

**LFCC**

*Lord Fairfax Community College*



**RETURN TO CAMPUS PLAN**

*July 2, 2020*



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## A. Introduction: Repopulation of Campus

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The health and safety of the Lord Fairfax Community College (LFCC) community is our highest priority. We are closely monitoring guidance from the Centers for Disease Control (CDC), the Virginia Department of Health (VDH), the Virginia Community College System (VCCS) and other experts to ensure our return to in-person operations are done in accordance with the latest guidance.

According to the CDC, the level of risk for COVID-19 transmission increases as follows:

- **Lowest Risk:** Most faculty and students engage in virtual-only learning options, activities, and events.
- **More Risk:** Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects. This can be accomplished through hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes.
- **Highest Risk:** Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

We are currently in the lowest-risk category as our campus remains open with most services provided virtually. In March, LFCC faculty and staff rose to the challenges caused by COVID-19, moving to alternative and remote delivery methods for instruction and service in record time while continuing the high-quality instruction that our students expect and deserve. Since that time, the circumstances with COVID-19 have continued to evolve on a day-to-day basis.

Through those changes, our commitment to the LFCC community has remained strong as instruction and services continue into the summer and we see the easing of restrictions. Having met the metrics required to move into Governor Northam's "Phase II" in the "Blueprint for Reopening Virginia," we anticipate moving closer to the "more risk" category.

We recognize it is not possible to guarantee public safety under any circumstances. However, we want to share the actions we are taking in response to COVID-19 as we move toward the eventual return to campus.

As a result of the governor's proclamation that moved Virginia into "Phase II," the VCCS has been authorized to bring back to campus hands-on labs and courses that had been paused as a result of the initial shutdown. Those classes, along with delivery of some in-person student services, resumed on June 15, 2020, in compliance with the order. This re-introduction of students, faculty and staff to campus also presents an opportunity for us to gradually increase our overall presence as we move closer to the start of the 2020 fall semester in August, while operating within our Continuity of Operations Plan and establishing new practices.

It should be noted that, out of an abundance of caution, the vast majority of classes will continue to be held at a distance and employees will continue to utilize telework options where possible. This strategy will provide a lower level of risk for individuals who are on campus for those classes and services that need to be face-to-face.

This work leads into and informs our "LFCC Return to Campus Plan." The strategies being implemented for the transition into Phase II, as well as the upcoming fall semester are outlined below:

1. **Establishment of COVID-19 Coordinator/Campus Team:** LFCC has established a COVID-19 coordinator/campus team that consists of the following members: Kim Blosser, president; Chris Coutts, Fauquier Campus provost and vice president of planning and communications; Anne Davis, vice president of academic and student affairs; Jeanian Clark, vice president of workforce solutions and continuing education; Liv Heggoy, associate vice president of institutional development; Caroline Wood, associate vice president of student services and academic support; Jay Roy, chief of police; Aaron Riddle, print and web manager; Sally Voth, public relations coordinator; Bryan Garrett, interim director of information technology; Whitney Miller, director of facility planning and auxiliary services; David Marshall, director of facilities; JoAnn Ellwood, associate vice president of human resources; and Craig Short, vice president of financial and administrative services.
  
2. **Contact information and procedures for reaching local health department:** The return to campus plan has been shared with the health departments serving each campus. In the event of an emergency, such as an outbreak on campus or among any population at LFCC, immediate notification will be made to the proper health department. Health department contact information for each campus is:
  - i. Middletown Campus:

Frederick/Winchester Health Department  
10 Baker Street, Winchester VA 22601  
540-722-3470 phone  
540-722-3475 fax
  
  - ii. Fauquier Campus:

Fauquier County Health Department  
330 Hospital Drive Suite 101, Warrenton VA 20816  
540-347-6400 phone  
540-347-6405 fax

For matters concerning the implementation of this plan, the primary contact to the local health department for LFCC is through Police Chief Jay Roy.

For matters concerning the implementation of this plan, the secondary contact to the local health department is through Craig Short, vice president, financial and administrative services.

3. **Guidance for students' initial return to campus:** Students' initial return to campus is contingent upon their commitment to due diligence and self-monitoring (such as [initial screening and agreement](#)). All students shall carefully review and agree to the expectations outlined in the agreement prior to commencement of the initial class meeting.
  - a. Signage designed to ensure that students have the latest information on practices for safe navigation of buildings, hygiene practices and the use of PPE has been placed throughout campus.
  - b. Guidance from instructors will be incorporated into class structure.
  - c. [Video training](#) regarding COVID-19 is available online for students who will attend in-person classes.

4. **Education/training for students and staff:** COVID-19 prevention education will be accomplished through:
  - a. Installation of signage to encourage everyone to maintain a safe distance, wash hands, and follow other safe practices.
  - b. Provision of online [safety training](#) to employees and students as they return to campus.
  - c. Inclusion of a COVID-19 Safety Component in new student orientation.
  
5. **Physical Distancing and CDC Guidelines:** Distancing practices will continue to be maintained and required in accordance with [CDC guidance](#). Additionally, the following actions have been, or will be, taken:
  - a. Furniture throughout the campus common areas has been rearranged to facilitate the maintenance of safe distancing.
  - b. Stanchions and floor demarcations to facilitate physical distancing will be installed where appropriate.
  - c. Additional hand-sanitizer stations will be placed in high-foot traffic locations, such as front desks, police counters, reception areas, and at all entries.
  - d. Cough guards at visitor and transaction desks where face-to-face interactions generally take place between LFCC employees and the public are being utilized.
  - e. When practicable, LFCC will continue to offer distance learning in addition to in-person classes to help reduce the number of in-person attendees. When face to face is necessary, strategies to allow physical distancing in classrooms/learning environments, e.g. occupancy, staggered schedules, [modified layouts](#), workspace distancing, etc., are being developed on a class-by-class basis.
    - Classrooms have been set up to accommodate the physical distancing recommendations set forth by the VCCS SRIS (Safe Reopening of Instructional Spaces) working group have been established for rooms as they are used.
      - Classrooms will have seating arrangements that provide for appropriate physical distancing for each student, depending on individual classroom conditions.
        - Space seating/desks at least six (6) feet apart when feasible. For lecture halls, we will tape off seats and/or rows to maintain a six-foot distance between seats.
        - Host smaller classes in larger rooms.
      - Labs will have occupancy arrangements that provide for appropriate physical distancing for each student, depending on individual classroom conditions.
        - We will provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill-building activities).
      - Create [distance](#) between students in vans or other vehicles (e.g., skipping rows) when possible.
    - Instructors are coordinating with facilities management to ensure there is enhanced cleaning between classes.

- f. LFCC employees and police are encouraged to remind students of physical distancing and PPE use when they observe students who are not following CDC-recommended practices.
  - g. No gatherings of more than what are currently allowable under the governor's order.
  - h. Physical distancing complications for outside the classroom have been taken into consideration:
    - The Middletown Campus Student Union gym will remain closed until further notice.
    - The Middletown Student Union common areas will remain closed and otherwise restricted until further notice.
    - The Middletown Campus Subway, and dining establishments at each campus, will remain closed until further notice.
    - The bookstores on each campus will continue to provide services virtually until further notice with plans to reassess a potential re-opening of the "brick and mortar" stores in August 2020.
    - Computer lab occupancy has been reduced to reflect the new "COVID-19 Occupancy" that respects physical distancing protocols.
  - i. Occupancy and use of communal, shared spaces such as lounges, etc., will be staggered to maintain physical distancing and compliance with any active executive orders.
  - j. Limitations on size of gatherings and/or strict physical distancing will be enforced to maintain strict compliance with executive orders.
  - k. Directional signage has been provided in halls and stairwells to promote physical distancing in building common areas.
  - l. To the extent practical, classes will be held remotely through the use of technology. Classes held in person will comply with strict distancing and PPE protocols in accordance with the governor's directive and CDC guidance. Additional [online guidance](#) for safety protocols for reporting safety concerns when meeting online has been provided for students, faculty and staff.
  - m. Other student services will continue to be provided remotely, while in-person services will comply with strict distancing and PPE protocols in accordance with the governor's directive and CDC guidance.
6. **Hygiene practices and cleaning/disinfection protocols:** Reducing the risk of exposure to COVID-19 (and other viruses) and maintaining a healthy environment by cleaning and disinfecting are important aspects of our operations and return to campus planning.
- a. During the day, LFCC Facilities has dedicated a full-time custodial "day porter" to clean and disinfect frequently touched surfaces throughout occupied buildings using EPA-approved disinfectant products and microfiber towels. Examples of those high touchpoints are door handles, stair rails, tables, desks, handrails, light switches, push buttons on vending machines and elevators, ADA door buttons, shared remote controls, shared telephones, and water fountains. Employees and students are asked to point out areas that they believe are high touchpoints that are being overlooked.

- b. At night, a second shift custodial team will clean and sanitize during the evening classes. Those areas include doors, public area seating, vending machines, counters, restrooms and other public facing areas in buildings.
- c. Classrooms are being sanitized before every class is scheduled to begin. This sanitation will include chairs, tables, desks, podiums, door handles, etc. As an added layer of quality control, classrooms will also be provided a check-schedule for sign-off by custodial staff as an assurance to instructors entering the room that cleaning has taken place since the last class meeting.
- d. All labs where hands-on learning occurs will be provided with spray bottles and towel dispensers for use by faculty and students prior to, and after use of common area equipment.
- e. Employees are strongly encouraged to clean and disinfect their own workspace multiple times a day, giving special attention to frequently touched surfaces, such as computer keyboards, phones, and desktops.
- f. Faculty and staff are encouraged to reach out to Facilities for supplies needed to maintain a clean environment such as hand sanitizer, wipes, etc. In furtherance of these goals, LFCC Facilities has implemented hygiene practices and cleaning/disinfecting protocols to include:
  - i. Extensive cleaning of campus prior to resuming operations.
  - ii. Installation of trash cans at restroom doors where possible.
  - iii. Installation of foot-pulls on restroom doors where possible.
  - iv. Enhanced training for custodial staff and an increase in cleaning protocol:
    - Including the use of disinfectant sprayers for disinfection using safe alternatives to bleach.
  - v. Increased cleaning and disinfection protocols to include frequently touched surfaces on campus and in transport vehicles.
    - Guidance has been provided to LFCC employees via email regarding the need to clean frequently used electronics in their personal workspace area, as well as the proper methods and materials to use.
  - vi. LFCC Facilities Department has developed a protocol for tracking the use of classrooms via the development of a weekly report. This report is being used to ensure communication of class changes, modifications to schedules, etc. to facilitate the newly established cleaning protocol in between uses and to avoid missing rooms due to schedule changes.
  - vii. Cleaning and disinfection of classrooms between uses during Phase II and III, and increased frequency of cleaning of common areas and restrooms.
  - viii. Provisions for additional hand sanitizer/handwashing stations throughout campuses.
  - ix. Provision of disinfectant wipes and gloves in classrooms where hands-on training occurs.
  - x. Provision of disinfectant wipes for state vehicles and cleaning instructions for users.

- xi. Minimization of shared objects where possible. We are ensuring adequate supplies to minimize sharing to the extent possible, e.g., dedicated student supplies, lab equipment, computers, etc.
    - Objects in common areas that may be shared will be removed until further notice. (pens, condiments at dining areas, etc.)
  - xii. [Signage](#) promoting handwashing, proper wearing of masks, etc. has been prominently placed throughout each building.
    - Employees, faculty and staff are advised to follow [CDC guidance](#) on how to protect themselves and others by washing hands properly.
    - LFCC Facilities has established dedicated email distribution lists for the two main campuses under [mcsanitizing@lfcc.edu](mailto:mcsanitizing@lfcc.edu) for the Middletown Campus, and [fcsanitizing@lfcc.edu](mailto:fcsanitizing@lfcc.edu) for the Fauquier Campus and associated centers. The LFCC community has been advised that any changes in classes or requested cleaning routines be routed through these two email addresses for ease of communication.
- g. Workplace and Classroom Safety:
- i. Face covering requirements for students, faculty and staff are being communicated. Face coverings are provided for employees of LFCC. Additional guidance on face coverings can be found on page 10 of this document under section 11 “Face Coverings”.
  - ii. Gloves are provided to employees who require them to perform certain job functions, such as handling mail, custodial work, certain trades and groundskeeping (when appropriate). For the vast majority of employees, gloves are not recommended for general protective use.
    - Employees who use cleaning chemicals are required to use disposable gloves. Other personal protective equipment may also be required by the chemical manufacturer. Check chemical warning labels and safety data sheets for appropriate personal protective equipment. Disposable gloves are required to be worn when cleaning, including trash removal, after an individual designated as having a confirmed close contact with COVID-19. These items shall be disposed of immediately after cleaning.
  - iii. Employees who handle and process mail should attempt to complete processing activities in well-ventilated areas. They should avoid touching their mouth, eyes, or face when handling mail. If employees choose to wear gloves while handling mail, gloves should be made of breathable material and should be changed when dirty or when perforated. Gloves should be removed when not completing mail processing activities, and frequent washing and sanitization is strongly encouraged.
  - iv. LFCC will continue to maintain restrictions on college-sponsored travel in accordance with VCCS and CDC guidance and on a case-by-case basis.

- v. Pre-screening notices have been issued to limit access to those who may pose a greater risk as seen on this [document](#).
- vi. [Guidance](#) will be provided to instructors about classroom practices that promote the safety and well-being of students, faculty and staff in classroom settings.
- vii. Students and employees of LFCC are directed by supervisors and faculty through signage and verbal communication to (a) stay home if they feel sick (b) do not come to LFCC and (c) contact their medical provider.
- viii. The Health Professions Department may have additional requirements based on unique circumstances in each program and/or location of instruction.
- ix. Unit managers will identify strategies for minimizing contact through scheduling, distance meetings, and alternating shifts of telework and in-person working.
  - Public-facing counters and services will be open. Teleworking is encouraged for offices and units, depending upon business need.
  - Opportunities for virtual attendance of meetings will be considered a standard operating procedure and encouraged where technology is available, and it is otherwise feasible.
  - Employees are asked to refrain from bringing along guests when working on campus.
  - Visitors to campus are asked to refrain from bringing along guests to face-to-face appointments, as much as feasible depending on their situations.
  - We will also take measures to proactively plan to assist contact tracing through the collection of contact information for visitors to campus.

7. **Housing:** LFCC has no housing facilities.

8. **Consideration of vulnerable individuals:** Steps are being taken for the protection of vulnerable individuals (e.g. 65 years or older, underlying health conditions):

- a. We are utilizing practices to support those at higher risk for severe illness to limit their exposure risk, such as telework, modified job duties, and virtual learning opportunities.
- b. Implementation of flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have a confirmed close contact.
- c. Developed practices for return to class/work after COVID-19 illness.
- d. Requests for reasonable accommodations may be submitted to Human Resources for consideration of eligibility under the ADA.

9. **International student considerations:** Circumstances for international and travelling students are being taken into consideration. Students known to be travelling internationally are advised of COVID-19 travel health risks and asked to register any travel arrangements with the Office of the Associate Vice President of Student Services and Academic Support, as well as follow current [CDC guidance](#). LFCC will ensure that – and make accommodations for - returning travelers adhere to [CDC guidelines](#), including self-monitoring and isolation when recommended.

10. **Partnership and communication/information sharing with the local community, health systems and other stakeholders:** Contacts with local health departments and localities that are served by LFCC are established for the sharing of information and resources.
- a. LFCC will inform the local health department of any COVID-19 related developments on campus or within the LFCC population.
  - b. LFCC has identified local agencies for each campus and location for testing students, faculty and staff in the event of a suspected case of COVID-19. Individuals on campus displaying any of the symptoms of COVID-19 are asked to immediately leave campus to present for testing, and immediately report the results of that testing through the LFCC See Something Say Something App.
11. **Face coverings:** Practices and procedures that are implemented regarding the use of face coverings will be communicated via signage, in-person training, virtually and in class in accordance with CDC guidance:
- i. “Face Covering” means an item normally made of cloth or various materials with elastic bands or cloth ties to secure over the wearer’s nose and mouth in an effort to contain or reduce the spread of potentially infectious respiratory secretions at the source (i.e., the person’s nose and mouth). A face covering is not intended to protect the wearer, but it may reduce the spread of virus from the wearer to others.
  - ii. Faculty and staff must wear face coverings:
    - i. When occupying indoor public spaces or state vehicles.
    - ii. When they are providing face-to-face services and engaged with the public (welcome desk, police desk, reception areas, financial aid counter services, etc.)
    - iii. Employees who are unable to wear a face covering must ask for accommodations through the Office of Human Resources, following the steps as outlined in the interactive process of the Americans with Disabilities Act (ADA). Contact [Jellwood@lfcc.edu](mailto:Jellwood@lfcc.edu) for guidance.
  - iii. Students are required to wear face coverings:
    - i. While in class.
    - ii. While in interior spaces occupied by others.
    - iii. When occupying indoor public spaces (including, but not limited to classrooms).
    - iv. Students who are unable to wear a face covering must ask for accommodations through the [LFCC Accommodations and Disability Services](#).
  - iv. Face Coverings are not required when:
    - i. There is a bona-fide medical or health condition where face coverings cause harm.
    - ii. Outdoors while continuously maintaining 6 feet of physical distance from others.
    - iii. Eating and drinking.
    - iv. Exercising.

- v. Speaking to someone who is hearing impaired and who needs the mouth to be visible.
  - vi. Working in office space alone.
  - vii. Certain circumstances by tradesman where face covering would negatively impact safety when performing physical duties.
12. **Student Health Services:** LFCC does not have an office of Student Health Services. However, local health providers have been identified within each locality served in the event that an individual displays any COVID-19 symptoms. Individuals displaying any symptoms outlined in the student agreement or other materials will be referred to one of those providers for testing and asked to report back the results.
13. **Large events (including athletic events, ceremonies and performances):** Ceremonies or performances related to delivery of instruction, are strictly limited and must maintain physical distancing requirements until directed otherwise by the governor of Virginia.
- a. Scheduling of in-person external events, unrelated to delivery of instruction has been paused until further notice.
14. **Communications strategy:** LFCC utilizes email distribution lists for direct messages to employees and students along with messages directly from supervisors and faculty. Campus-wide messages are posted to the [LFCC Coronavirus information page](#) as developments occur along with an evolving list of responses for [students, faculty and staff](#), [LFCC Workforce Solutions Professional Development and Continuing Education](#), [Adult Education Classes](#), [Small Business Development Center](#), [Events](#) and [Student Services](#).
- i. Generally, outbound communication is directed by Sally Voth, public relations specialist. LFCC has also developed a [web intake](#) for questions or concerns. A list of Frequently Asked Questions has been developed and maintained that addresses many of the incoming questions.
  - ii. Communications to students regarding expectations for being on campus:
    - i. From LFCC
      - o Via email
      - o Social Media
      - o Website Notices
    - ii. From instructors
      - o Via Canvas communications
      - o Notations on course syllabus
      - o Via email
      - o In person when meeting in face-to-face classes
  - iii. Communication to faculty regarding expectations for being on campus and modifications to course delivery:
    - i. From LFCC
      - o Via email

- Website notices
  - ii. From the Vice President of Academic and Student Affairs
    - Via department head/dean/supervisor
    - Regularly scheduled online interactive meetings.
- iv. Communication to staff regarding expectations for being on campus and modifications to service delivery:
  - i. From LFCC via email.
  - ii. From department head/supervisor
  - iii. Through website notices
  - iv. Through regularly scheduled and interactive “Presidential Virtual Open Forums” to which all employees are invited to attend. For those unable to attend, a recording and presentation materials are distributed to all LFCC employees via email.
- v. Emergency communication to the campus community will be activated in the event of a confirmed case contact with the campus community:
  - i. In cases where testing has been requested due to an individual with symptoms on campus, an email may be issued from the Campus Emergency Communications Team on a case-by-case basis.
  - ii. In cases where a test has confirmed a positive case off-campus (meaning a person who has not been on campus for at least two days prior to the test), no alert will be disseminated.
  - iii. In cases where a test has confirmed a positive case on campus and deemed a threat to the campus community, an alert from the Campus Emergency Communications Team will be sent:
    - LFCC Alert (text and email). To sign up for alerts, visit the LFCC website portal found [here](#).
    - An alert will also be posted on LFCC’s social media pages.
    - A notice provided on the LFCC [Coronavirus information page](#).
    - In a circumstance where there is a confirmed case of COVID-19 on campus, the maintenance of confidentiality of the student or staff member, as required by the Americans with Disabilities Act and the Family Educational Rights and Privacy Act, as applicable shall be the highest priority.
      - Therefore, all LFCC faculty and staff members must maintain confidentiality and allow all communications about dismissal decisions (medical absences), COVID-19 cases, or possible COVID-19 confirmed close contact, to come exclusively from the LFCC COVID-19 Campus Team.

**15. Orientation and education/training (including anti-stigma training):** Students, faculty and staff are provided training on multiple facets of COVID-19, including training to reduce potential adverse social effects of a positive diagnosis.

- i. Student training will occur through:
  - i. LFCC police Department training contains a module pertaining to anti-stigma.
  - ii. Outlining of student expectations from instructors at the class-level.
- ii. Faculty/Staff training will occur through:
  - i. LFCC police department training contains a module pertaining to anti-stigma.
  - ii. Supervisor provided training and instruction in conjunction with LFCC Human Resources.
  - iii. Students, faculty and staff will also be apprised of anti-stigma resources provided by the [CDC](#) and the [World Health Organization](#) and the [American Psychological Association](#).

## B. Monitoring Health Conditions to Detect Infection

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1. **Daily health screening questions:** In order to increase awareness, a [signage communication](#) plan along with daily health screening questions for visitors to campus has been implemented:
  - a. At all building entries.
  - b. In classrooms.
2. **Campus level syndromic surveillance:** LFCC has identified the requirements for being on campus and communicates those to first-time campus visitors via the provision of a “self-evaluation” form of questions at the reception desks at each campus.
  - a. Upon arriving on campus, students, employees and guests of LFCC are asked to self-monitor and self-screen for symptoms which are described on the [CDC website](#) and as indicated on signage posted throughout campus.
  - b. Require beginning-of-semester student agreements as part of the “Student Health Safety Agreement” found here in the [guidance](#).
  - c. LFCC has no student health center, however, students who present symptoms on campus will be referred to [local health providers](#) for immediate testing with the request for results to be provided to LFCC for documentation and contact tracing, if possible. Reports of positive tests will be referred to local health departments for follow-up and guidance.
3. **Establishment of a testing strategy:** LFCC is not providing testing. LFCC has instead developed a procedure for reporting, documenting, and responding to COVID-19 cases among the LFCC community. Cases among students, faculty, and staff are to be managed by Human Resources and the Office of the Associate Vice President of Student Services and Academic Support through COVID-19 Reporting through the online report form found on the LFCC website [here](#). Those reports include confirmed positive, pending results, and confirmed close contact to students or employees by someone who is positive with COVID-19. These efforts are crucial to the continued health and well-being of the college community to help contain and mitigate the spread of COVID-19.
  - a. Reporting
    - Students are directed to self-report confirmed COVID-19 positive tests, if they are awaiting test results for COVID-19, or have been in close contact with someone who has tested positive for COVID-19 or are displaying symptoms of COVID-19.
    - Employees and their supervisors have been directed to report any pending results or confirmed positive tests for follow-up.
    - All contractors and vendors are asked to provide contact information and report any COVID-19 developments that may later arise.
  - b. Documentation
    - Reports should include:
      - Name of affected party.
      - Date when symptoms of COVID-19 began, confirmed positive, or tested.

- Date last visited campus, regardless of reason, and all locations visited while on campus, including buildings.
- c. Tracking or Contact Tracing
  - Upon receiving a report, the COVID-19 team will begin limited efforts toward contact tracing in coordination with the VDH using the procedure listed [here](#). VDH will take the lead on contact tracing efforts.
  - LFCC efforts will be to implement measures to contain the spread of the virus and provide guidance to affected employees on human resource policies and benefits.
- d. Confidentiality
  - Personally-identifiable information of reporting parties or affected individuals shall remain confidential and may only be released to the VDH for the purpose of contact tracing.
  - Any pertinent information regarding the date and location of potential exposure or confirmed close contact may be used to assist in identifying and notifying others within the campus community or public at large of potential risks.

## C. Containment to Prevent Spread of the Disease When Detected

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1. **Partnership with VDH for contact tracing:** LFCC will partner with VDH for contact tracing, if required and will otherwise follow the LFCC contact tracing guidance found **here**.
  - a. LFCC has developed an internal contact tracing procedure found [here](#) that will be followed as a supplement to VDH efforts.
2. **Quarantining and isolating:** In the event of an outbreak on campus, any area considered having had close contact with an individual who has been diagnosed with COVID-19, will be extensively cleaned prior to re-population.
  - a. LFCC will advise affected person to self-isolate and quarantine until such time as released from doctor's care.
  - b. For employees, additional human resource requirements remain in effect.
3. **Campus outbreak management:** In the event of two or more cases identified on any campus, LFCC will consult with the local health department for guidance in determining measures to mitigate or stop the spread.
4. **Partnership with local health systems:** LFCC has no residents on campus so there are no requirements for care of symptomatic individuals beyond referral to local health care providers.

## D. Shutdown Considerations, if Necessitated by Severe Conditions and/or Public Health Guidance

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1. **Campus dismissals or shutdowns:** Any determination for shutdown is to be implemented in accordance with the LFCC Emergency Action Plan and the COOP Guidelines.
  - a. A signage and emergency alert communication plan in accordance with the Clery Act is in place in the event of a rapid shutdown requirement and will be activated by the LFCC police department.
  - b. Decisions regarding dismissals, shutdowns, and building or space closures will be made by the president, in consultation with local and state public health officials in the event of two or more confirmed positive cases identified “on campus” or a declaration of a public health emergency.
  - c. LFCC chief of police will coordinate with the local health department officials. Once learning of a COVID-19 case in someone who has been on campus, the LFCC police chief will immediately reach out to the local health department officials to determine a course of action.
    - Determine if a short-term closure (1-5 days) of a facility or facilities is needed.
    - Refer locations to LFCC Facilities for cleaning and sanitizing follow up.
    - Determine suitability for re-opening in consultation with local health departments.
2. **Reduced campus activity in the event of severe conditions:** In the event of a localized outbreak or trend of illness identified through the database of information collected by Human Resources and the Associate Vice President for Student Services and Academic Support, a short term suspension of “in-person” classes and services may be implemented. This suspended time will allow for LFCC and public health officials to gain a better understanding of the COVID-19 situation impacting LFCC and determine the next steps; whether to extend the duration or resume operation after cleaning has occurred. Local health officials’ recommendations for the duration and extent of “in-person” class suspension, as well as building and facility closures will be made on a case-by-case basis using the most up-to-date information about COVID-19.
  - a. Areas in the place of employment where known COVID-19 and suspected COVID-19 employees or other persons accessed or worked shall be disinfected prior to allowing other employees access to the areas. This requirement shall not apply if the area(s) in question have been unoccupied for seven or more days.
3. **Student health and safety on campus, vs. returning home:** In the event of severe conditions/public health direction or guidance, LFCC will maintain a posture of readiness to return to completely remote delivery of instruction and services as was implemented during the initial phase of the COVID-19 crisis.
  - a. LFCC does not have students residing on campus. Therefore, no determination regarding the residency of students is required.
4. **Communications planning for dismissals/shutdowns:** Communications for dismissals/shutdowns will be through the use of the LFCC Emergency Alert System that utilizes email, text and phone messaging as well as social media and web alerts.

- a. Individual units have prepared continuity-of-operation plans for instances when someone gets sick or is otherwise temporarily unable to come to work as a result of confirmed close contact to COVID-19.

We encourage everyone to review and understand this plan for re-populating our campuses. The implementation and adherence to the plan will be in accordance with the latest public health guidance in collaboration with other agencies and in anticipation of the governor’s “[Phase III](#)” designation, putting health and safety at the forefront with an emphasis on the continuation of our mission-critical activities in the delivery of instruction. This guidance is applicable to all functions housed and undertaken at LFCC locations. If there are questions, feel free to reach out to Craig Short, vice president of financial and administrative services, at [CShort@lfcc.edu](mailto:CShort@lfcc.edu) , (540) 868-7129 or Jay Roy, chief of police at [JRoy@lfcc.edu](mailto:JRoy@lfcc.edu) , (540) 868-7050.

The preceding document is currently under review by the State Council of Higher Education and is in compliance with “[Higher Education Reopening Guidance](#)”



**July 2, 2020**

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Kimberly Blosser, President  
Lord Fairfax Community College

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Date

## Additional Resources

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- Commonwealth of Virginia's Forward Virginia plan:  
<https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Slide-Deck-4-24-2020-.pdf>
- Virginia's Key Measures: <https://www.vdh.virginia.gov/coronavirus/key-measures/>
- VDH Higher Education Testing Guidance: <https://www.vdh.virginia.gov/content/uploads/sites/182/2020/05/VDH-COVID-19-Testing-for-Colleges-and-Universities.pdf>
- VDH Business webpage: <https://www.vdh.virginia.gov/coronavirus/schoolsworkplaces-community-locations/businesses/>
- VDH Guidance for Testing for COVID-19: <https://www.vdh.virginia.gov/coronavirus/health-professionals/vdh-updated-guidance-on-testing-for-covid-19/>
- American College Health Association (ACHA) re-opening guidance:  
[https://www.acha.org/documents/resources/guidelines/ACHA\\_Considerations\\_for\\_Reopening\\_IHEs\\_in\\_the\\_COVID-19\\_Era\\_May2020.pdf](https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)
- CDC Higher Education Guidance:
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>