

RETURN TO CAMPUS PLAN

Fall 2020



This plan has been reviewed by the State Council of Higher Education and has been found to be compliant in containing the required components of the ‘Higher Education Reopening Guidance,’ which was developed in consultation with the Virginia Department of Health.

I. INTRODUCTION

NOVA is preparing to return to campus when classes begin on August 24, 2020. We remain committed to the health and safety of our students and employees. While much remains uncertain about the future impacts of COVID-19, this plan outlines NOVA’s safety considerations for limited on-site instruction, services and operations during the fall semester. This plan is grounded in a commitment to follow all Centers for Disease Control and Prevention (CDC) and Virginia Department of Health (VDH) guidelines for COVID-19 safety. The College is prepared to follow Virginia’s guidance on both easing and reinstating public health restrictions as the situation changes.

The majority of NOVA courses will be offered through our approved distance learning formats, through NOVA Online or through synchronous delivery via Zoom. Courses that require the use of NOVA facilities for hands-on instruction will return to our campuses for a portion of their coursework. Examples include (but are not limited to) Automotive Technology, Dental Hygiene, Engineering Technology, HVAC, Nursing and Workforce Development. In addition, NOVA is offering a limited number of other courses in a hybrid format. The Fall 2020 Schedule of Classes can be found at <https://www.nvcc.edu/schedule/crs2204/index.html>.

The majority of student services will continue to be delivered remotely with the expansion of call center support, virtual advising and virtual student support programming. Limited services such as computer labs, libraries, bookstores, the business office and parking will be open to limited numbers of students to provide

necessary services while maintaining appropriate physical distancing. For more information, visit <https://www.nvcc.edu/coronavirus/students.html>.

NOVA continues to offer telework options for employees who are able to perform the essential functions of their jobs remotely, particularly for employees who are at higher risk of severe illness from COVID-19.

Additional information on the plans for NOVA’s Fall 2020 return is outlined in this document and provided on the College’s COVID-19 website: <https://www.nvcc.edu/coronavirus>.

In planning for a fall return, the College established the Return to NOVA Advisory Group (RNAG) to provide recommendations and operationalize NOVA’s actions in response to the coronavirus. RNAG’s efforts are ongoing and will continue as NOVA implements the return to campus plans outlined in this document. This effort includes coordinating and promoting measures for social distancing, personal health hygiene practices, campus cleaning protocols and other steps to support student and employee health and well-being.

The group represents functional areas from across the College and is chaired by the Director of Public Safety/Chief of Police, Daniel Dusseau. The group works closely with College leadership and derives its guidance from the Governor of Virginia, Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), Virginia Department of Emergency Management (VDEM) and Virginia’s Department of Human Resource Management (DHRM).

II. COVID-19 COMMUNICATIONS & TRAINING

NOVA recognizes the need to provide ongoing information and guidance pertaining to its COVID-19 response efforts. A comprehensive public health communication campaign to educate the NOVA community on their responsibility for reducing the spread of the virus is critical to a safe reopening of the College's facilities. Accordingly, the RNAG's Communications Task Team developed a strategic, multi-level communications plan to provide clear and relevant information to students, faculty and staff. The communication vehicles will provide students, faculty and staff with COVID-19-related information prior to and during the Fall 2020 semester:

- ✔ NOVA Daily Flyer newsletter, which is emailed to all employees
- ✔ NOVA website: updates, FAQs and videos will be prominently placed and noticed on the College's website, which includes a page dedicated to information regarding the pandemic, www.nvcc.edu/coronavirus
- ✔ NOVA social media pages
- ✔ Flat panel display screens already in place throughout all campuses and office locations
- ✔ Specially-designed signage placed in high-traffic areas outside and inside each NOVA location will remind students, faculty, staff and visitors of social distancing, PPE availability and requirements, health, hygiene and other related messaging.

To expand upon the plans found in this document and further empower the NOVA community to create a safe and healthy environment, the College will provide guidance documents to faculty, staff and students prior to the start of the Fall 2020 semester. These documents will contain safety information on self-health screenings, social distancing, cleaning protocols, face covering requirements, hygiene best practices and related materials.

Instructors are encouraged to include a link in their syllabi to the COVID-19 Return to NOVA Training on Canvas (<https://learn.vccs.edu/courses/313540>).

Prior to returning to campus, all students, faculty and staff at NOVA are required to complete an online COVID-19 training module that includes safety and anti-stigma information. For full-time faculty and staff, the trainings are in the Commonwealth of Virginia Learning Center (COVLC)/NOVA Academy, NOVA's online training platform. For students, hourly staff and adjuncts, the training is accessed through the Canvas learning management system (<https://learn.vccs.edu/courses/313540/pages/course-home-page>).

For immediate COVID-19 assistance, or for questions not addressed in this plan, the appropriate points of contact are listed below:

- ✔ For COVID-19 general questions, contact the Office of Emergency Management and Safety at OEM@nvcc.edu.
- ✔ For student-specific inquiries, contact Student Services at studentservices@nvcc.edu or contact the Call Center at 703-323-3000.

- For employee questions relating to employment issues, contact the Office of Human Resources at HRAdmin@nvcc.edu.

III. CAMPUS OPERATIONS

PHYSICAL DISTANCING IN LABS & CLASSROOMS

For classes that require a physical presence at NOVA, the College is using an individualized approach to identifying and implementing safety controls in a deliberate and sensible manner. Safety planning surveys were used to gather detail of what instruction or service will occur in each space and any unique dynamics or considerations involved in the use of the space. Using CDC and VDH guidance for physical distancing, the College evaluated each space, measured distance between seats, reviewed instructional areas and prepared space plans and configurations to maximize a six-foot distance, to the extent possible.



Classroom desks and workspaces are marked with stickers to help maintain proper physical distancing. Students are instructed to sit at seats designated by the “Stay Safe

With Ace” sticker shown below.

NOVA is placing diagrams of desk placement in utilized classrooms to serve as resource guides for those using the space to self-check their physical distance. In most cases, furniture was not removed from classrooms as the empty seats serve as spacing guides between desks.

FACILITY PREPARATIONS

The Office of Facilities Planning & Support Services (FPSS) routinely conducts full building assessments to ensure that all systems are functional, including the standardized process of “pre-semester checks,” which focuses on the functionality and safety of all student-centric spaces (e.g., ensuring no sharp edges are exposed, screens are in good repair, etc.). These assessments have been updated to include specific COVID-19 checklists.

To meet social distancing guidelines and other physical distancing and health guidelines, FPSS is in the process of making physical changes to the campuses. Physical barriers (plexiglass) will be installed at service counter locations, to the extent possible, throughout the College. FPSS is working to ensure that all energy management systems are functioning properly and outside air is being properly circulated throughout the buildings. Facilities Planning is optimizing air filtration and conducting a comprehensive survey throughout July to finalize the proposed high-efficiency (high-MERV rating) filters. Plumbing systems are run on a regular basis to prevent stagnant or other adverse domestic water issues; this includes regularly running water in faucets, showerheads, toilets, urinals and cooling towers.

ACCESS CONTROLS

NOVA’s Fall 2020 plans include an initial ban on campus events/meetings by any internal/external group. While these restrictions are in place, NOVA will limit access into buildings and meeting spaces it owns or controls. NOVA’s electronic door access system on exterior doors limits entry into buildings where classes or in-person services are

occurring. Other buildings may be locked with limited access to faculty and staff or remain closed if use is not required. The determination to lock or unlock doors will be made by the Return to NOVA Advisory Group.

While access restrictions are in place, faculty and staff seeking entry into particular buildings for short periods of time to retrieve items or to work for a few hours must have prior approval. Approval is granted through a request to the employee's Administrative Council representative. Upon approval, the request is forwarded to the Chief of Police.

The Chief of Police, or designee, reviews all requests to assess its impact on social distancing restrictions. If building capacity is within specified limits, the requestor's information with approved date and time is placed into the OEM database system (VEOCI). When the requestor is granted access, it is with the condition that, while at the College, the individual will adhere to physical distancing and comply with the College's face covering requirements. Upon arrival, individuals must call police dispatch (703-764-5000). Upon the police confirming the access request in VEOCI, the door will be remotely opened.

STAFFING OPTIONS

Supervisors will continue to encourage their staff to work remotely if essential work responsibilities can be fulfilled via telework and the employee has demonstrated that this work can be accomplished effectively under the telework agreement. Flexible individual and team schedules, such as staggered work arrival and departure times, will be implemented as NOVA returns to campus.

Once instructed to return to work on-site, employees who have concerns about doing so due to a medical condition that places them in a high-risk group should contact ADA@nvcc.edu to request a reasonable accommodation. Employees requiring flexibility in the workplace that is not related to an approved accommodation should speak with their supervisors to develop a plan to achieve work goals.

MEETINGS

Gathering in groups increases the risk of viral transmission. As NOVA resumes on-campus work, all are asked to continue to use remote meeting technology tools whenever possible. If it is necessary to conduct a meeting in person, the number of attendees should be limited so that those present can sit a minimum of six feet apart with all participants wearing face coverings. Others can join the meeting remotely, if necessary.

TRAVEL

NOVA anticipates very limited travel through fall 2020, with some easing of these restrictions in spring 2021. Requests for College-related business travel will be closely scrutinized while the COVID-19 crisis exists. All travel must be in compliance with State and VCCS requirements, as well as requirements of the destination.

Students, faculty and staff are encouraged to use forms of transportation that minimize close contact with others. Anyone using public transportation or ride sharing is encouraged to review CDC guidance on how to protect themselves when using public transit. <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>

Individuals who travel outside of Virginia, whether personally or professionally, have been advised since spring 2020 that—depending upon conditions in the area to which they traveled—they may be required to self-isolate or self-quarantine for 14 days upon return.

VISITORS & CONTRACTORS

Use of NOVA's facilities by visitors is limited to approved contractors. While working at NOVA, contractors are expected to comply with NOVA-provided COVID-19 safety materials and follow all requirements, including but not limited to, COVID-19 CDC and OSHA guidance. Contractors are only permitted to enter assigned NOVA buildings or areas. If access to other buildings is needed for unforeseen circumstances, entry must be approved in advance and limited to the minimum number of employees required to accomplish the task. Contractors are not to loiter or socialize in NOVA work areas or offices.

Contractors working at NOVA are expected to wear cloth face coverings in accordance with CDC guidelines whenever they are in common areas (e.g., hallways, classrooms, recreational facilities, work areas, shuttles, elevators, restrooms or retail spaces) or any other areas where it may be difficult to maintain a minimum six-foot distance from other persons.

FOOD SERVICE

NOVA will have limited dining services during the Fall 2020 semester with pre-packaged food available for purchase from NOVA's cafes, vending machines and Barnes & Noble Bookstores. The food service

providers will offer practical services such as boxed meals and grab-and-go options.

The use of seating areas in cafés will be limited with modified furniture configurations, social distancing signage and other safety controls. Eating in groups will be discouraged with many seating areas marked for limited seating only. When not eating or drinking, individuals will be required to wear face coverings in dining areas on campus.

EVENTS

NOVA will not hold any campus events for students, employees or external organizations until it is deemed safe to do so by public health officials. This includes, but is not limited to, social student gatherings or group activities (see athletics below).

The College's cultural centers, Ernst Cultural and Community Center, the Schlesinger Center and other event areas will remain closed for facility rentals and gatherings until it is deemed safe by public health officials to resume. Throughout the Fall 2020 semester, the Return to NOVA Advisory Group will evaluate the use of event facilities in consideration of guidance provided by the Governor, VDH and the CDC to determine when use of event facilities is permissible and what conditions must be met before events can take place in those facilities.

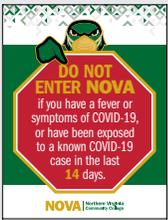
ATHLETICS

NOVA's athletic events are cancelled throughout the fall 2020-2021 season.

<https://www.nvcc.edu/student-life/athletics.html>

IV. HEALTH AND SAFETY

HEALTH & HYGIENE PRACTICES

	Description	CDC Source	NOVA Sign
Face Coverings	NOVA will require anyone attending the College who cannot maintain social distancing of six feet or greater to wear a face covering and will recommend facial coverings for all others.	CDC Why wear a face covering?	
Physical Distancing	NOVA will support physical distancing with operational changes, remote services and modifications to existing instruction and workplace areas on campus. Signage placed throughout the College, and other communications through social media, digital displays, email, website and training, serve as powerful reminders for faculty and staff to keep a six-foot distance from others.	CDC What is social distancing?	
Hand Washing	Employees are reminded to wash their hands with soap and water frequently for at least 20 seconds. Signs are placed in all bathrooms to show proper hand washing time and technique.	CDC Handwashing Video	
Personal Hygiene	<p>NOVA is promoting personal hygiene with hand sanitizer stations and dispenser pumps placed at strategic points throughout the College, including in classrooms. Look for the “Stay Safe with Ace Hygiene Station” signs around campus!</p> <p>Hand-sanitizing dispensers are located in hallways of occupied buildings.</p>	CDC How to protect yourself	
Stop the Spread	<p>Individuals are encouraged to stay home if exposed to COVID-19 or experiencing symptoms of COVID-19.</p> <p>Self-health screening is available for all faculty, staff and students through the GoCanvas app. (see Self-Health Screenings below)</p>	CDC Steps when sick	

SELF-HEALTH SCREENINGS

A variety of symptoms have been associated with COVID-19, and their impact ranges from mild to severe. Some of the following symptoms may appear two to 14 days after exposure to the virus:

- ✔ Fever above 100.4°F or feeling unusually hot (if no thermometer is available), accompanied by shivering or chills
- ✔ Sore throat
- ✔ Cough
- ✔ Runny nose or new nasal congestion
- ✔ Difficulty breathing/shortness of breath
- ✔ Diarrhea, with or without respiratory symptoms
- ✔ Nausea and/or vomiting
- ✔ Headache
- ✔ Generally feeling unwell, fatigue and/or muscle aches
- ✔ New loss of taste or smell
- ✔ New foot sores

All NOVA students, faculty and staff returning to campus are asked to check their symptoms daily using the GoCanvas application (*GoCanvas Download and Use Instructions*) to perform self-health screenings. This app is customized for NOVA's health screening conditions and uses the approved health-related questions established by the Virginia Department of

Human Resource Management (DHRM). Personal health information is not gathered or stored in the app. Multiple communication channels, signage, email, digital displays, etc. will encourage all students, faculty and staff to conduct a self-health screening each day before arriving at NOVA.

Self-health screenings provide a set of questions about symptoms and potential exposures. Students, faculty and staff who pass the screening can come to NOVA. Individuals who fail the health screening are instructed to not come to the College, consult a physician and contact their instructor or supervisor.

CLEANING

Cleaning and disinfection are critical aspects of NOVA's return to campus as the virus that causes COVID-19 can be killed readily with disinfectant products, including ready-to-use sprays, concentrates and wipes. NOVA's custodial contractor will continue **enhanced cleaning** in offices, classrooms, labs, restrooms, common areas, cafes, elevators, etc., throughout the fall semester.

The table below summarizes the levels of cleaning, the types of products that are used for each and the applicability.

Level of Cleaning	Description	Products	Applicability
Routine	This is the typical pre-COVID-19 cleaning protocol and includes trash removal, dusting, vacuuming and cleaning of hard surfaces such as desks, tables and high touch points. Electronics are dusted.	Using standard commercial cleaning products.	In use prior to COVID-19.
Enhanced	Includes all aspects of the Routine program with the addition of a disinfectant for the normal elements and additional cleaning and disinfecting of high-touch-point surfaces such as doorknobs, handrails, elevator buttons and other commonly-touched surfaces. Soft surfaces will be treated with an EPA-approved product. Electronics are wiped down with EPA-approved products.	Includes EPA-approved COVID-19 disinfecting products.	Use until risk of COVID-19 virus transmission is sufficiently mitigated.
Deep	Includes all aspects of the Enhanced program, except that all surfaces are to be cleaned and disinfected. This includes walls, lamps, hard and soft surfaces and flooring. Electronics are wiped down with an EPA-approved product. The area should be cordoned off and deep cleaning should not be started until after the first 24 to 36 hours, or as long as possible, to safeguard cleaning crews.	Includes EPA-approved COVID-19 disinfecting products.	Use in response to founded building-level concerns.

Self-Cleaning Guidance:

Students, faculty and staff should review the *latest CDC guidance for cleaning and disinfecting*.

NOVA’s custodial services team will routinely perform enhanced cleaning at all NOVA campuses. However, everyone at NOVA will also be expected to do their part and wipe down personal work surfaces and frequently touched areas to stop the spread of illness and protect themselves and others.

Students, faculty and staff are encouraged to wipe down their work areas as they enter the location, before beginning their work. All offices where students meet with faculty or staff will be supplied with a clearly identified and easily accessed hygiene station.

Supervisors are encouraged to define staff schedules and share them with facilities to assist in developing a responsive cleaning schedule.

Someone from each office should be designated to check the hygiene station each day to make sure supplies are available. Contact the facilities office at your work site to secure additional supplies when needed.

All hard (non-porous) surfaces should be disinfected by using the provided disinfectant spray and paper towels or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.

For electronics, such as tablets, touch screens, keyboards and remote controls, employees

should follow manufacturer's instructions for cleaning and disinfecting. If no guidance is available, they should use alcohol-based wipes or sprays containing at least 70% alcohol and dry thoroughly before use.

Program managers, lab staff or faculty should work with their departments to create a plan for each hands-on course to ensure self-cleaning duties are assigned. Students should be shown how to fully clean and disinfect any special equipment or tools that they are required to use in their courses and should be supervised to ensure proper sanitization.

FACE COVERINGS & PERSONAL PROTECTIVE EQUIPMENT (PPE)

NOVA understands that those who do not feel ill or exhibit symptoms can still spread COVID-19, so anyone attending the College who cannot maintain a physical distance of six feet or greater will be required to wear a face covering. Faculty, staff and students who need a face covering can pick up a reusable cloth face mask at any *Parking & NOVA Card Office*.

Face coverings should be used in accordance with acceptable and effective practice as established by the CDC. When employees or students are alone or at a distance of six feet or more from others, they do not need to wear a mask or face covering. They should avoid touching their eyes, nose or mouth when removing a mask, and wash their hands immediately before and after removal.

The NOVA COVID-19 communication and training campaigns promote and instruct the College on the use of face coverings. Reinforcement of face covering requirements will primarily be accomplished through signage, safety messaging on flat panel displays and supervisor and instructor reinforcement.

If you encounter anyone not wearing a face covering, maintain a physical distance of at least six feet. Please do not call the police or local health department for this purpose.

Type and Intended Use of Face Coverings/Masks

Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Homemade or commercially-manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially-manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provides effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions when no valve is present
Intended use	Required for community use in non-healthcare settings (e.g., office spaces, general research/work settings, shops, community areas) where a six-foot social distance cannot be consistently maintained. (Also necessary for entering and exiting of facilities.) A face covering is not required when working alone in an office but is required when in the presence of others at a distance of less than six feet. Cloth face coverings may be unsuitable for some work activities involving certain hazards or materials; use disposable masks instead.		These masks are usually reserved for healthcare workers and other approved personnel with task-specific hazards. When staff are required to wear these masks for protection, they are considered Personal Protective Equipment and the use is subject to regulation by the Occupational Safety & Health Administration.	

For those who may need a clear face shield, NOVA has acquired a supply of these and will make them available for distribution as needed. Contact the Director of Campus Operations or the Office of Emergency Management and Safety to request a clear face shield.

Gloves may be provided to NOVA staff in some instances where recommended or required by DHRM or OSHA guidance, such as mail handling or similar tasks. Most

individuals will not need to wear gloves in the course of their everyday duties or instruction. Gloves do not replace the need to wash hands often or to avoid touching one's face.

PHYSICAL BARRIERS

Physical barriers, such as plexiglass screens, are installed in areas where extended face-to-face services are provided, to the extent possible. Face coverings are still required in locations where physical barriers are installed.

CONSIDERATIONS FOR HIGH-RISK INDIVIDUALS

Because COVID-19 is new, there is limited and evolving information regarding risk factors. Based on currently available information and clinical expertise, the CDC has advised that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

- Older Adults ([CDC Link](#))
- People with underlying health conditions ([CDC Link](#))

NOVA recognizes that some students and employees will be in the higher-risk groups identified by the CDC. To self-identify and seek accommodations, students should contact [Disability Support Services](#) and employees should contact NOVA Human Resources through ADA@nvcc.edu.

CONSIDERATIONS FOR INTERNATIONAL STUDENTS

NOVA is communicating with its international students via email, CANVAS and Zoom sessions to provide updates on the College's operating status and guidance to prepare for the Fall 2020 semester. International students at NOVA must comply with federal regulations established by the Student and Exchange Visitors Program (SEVP) and the United States Citizenship and Immigration Services (USCIS). All overseas first-time fall semester applicants must defer their arrival until spring 2021 as SEVP will not permit first-time international students to take more than one online course.

With the expected arrival of international students back to the United States, NOVA is providing guidance that follows U.S. Department of State and CDC websites for COVID-19 protocols applicable to returning students who travelled abroad.

- <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

The international student admissions webpage at www.nvcc.edu/international/students.html provides the latest updates and information.

V. MONITORING HEALTH CONDITIONS TO DETECT INFECTION

DAILY SELF-HEALTH SCREENING

All NOVA students, faculty and staff returning to campus are asked to track any COVID-19 symptoms daily using the GoCanvas application ([GoCanvas Download and Use Instructions](#)) that provides an opportunity for them to perform self-health screening. This app is customized for NOVA's health screening conditions and uses the health-related questions established and approved by the Virginia Department of Human Resource Management (DHRM). Personal health information is not gathered or stored in the app. Multiple communication channels, signage, email, digital displays, etc. will encourage all students, faculty and staff to conduct a self-health screening each day before arriving at NOVA.

TESTING CONSIDERATIONS

NOVA does not have residential students, and COVID-19 testing is not being provided to individuals by the College. NOVA recommends individuals seek appropriate medical attention from their primary care physician should a potential COVID-19 exposure occur or if they are experiencing symptoms.

For those seeking testing locations, the Virginia Department of Health has a searchable database at <https://www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites/>.

VI. CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED

NOVA has a *Contagious Disease Policy* (NOVA Policy 111) that addresses the reporting and containment of contagious diseases and our work with local departments of health. It is derived from VCCS Policy 6.0.7.1, Contagious Diseases. In addition, per CDC guidance, NOVA has a published self-isolation period of 14 days for anyone testing positive for, or reporting a documented exposure to, COVID-19.

To support our COVID-19 response, NOVA's Office of Emergency Management and Safety (OEMS) has established contacts with the local health departments in the region. All communication between the College and the respective health departments shall be through the director of OEMS. State and local health departments have been advised of NOVA's point of contact and provided with the appropriate contact information for communications. NOVA will provide information to these departments as requested or required under state and federal law.

To monitor developing trends and local, state and national information concerning COVID-19, NOVA maintains an emergency operations center (EOC) staffed with OEMS personnel. The EOC distributes a daily report concerning the current situation to College administrators to maintain a common operational picture. The daily brief is supported by information compiled from the VDH, VDEM, Johns Hopkins University and the FEMA National Capital Region (NCR) Watch Desk.

NOVA intends to use COVIDWISE, an app provided by Virginia Department of Health for exposure notification. Virginia Department of Health (VDH) will manage all contact-tracing for NOVA. This is a statewide effort to deploy the app to include



Your cloth face covering may protect them. Their cloth face covering may protect you.

institutions of higher education (IHE).

Once this app is available, NOVA will encourage students, staff and faculty to download the app. Through this app and NOVA's established relationships with VDH district offices, upon notification from the VDH, the College will take appropriate actions per VDH guidance. The director of the Office of Emergency Management and Safety will act as the primary liaison with VDH and, upon notification, will direct College resources based on VDH guidance.

Virginia Department of Health will perform the following actions related to contact tracing:

- ✔ Follow-up on reports of suspected and confirmed cases (case investigation).
- ✔ Interview cases to identify potential source(s) of exposure and identify all close contacts.
- ✔ Enroll cases in active monitoring with local health department (LHD).
- ✔ Partner with Office of Emergency Management to assess any potential workplace exposures and enroll exposed person in monitoring.

NOVA will perform the following actions related to contact tracing:

- ✔ Distribute educational messages to students about steps to take if they become ill.
- ✔ Report suspected and confirmed cases to VDH and assist public health in follow-up of cases, as requested.

- ✔ Implement recommendations for cleaning/disinfection, including areas where cases have been (rooms, classrooms, buildings, etc.).
- ✔ Assist with outreach to students identified as having been in contact, as requested by VDH.

CAMPUS OUTBREAK MANAGEMENT

NOVA is prepared to address and mitigate a campus outbreak and minimize exposure through its *Contagious Disease Policy* and supporting/additional steps as noted below:

Guidance for Individuals with Symptoms

- ✔ Individuals who report symptoms when they arrive at work or school, or who become sick during the day will be separated from others and sent home.
- ✔ Individuals who develop symptoms outside of work or school should notify their supervisor or instructor and stay home.
- ✔ Virginia Department of Health will be responsible for contact tracing.
- ✔ Employees should not return to work, and students should not return to class, until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department and met the requirements of the *Contagious Disease Policy*. Written authorization to return is required per Policy 111.

Guidance for Individuals Reporting Possible Exposure but Who Are Not Symptomatic

- Exposure requires “close contact” with someone who is infected. Close contact is defined as being within approximately six feet of someone who is COVID-19-positive for a prolonged period of time (defined as 15 minutes or more).
- Individuals reporting exposure should self-isolate by remaining at home or in a comparable setting and practicing physical distancing for 14 days.

Guidance for the College if Individuals Report Suspected/Confirmed COVID-19 After Visiting NOVA

- When a person reported to have COVID-19 or to have been exposed to someone with the disease is a member of the NOVA community, the Virginia Department of Health is responsible for coordinating case investigation/contact tracing efforts and will provide guidance, as necessary, through NOVA’s Office of Emergency Management and Safety (OEMS).

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

NOVA’s decisions regarding dismissals or temporary shutdowns will be made in consultation with local and state public health officials. As a commuter college, NOVA does not have considerations related to student residential housing.

NOVA will be prepared to move individuals back to or away from our campuses as Virginia public health restrictions and the local situation changes. NOVA places the health of students, faculty and staff above all other concerns. Should local conditions change requiring state authorities to renew public health restrictions related to COVID-19, NOVA is prepared to return to fully-remote operations. If a reduction of campus activity is needed, the College’s operating status will be communicated through the NOVA Alert system, the College website, social media pages and public communication channels.



**STAY SAFE
WITH ACE!**