,

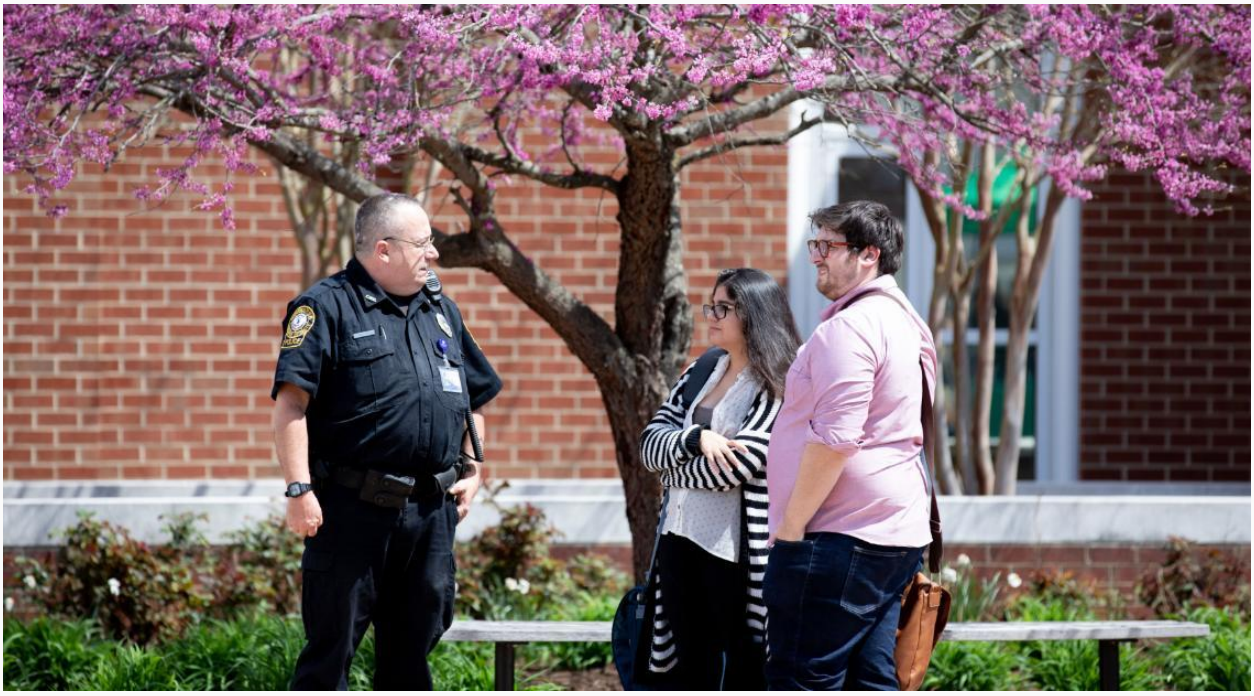


Thomas Angelo, MBA/HCM
VP and CEO of Centra Southside Community Hospital
VP of Centra Health Oncology Services

Appendix 7: Top-20 Recognition for Longwood University Police Department

Longwood Police Department again ranked among best in the country

NOVEMBER 22, 2019
News



Continuing a trend that began more than a decade ago, the Longwood University Police Department is one of the top law enforcement operations in the country—and the top-ranked department among Virginia colleges and universities.

Over the last 11 years, Longwood has consistently outperformed Virginia's other colleges and universities in the higher education category of *Security Magazine*'s annual rankings. This year's top-20 ranking is Longwood's eighth in the last 10 years.

The Longwood University Police Department is a real point of pride for the university, and we hear from parents and students each day that they have a lot of confidence in the safety of our campus.
Dr. Tim Pierson, vice president for student affairs

"The Longwood University Police Department is a real point of pride for the university, and we hear from parents and students each day that they have a lot of confidence in the safety of our campus," said Dr. Tim Pierson, vice president for student affairs, who oversees the department. "In the last 10 years, we have nearly doubled the security budget on campus,

including growing our law enforcement staff to more than double the national average for a population our size. That kind of commitment from the top down is reflected in their continued ranking, and is a real testament to the values and forward-thinking practices put in place over that time."

The LUPD has been led since 2007 by Col. Bob Beach, whose 50 years in public service—most at one of the state's busiest police departments in Fairfax County—anchor the department with deep experience. That experience is compounded by the adoption of technology as a force-multiplier.

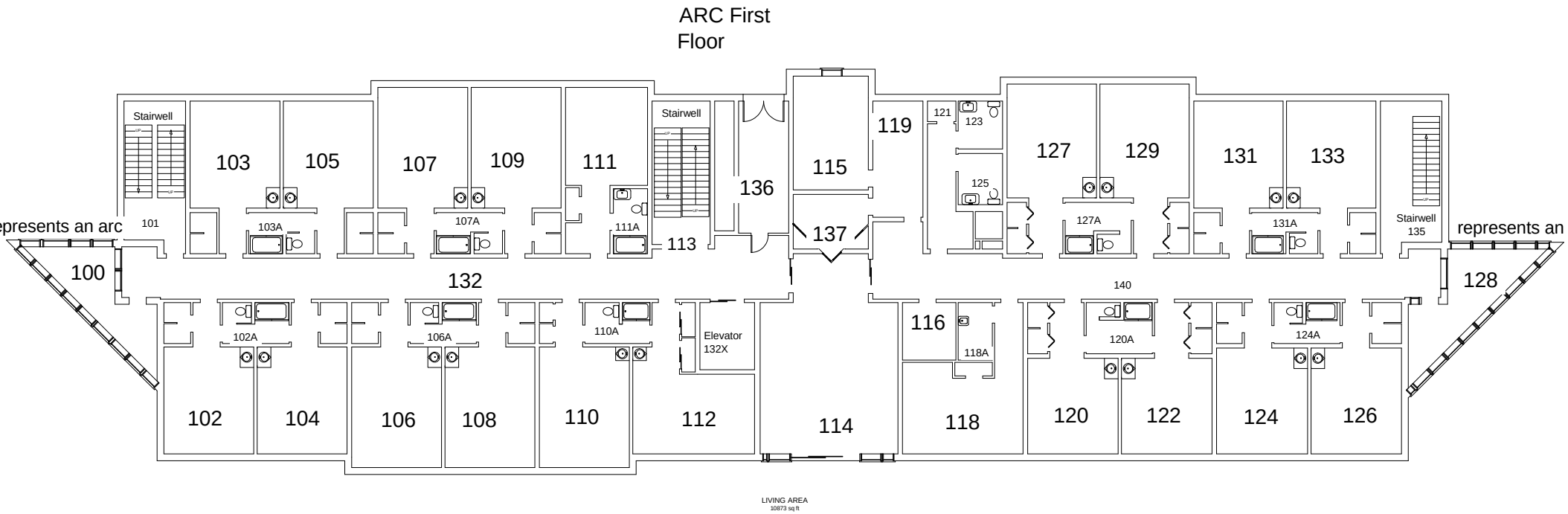
Now we have more than 300 security cameras on campus and at university-managed housing complexes, more than 60 emergency blue-light phones at strategic locations, and a sophisticated emergency notification system that undergoes regular and rigorous testing.
--Col. Bob Beach

"When I arrived on campus, we had no security cameras, no blue-light phones and no emergency siren," said Beach, who has announced he will retire in July to spend time with family. "Now we have more than 300 security cameras on campus and at university-managed housing complexes, more than 60 emergency blue-light phones at strategic locations, and a sophisticated emergency notification system that undergoes regular and rigorous testing. We've come a long way, and we are always looking for ways to improve. That's something the rankings take into consideration—how much you are investing in new technology, and I'm proud to say it's one of our strengths."

On campus, the police department has adopted community-policing practices, focused on building connections with the community and utilizing proactive, student-focused crime-prevention strategies. That involves offering free security-focused training and other programs for students and making police officers available to students in nonenforcement capacities.

"We work best when we are seen as members of the community," said Beach. "We try to find ways to engage with students in a friendly way to help build a relationship based on trust, whether that's holding egg hunts in the spring, meeting with students during monthly Coffee with the Chief, meeting with any group that invites us or just talking with students on Brock Commons. We're always striving to get better at our jobs to make the community safer."

Appendix 8: Detailed Floor Plans for Isolation Housing Location, Arc Hall



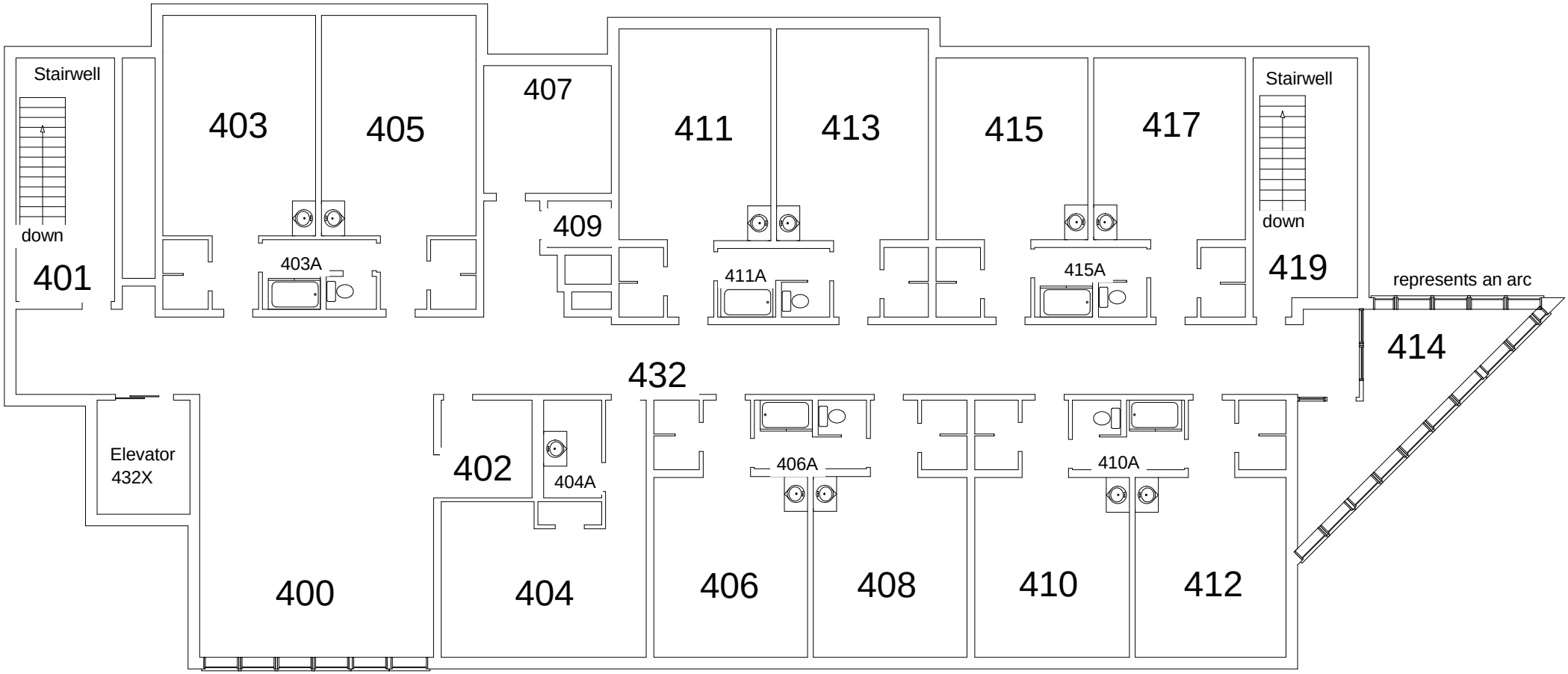
ARC Second Floor

Arc Second Floor

ARC Third Floor

Arc Third Floor

ARC Fourth Floor



LIVING AREA
6280 sq ft