



PATRICK HENRY COLLEGE

FALL 2020 ON-CAMPUS INSTRUCTION
& COVID-19 RISK MITIGATION PLAN

Under review by the
State Council of Higher Education for Virginia

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EXECUTIVE SUMMARY

The Mission of Patrick Henry College is to educate Christian men and women who will lead our nation and shape our culture with timeless biblical values and fidelity to the spirit of the American founding. Educating students according to a classical liberal arts curriculum and training them with apprenticeship methodology, the College provides academically excellent baccalaureate-level higher education with a biblical worldview.

Patrick Henry College is a small Christian college located in Purcellville, Virginia. There are seven major buildings on campus. Approximately 270 residential students occupy five residence halls while student services, classrooms, dining services, and offices are primarily located in a student center and administration building.

PHC is a unique academic community committed to three distinctives: high academic rigor, fidelity to the spirit of the American founding, and an unwavering biblical worldview. The College's rigorous education is built upon a robust Classical Liberal Arts Core Curriculum that reflects the centrality of the Bible and our commitment to the Christian Faith. In this educational environment, students are both challenged and supported as they grow spiritually, intellectually, and socially.

Out of an abundance of care for the students, staff, and the local community, Patrick Henry College transitioned all coursework to remote instruction in the Spring 2020 semester. Beginning in mid-March, students, in consultation with their families, were given the option of remaining on campus or returning home. Although the majority of students returned home, a number of students stayed due to individual circumstances, such as work requirements, at-risk family members, health concerns in home communities, or travel restrictions. The on-campus population reached approximately 50 students in the spring and continues at this level through the summer.

Though the College has made limited allowance for distance learning classes as well as remote instruction in the Spring 2020, *academically excellent baccalaureate-level higher education* is most fully achieved through the physical presence of a professor and students, together in a classroom. This master-apprentice relationship is further described in the College's Christian Philosophy of Education, which has guided the College's curriculum and instructional delivery for over a decade. These defining statements as well as the College's long-term strategic goals provide directional momentum as we engage the current challenges created by COVID-19.

As part of our ongoing commitment to PHC students and families, College leaders continuously evaluate reliable indicators of community health and consider how to improve programs and services in order to reinforce the institution's operational resilience. Since PHC is a small mission-defined community, the College eagerly combines institutional considerations with personal care; in the final analysis, we are called to love our neighbors as our Christian faith demands. As we walk through this pandemic together, the College strives to be a dependable neighbor in the Purcellville community and the broader Northern Virginia region.

The plan outlined below considers the experience acquired over this past spring and summer with student residents, CDC Guidelines, as well as the Governor of Virginia's recent Executive Orders and Guidance for institutions of higher education returning to in-person classes in Fall 2020.

Questions from the general public should be addressed to the COVID-19 Coordinator at president@phc.edu.

SECTION A. REPOPULATION OF THE CAMPUS

I. Introduction & Mitigation Plan Oversight (A1, A2)

Patrick Henry College will continue to periodically post COVID-19 response updates as well as the most recent version of the COVID-19 Risk Mitigation Plan to www.phc.edu/alerts, per our established communication protocols.

The **COVID-19 Campus Team** overseeing this plan consists of the President, Executive Vice President, VP of Finance & Administration, VP of Advancement, VP of Institutional Effectiveness & Planning, Dean of Academic Affairs, Dean of Student Life, Director of Student Recruitment, and Director of Communications.

The **COVID-19 Coordinator** is the Executive Assistant to the President. The **Liaison** to the State Council of Higher Education for Virginia is the VP of Institutional Effectiveness & Planning.

To maintain quick and efficient procedures for outside assistance, any institutional contact to the **Loudoun County Department of Health** will occur through the Dean of Academic Affairs. Public information regarding the Loudoun County Department of Health is available [online by clicking here](#), by [email](#), or by calling **703-737-8300**.

To ensure continuous improvement to our COVID-19 Risk Mitigation Plan, the College has assembled a team of six to work directly with the COVID-19 Coordinator to conduct, on a rotating basis, random sampling, compliance exercises, and observations across the entire plan. Each member will conduct their inspections and return a report to the COVID-19 Coordinator. All deviations from the Plan will be assembled and distributed to the COVID-19 Campus Team for correction, resolution, and/or further investigation. The COVID-19 Campus Team presumes that all members of the campus community want to protect the vulnerable and will therefore observe the protocols willingly. Changes or corrections, where necessary, should be offered and received kindly and with humility. PHC discourages shaming and “snitching” to promote compliance. The goal of this exercise is safety in an atmosphere of grace.

II. Check-in & Orientation for New & Continuing Students¹ (A3, A4, A15)

The Office of Admissions will notify new students by email of the following:

1. Students and accompanying guests may only enter campus if they have had no flu-like symptoms in the previous two weeks or meet the CDC guidelines for resuming close contact with others: 3 days with no fever (100.4°F or higher) and respiratory symptoms have improved and it has been 10 days since symptoms first appeared.
2. Students and accompanying guests will have their temperature taken upon arrival, prior to beginning Check-in. No one with a fever of 100.4°F or higher will be permitted to participate in either Check-in or Orientation activities.
3. Only two family members per student may enter the residence halls. Only two family members per student may participate in orientation activities and attend dinner on Sunday, August 16, 2020.

¹ **New & Continuing Students:** Typically, after a summer break from on-campus study, the College will welcome returning students with the understanding that they are acclimated to the College’s policies and procedures for normal operations of the College. The College conducts a series of orientation sessions for new incoming students to prepare them for the on-campus educational experience.

4. The College expects that approximately 100 new on-campus students and their families will participate in Check-in on Saturday, August 15. In order to maintain effective physical distancing, the College will implement a staggered schedule for Check-in by appointments communicated by the Office of Admissions.
5. The Check-in process will be located in the Barbara Hodel Student Center Gymnasium, for which the County of Loudoun has posted a “Maximum Occupancy of 1,786” on the Occupant Load Permit. This large space allows new students, their families, and college staff to maintain adequate physical distancing.
6. In order to promote efficiency and physical distancing at Check-in, the College is implementing revised Student ID procedures. Instead of getting a picture taken at Check-in, new students will submit their picture before arrival. Student ID cards will be placed in the Orientation Welcome Packets.
7. Orientation sessions – the Library, Campus Safety, Dining Hall, etc. - will occur in various locations around campus in order to maintain safe physical distancing practices. No session will be larger than 50.
8. All incoming students will attend a COVID-19 prevention education session, which will discuss the importance of good hygiene practices such as hand washing, seeking treatment when ill, and physical distancing. Education sessions will also promote an atmosphere of grace and encourage students not to stigmatize those who may or may not choose to wear masks or have confirmed or suspected cases of COVID-19.

The Office of Student Affairs will notify returning students by email of the following:

1. Students and accompanying guests may only enter campus if they have had no flu-like symptoms in the previous two weeks or meet the CDC guidelines for resuming close contact with others: 3 days with no fever (100.4°F or higher) and respiratory symptoms have improved and it has been 10 days since symptoms first appeared.
2. Returning students and accompanying guests will have their temperature taken upon arrival, prior to beginning Check-in. No one with a fever of 100.4°F or higher will be permitted to participate in Check-in.
3. The College will limit the number of guests a returning student can bring to assist with Check-in and move-in activities to two individuals.
4. Returning students will be asked to return to campus on Monday, August 17 or Tuesday, August 18 and Check-in in the lobby of the Barbara Hodel Student Center. Classes begin August 19 (see below).
5. All returning students will attend a COVID-19 prevention education session, which will discuss the importance of good hygiene practices such as hand washing, seeking treatment when ill, and physical distancing. Education sessions will also promote an atmosphere of grace and encourage students not to stigmatize those who may/may not choose to wear masks or those who have confirmed/suspected cases of COVID-19.

III. Academic Calendar² (A5)

In order to limit the possibility of introducing COVID-19 to the campus community, PHC will begin the term early and reduce the number of breaks in the Fall 2020 semester. Accordingly, there will be no Labor Day break, October Break, or Fall Break, which will ensure that final exams are completed prior to Thanksgiving:

² **Academic Calendar:** The academic calendar provides important dates around which our community is structured. It is posted online at www.phc.edu/academic-calendar. Typically, the college cancels classes for Labor Day, and October Break, a Fall Break in early November, and Thanksgiving; the term concludes in early- to mid-December.

Revised Fall 2020 Academic Calendar

New Student Move-In & Check-In	Aug. 15 (Sat)
New Student Orientation	Aug. 16-18 (Sun-Tue)
Returning Student Move-in & Check-in	Aug. 17-18 (Mon-Tue)
First Day of Classes	Aug. 19 (Wed)
Faith & Reason Lecture (no classes)	Sep. 15 (Tue)
Reading Day	Oct. 7 (Wed)
Last Day of Fall Classes	Nov. 17 (Tue)
Reading Day	Nov. 18 (Wed)
Final Exams	Nov. 19-24 (Thu-Tue)
Fall Commencement	Nov. 24 (Tue)

IV. Classroom Configurations³ (A5)

Patrick Henry College remains committed to educational excellence in the classroom and will continue with in-person instruction in the Fall 2020 semester. Accordingly, the following adjustments are necessary to support our community’s academic success and health throughout the term:

1. Classroom enrollment capacities have been lowered to promote physical distancing among students and faculty.
2. Available seating in classrooms will be clearly designated; in most cases, seats/desks in excess of the revised capacity will be removed.
3. The College will repurpose existing larger facilities for classroom use, including Town Hall, the Templeton Board Room, the Library Study Center, or other space as necessary. No more than 50 will be allowed in any classroom.
4. Cleaning supplies will be available in each classroom; faculty/students will be encouraged to use these at the conclusion of each course, in preparation for the next class.

Most class times remain unchanged; however, students will be contacted by email if changes to class times or sections are necessary. As always, students are encouraged to review their schedule in the Student Portal prior to the first-class meeting to confirm class times and locations.

As a part of the normal process for reviewing course expectations and syllabi, faculty will communicate any extra steps necessary to promote community health in the specific classroom context, including instructions on class entrance and exit, equipment cleaning, and how to schedule out-of-class meetings.

V. Physical Distancing⁴ (A5, A7)

The following adjustments will be made to ensure compliance with Higher Education Reopening Guidance, minimize the spread of COVID-19, and reduce the risk to the community.

PHC is implementing physical distancing, “guided by what is feasible, practical, acceptable, and tailored to the needs of each community,” as explained by Centers for Disease Control guidelines ([“Considerations for Institutions of](#)

³ In a typical fall semester, the College utilizes 8 classrooms to educate the on-campus student population. The classrooms have various configurations, but all rely on the side-by-side seating arrangements typical of an academic setting.

⁴ Prior to the outbreak of COVID-19, Patrick Henry College had no policy or regular practice regarding “social distancing” or “physical distancing.”

[Higher Education](#)”). CDC guidelines recommend that to reduce the risk of transmission, in general, individuals remain six feet apart, small vs. larger social gatherings are encouraged, and large gatherings in general will be limited to less than 50. They will also:

1. Avoid sharing objects.
2. Refrain from physical contact (hugs, handshakes).
3. Minimize the spread of respiratory droplets released by coughing, sneezing, and so on.
4. Observe physical distancing when entering and exiting classrooms, the dining hall, and other rooms.

Students living in close proximity need not observe physical distancing within the dorms and other places noted in sections below. Specific safety protocols related to physical distancing (spacing, disinfection, face coverings, self-isolation) in the various areas of campus (classrooms, dining hall, library, dorms, common spaces, etc.) are described throughout this Plan.

Staff and faculty, along with student leaders (such as Resident Assistants) are expected to ensure reasonable compliance of physical distancing, but all members of the community should feel free to help each other maintain a safe environment. As previously stated, PHC discourages shaming and “snitching” to promote compliance. The goal is safety in an atmosphere of grace. PHC presumes that all members of the campus community want to protect the vulnerable and will therefore observe the protocols willingly. Correction, where necessary, should be offered kindly and received with humility.

VI. Visitor Access and Facility Rental⁵ (A5)

During the summer of 2020, the College has made the following adjustments to ensure compliance with the Fitness and Exercise Facilities portion of Virginia’s Guidelines for All Business Sectors and will follow these guidelines at least through the Christmas break:

1. Rent out facilities to groups who will adhere to the Phase 2 or later guidelines set by the Governor and the Virginia Department of Health.
2. Restrict visitors to those who have had no flu-like symptoms in the previous two weeks or meet the CDC guidelines for resuming close contact with others: 3 days with no fever (100.4°F or higher) and respiratory symptoms have improved and it has been 10 days since symptoms first appeared.
3. Post signage at the entrances stating no one with known exposure to a COVID-19 case in the prior 14 days is permitted in the buildings.
4. Require all visitors to complete a check-in process at the Barbara Hodel Center Security Desk that includes a temperature scan.
5. Post signage providing health reminders regarding physical distancing, gatherings, options for high risk individuals, and staying home if sick.
6. Limit occupancy to 30% of the lowest posted occupancy load.
7. Provide hand sanitizer stations at entrance/exits and in the fitness equipment area.
8. Require coaches and team players to remain at least 10-feet from each other.

⁵ **Visitor Access & Facility Rental:** Patrick Henry College typically rents our facilities year-round for a variety of uses. Organizations will use rooms for meetings, gym for basketball and volleyball practices and games, others will hold various dinners in the gym. All users must sign a contract and provide certificates of insurance.

In order to reduce the traffic into campus buildings, facility rentals will be temporarily discontinued beginning on August 15, 2020, prior to the beginning of fall classes, to outside parties, teams, and clubs for the duration of the semester while students are on campus.

VII. Corporate Travel Plans

Patrick Henry College students and staff engage in travel within the Commonwealth of Virginia and throughout the United States. Professional travel engagements range from donor visits, field trips, faculty speaking engagements, various forms of training, athletics, and scheduled academic experiences. Travel is an important part of sustaining the college and providing a student formation experience that is unique to Patrick Henry College.

The COVID-19 Campus Team has established an **essential travel only policy** for the fall 2020. Close monitoring of the policy by the COVID-19 Campus Team will determine if the policy needs to be extended into the spring semester. Essential travel for the fall has been defined as travel requirements needed to support fundraising efforts, major student recruitment initiatives, accreditation, soccer games, and forensic tournaments. Travel to these various events will only occur if good physical distancing practices are in place at destination venues. The College's intent is to minimize exposure while maintaining essential travel to sustain the College for the future.

VIII. Fitness & Exercise Facilities (A5)

Patrick Henry College operates the on-campus H. Kyle Seale Fitness Center for the health and benefit of the students, staff, and faculty. During the school year, weekly hours of operation are from 6 am to midnight and from 6 am to 1 am on weekends. Only students, staff, faculty, students, alumni, and donors to the college (plus their families) are permitted to use the facility. Use by the general public is not permitted. Alumni and donors must sign in at the security desk before entering the fitness center. The fitness center is equipped with two hand sanitizing stations and one disposable disinfectant towel dispenser. For the health and safety of our patrons, everyone is required to wipe down equipment before and after each use with the provided disposable disinfectant wipes. The wipes must be properly disposed of in one of the two closed trash containers. Custodial staff cleans the facility on a daily basis.

For the health and safety of everyone on campus, the above stringent protocols will continue to be enforced along with the following adjustments:

1. The maximum occupancy for the fitness center will be reduced to 20 individuals (30% of capacity).⁶
2. All patrons will be required to maintain physical distancing of at least 10 feet.
3. Off-campus alumni and donors will be required to complete a check-in process at the Barbara Hodel Center Security Desk that includes a temperature scan.
4. Signs will be posted at the entrance and inside the fitness facility explaining the new usage guidelines and providing health and safety information.
5. Exercise ropes and elastic bands will be removed from the facility.
6. In addition to the daily cleaning, the maintenance staff will perform a weekly deep disinfectant cleaning of the facility.

⁶ **Fitness & Exercise Facilities:** The posted Maximum Occupancy is 60.

IX. Dining Services⁷ (A5)

The Dining Hall is available to students, staff, faculty, HSLDA employees, and official guests seven days a week. During the semester, the hours of operation are as follows:

Breakfast: 7:00 am to 8:30 am
Lunch: 11:30 am to 2:00 pm
Dinner: 5:00 pm to 7:00 pm

In Fall 2020, the following adjustments will be made to ensure compliance with the Dining Establishments portion of Virginia's Guidelines for All Business Sectors.

1. Patrons from the general public will not be granted access to dining facilities; only individuals from the College community and official guests may enter the dining facilities.
2. Patrons may only enter if they have had no flu-like symptoms in the previous two weeks or meet the CDC guidelines for resuming close contact with others: 3 days with no fever (100.4°F or higher) and respiratory symptoms have improved and it has been 10 days since symptoms first appeared.
3. Seating will be limited to a maximum of 104 (50% of capacity) in the dining area. Tables and seats in excess of this capacity will be removed and placed into the gym for overflow seating of the Dining Hall.
4. 6-foot distances between tables will be required.
5. Signs will be posted at entrances stating no one with known exposure to a COVID-19 case in the prior 14 days is permitted in the buildings.
6. Signs will be posted to provide health reminders regarding the following: physical distancing, gatherings, options for high-risk individuals, and staying home when ill.
7. Dining Hall staff will be required to wear face coverings and have temperature checks at the start of each shift.
8. Additional plexiglass dividers will be installed at various stations to separate patrons and staff.
9. Patrons will not be able to self-serve at any food station. Only Dining Hall staff will be serving food.
10. Readymade meals and pre-made salads will be available.
11. Carryout dining options will be available.
12. Tables, chairs, counter surfaces, and other commonly touched areas are to be regularly cleaned during operation and prior to the next meal time.
13. In the event that a Bon Appetit employee tests positive for COVID-19, the dining hall staff who were in close contact will be sent home to self-quarantine for 14 days. Other dining arrangements will be made for students while the corporate offices of Bon Appetit arrange for another staff to continue food service on campus. Before reopening, the dining hall will be thoroughly cleaned and sanitized.

⁷ **Dining Services:** Typically, food services is a mixture of self-service and staff service from a variety of food stations: Global, Deli, Salad, Grill, and Oven. All beverages are self-serve, people can sit where they choose, and china and metal utensils are used. Patrons are supposed to bus their own areas and drop the plates and silverware at the dishwash station. Max capacity is 226 including kitchen staff. Patron seating is for 208. Typically, no face masks are worn by Dining Hall staff and no physical distancing is practiced.

X. College Library⁸ (A5)

As an integral component of each student's academic experience, the Patrick Henry College Library provides quality information services, resources, and facilities to the campus learning community within the framework of the college's classical liberal arts curriculum. While the College Library remains committed to educational excellence and will continue to offer excellent support to all campus patrons, the following adjustments are necessary to support our community's academic success and health throughout the term:

1. Maximum occupancy of the lower-level of the Library will be 18 seated patrons plus staff.
2. Maximum occupancy of the Library conference room will be 3.
3. Chairs will be positioned around tables at 6-foot distances.
4. A barrier will be set up at the circulation desk to impede transmission of virus.
5. 6-foot distances will be marked on the floor for patrons waiting at the service desk.
6. Returned books will be disinfected by an ozone generator or held in isolation for 96 hours before being re-shelved.
7. Masks and hand sanitizer will be available to staff and patrons. See Section A.XVII. for information on the use of face masks.
8. Shared staff workstations will be cleaned at every shift change.
9. Tables, chairs, and other high-touch surfaces will be cleaned twice a day. Custodial staff will clean and disinfect all library study areas weekly.

XI. Campus Bookstore⁹ (A5)

The bookstore will follow the PHC mitigation plan for physical distancing, cleaning of work surfaces, and daily self-monitoring of symptoms for employees. Masks and temperature check stations will be available in the lobby of the Student Center, where the bookstore is located.

1. Online contactless textbook sales will be promoted in communication with students.
2. Information specific to the mitigation of COVID-19 will be available near the store entrance for students and customers.
3. Physical distancing will be maintained, particularly in alcove areas, except for members of the same household.
4. Delayed entry by customers will be requested before household physical distancing becomes difficult.
5. Work surfaces will be cleaned at least every 2 hours.
6. See Section A.XVII. for information on face masks.

⁸ **College Library:** Under normal operations, the College Library provides numerous study tables, around which 6-8 students can sit, there are no barriers set up at the circulation desk, and books are immediately re-shelved, with reserve items eligible to be checked out in immediate succession.

⁹ **Bookstore:** The bookstore maintains a clean environment for employees and customers. Online contactless textbook sales constitute 50% of sales.

XII. Cleaning & Disinfecting Protocols (A6)

The Custodial Department is responsible for maintaining the cleanliness and sanitation standards of the Barbara Hodel Center common areas, restrooms, fitness center and gym, Town Hall, the first floor of Founders, the library areas, and college-owned vehicles. All staff/faculty offices are cleaned by the occupant with college-provided cleaning supplies. Residence hall rooms, suite restrooms, and study rooms are the responsibility of the student residents during the semester and Custodial Department during the summer months.

In addition to maintaining current practices, the Custodial Department will implement the following plan for cleaning and disinfecting, in accordance with the CDC guidelines, to effectively reduce the risk of COVID-19 exposure:

1. Appropriate personal protective equipment (PPE) will be used along with cleaners and disinfectants.
2. Custodial staff will use EPA-approved disinfectants that are effective against COVID-19.
3. Hand sanitizer will be provided outside each classroom and in common areas.
4. Disinfectant and PPE will be provided in each classroom to allow all furniture to be wiped down after each class session.
5. The custodial staff will clean and disinfect all classrooms and library study areas weekly.
6. Signs are currently posted that advise users of the fitness center to wipe down equipment before and after each use. Disinfectant wipes are provided.
7. The custodial staff will clean and disinfect fitness center and gym equipment weekly.
8. Disinfectant and PPE will be made available for cleaning offices.
9. Disinfectant and PPE will be made available for cleaning college-owned vehicles after each use.
10. Disinfectant and PPE's will be provided in each residence hall wing for sanitizing rooms, suite restrooms, and study rooms.

In the event of a suspected or confirmed case of COVID-19, the College will adhere to CDC guidelines for cleaning exposed areas before reopening:

1. Exposed areas will be identified and closed. Custodial staff will wait 24 hours before cleaning and disinfecting.
2. College staff will coordinate with local health officials about suspected/confirmed cases.
3. Appropriate PPE will be worn by custodial staff while cleaning/disinfecting.
4. Outside doors and windows will be opened to increase ventilation.
5. All exposed areas and touched items will be cleaned and disinfected.
6. A high-efficiency particle air (HEPA) filter will be used to vacuum the air.
7. Routine cleaning and disinfecting will continue after reopening.

The Custodial Department will continue to monitor all guidance from the CDC and the Virginia Department of Health regarding cleaning and disinfecting, recommending adjustments to these policies, as necessary.

XIII. High-Risk Faculty and Staff¹⁰ (A8)

Employee training will be conducted on safety protocols, including how to complete the COVID-19 Daily Self-Monitoring Protocol, recognize signs and symptoms, physical distancing, disinfecting, and temperature screening.

In consideration of those at higher risk due to COVID-19, the College will take the following steps:

1. Department heads will identify employees who are at high risk due to COVID-19, including those who are over 60 and/or have other health concerns. Each department head will encourage high-risk employees to consider wearing a face-mask and to limit close contact with others by, among other things, limiting people in offices and conducting meetings via telephone or Zoom.
2. If a student contracts COVID-19, but the employee had no direct contact with the student, no action will be required. Heightened monitoring of the campus community will be implemented. However, if an employee had direct contact with the person who tests positive for COVID-19, the employee will move to remote employment for two weeks. If no symptoms develop, the employee may, with supervisor approval, return to campus after two weeks.
3. In anticipation of the possibility that a member of the faculty could be quarantined at home for two weeks, the College will be prepared to move to remote delivery of classes.
4. In anticipation of students being ill or under quarantine, faculty are prepared for hybrid delivery of classes, whereby in-class sessions will be simultaneously delivered through remote instruction.

XIV. International Students¹¹ (A9)

Consideration for student health and academic success will apply equally to all enrolled students regardless of nationality or citizenship. Given the small population of international students and that no new international students are joining the campus in the fall of 2020, the College is able to support international student needs personally and no additional mitigation is necessary.

XV. Communication Plan¹² (A10, A14)

A clear and unified communication strategy is necessary to keep all PHC constituencies—students and families, employees, alumni, donors, the local community, and public health officials—informed about the College’s response to COVID-19. As such, the College will implement the following:

1. Evaluate regularly and update the information on the COVID-19 Alerts page of the PHC website, www.phc.edu/alerts.
2. Post the COVID-19 Risk Mitigation Plan, submitted to and reviewed by the State Council of Higher Education for Virginia, on the PHC website; post updated or amended plans, as necessary.

¹⁰ **High-Risk Faculty and Staff:** Under normal circumstances, there are no guidelines specifically for faculty and staff who are at higher risk of illness than the general campus population.

¹¹ **International Students:** Patrick Henry College has only recently initiated international student enrollment.

¹² **Communication:** Typically, in the months leading up to the start of an academic year, several departments communicate with various constituency groups through a variety of print and electronic means. Additionally, the Office of Communication serves each campus department with multi-channel support such as the production of email, publications, social media messages, blog posts, and messages on the College’s website.

3. Specifically address the issues raised by COVID-19, conduct a series of communication and orientation activities for the Fall 2020 repopulation of the campus, as outlined in Section II. Check-in & Orientation for New & Continuing Students.
4. Review and post signs and messaging around campus to encourage proper preventative measures, as outlined in Section XVI. Signs & Messaging.
5. Ensure regular and open communication between the Office of the President and the local Mayor as conditions change throughout the year.
6. Maintain direct lines of communication between the Loudoun County Health Department and the College, through the Dean of Academic Affairs.

XVI. Signs & Messaging¹³ (A10)

In accordance with the CDC's Considerations for Institutions of Higher Education for Signs and Messages, PHC will post signs in highly visible locations such as building entrances, restrooms, and the dining hall that promote everyday protective measures and describe how to stop the spread of viruses. In addition to the signs already on campus, PHC will add the following signs and information:

1. New signs at main building entrances and visitor parking will instruct visitors to proceed to the Barbara Hodel Security Desk, where they must follow Check-in procedures and receive a temperature check.
2. All restroom signage will be updated with CDC recommendations for health and hygiene, including current information for COVID-19.
3. Dining hall signs will be posted to clearly communicate the new dining hall physical distancing policy.
4. Signs will be posted next to mask stations indicating that masks are provided as a convenience, should a person desire to wear a mask.
5. Information from public health officials that promotes everyday protective measures and describes how to stop the spread of viruses will be placed on all campus bulletin boards, at the health kiosk in the basement of the Barbara Hodel Student Center, and on the campus digital signs.
6. Signs will be posted to encourage physical distancing in the Coffee Shop and limit tables to only two people.
7. Dining hall floor markers will be placed to indicate 6-feet of separation while waiting in line.
8. Fitness center signs will instruct users to wipe down and disinfect equipment before and after each use.

XVII. Face Masks¹⁴ (A11)

The College is a private institution with seven buildings, five of which are residence halls. During the semester, the campus will have minimal outside visitors, as it is mostly an academic institution (see sections VI. and VIII.). Social distancing practices will be in place throughout campus; face coverings will be mandatory in some areas and for some activities but not others. The following guidelines will be communicated clearly at the beginning of the semester and regularly monitored throughout the year:

¹³ **Signs & Messaging:** Patrick Henry College typically promotes good health and hygiene practices with the following: a) CDC signs of "How to stop the spread of flu" in all restrooms, encouraging good hygiene habits such as washing hands and coughing/sneezing into elbows, etc.; b) A health kiosk with brochures on good hygiene habits and how to avoid illnesses.

¹⁴ Face masks were not required during the normal operations of the College prior to the COVID 19 pandemic.

1. Cloth face coverings should be worn in environments where physical distancing cannot be maintained (i.e., faculty teaching in a class room less than 6-feet from the students or where students are meeting in a room or tight hallway requiring side-by-side sitting or standing).
2. Employees of Bon Appetite (PHC's food services provider) will be required to wear masks. Plexiglass shields will be installed to minimize contact between the food service personnel and diners. See Section A.IX on Dining Services.
3. Delivery personnel will be required to wear masks, which will be provided by the College as necessary.

Per *Executive Order Number 63 (2020) (pages 2,3,4)* face coverings will not be required during the following:

1. While participating in in-person classes, though some may elect to do so. An exception to this rule is if the College is unable to provide a reconfigured classroom where physical distancing can be maintained. In the case of tightly configured classrooms, cloth face coverings will be required. Please see Section IV. Class Room Configurations.
2. While employees are working, if appropriate physical distancing can be maintained while working, though employees may elect to do so.
3. While students or employees ingress or egress from buildings as long as physical distancing can be maintained, though some may elect to do so.
4. Masks will not be required when outside.
5. Masks will not be required in the residential halls.
6. While eating or drinking.
7. While exercising or using exercise equipment.
8. For any person who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance;
9. For any person seeking to communicate with the hearing impaired and for which the mouth needs to be visible;
10. When securing medical or government services;
11. For persons with health conditions that prohibit wearing a face covering.

Any person who declines to wear a face covering because of a medical condition shall not be required to produce or carry medical documentation verifying the stated condition nor shall the person be required to identify the precise underlying medical condition.

XVIII. Soccer & Practices¹⁵

PHC will have a soccer season in Fall 2020—as long other colleges and universities are able to participate. In the month of July, the College will contact all institutions on the schedule to evaluate the status of their seasons and, subsequently, determine a path forward. If we are able to have a season, PHC will enhance the cleaning and

¹⁵ **Soccer:** Patrick Henry College has men's and women's intercollegiate soccer teams. Soccer season runs through the fall semester, late August until mid-October. Soccer players return to campus for practice two weeks before classes begin; during the semester, practices typically occur in the late afternoon. All games are played outside and most of the teams we play are within 200 miles of the PHC campus.

disinfecting routines for all practices and games. The Dean of Student Affairs will also consider limiting games to institutions within a 200-mile radius of the College.

As a necessary precaution, the College will ask players and coaches to take the following steps:

1. Monitor their health beginning the week before practice begins through the end of the season using a “Daily Self-Health Evaluation” before participating in athletic activities;
2. Submit to daily temperature screenings;
3. Wash uniforms after each game;
4. Wipe down balls and equipment each day using College-provided sanitizer sprays or wipes;
5. Work with the coaches to establish protocols that promote healthy activities and events.

The College will post signs about physical distancing for fans and, if the College provides bleachers, use tape to mark off seats, thereby promoting physical distancing. Additionally, the College will make sure the benches are cleaned before all practices and games.

XIX. Regular Religious Services¹⁶

Patrick Henry College is first and foremost a Christian College. The institution’s most regular expression of Religious Services is in the form of Corporate Chapel Service held three times per week. The Religious Chapel Service consists of worship, prayer and the sharing of God’s Word. The entire student body (approximately 270 students) and some faculty and staff attend chapel on Monday, Wednesday, and Friday mornings from 10:20AM to 11:00AM.

In order to ensure compliance with the Religious Services portion of Virginia’s Guidelines for All Business Sectors, Patrick Henry College will relocate all Corporate Religious Chapel Services to the largest facility on campus, our gym. The County of Loudoun has posted on the Occupant Load Permit a “Maximum Occupancy of 1,786”. Students will be encouraged to use various doors to enter and leave the area. The gym has 12 doors for ingress and egress. These religious services will be held at the same time and days as the normal semester schedule.

The facility will be set up to utilize both seating in chairs on the gym floor and seating in the bleachers. Physical distancing practices will be observed vis-à-vis a prescribed seating arrangement. Chapel will be set up by the Events and Office of Information Technology teams, ensuring both efficiency and safety. The following details will be in place during this temporary arrangement:

1. The College will use the honor code for tracking attendance.
2. Residential Wings, also referred to as “Household Units,” are to sit together in their designated seating sections.
3. Chairs and seating will be placed to safely accommodate physical distancing practices. Pre-selected permanent seats in the gym will be marked as “not-to-be-used”.
4. The Chapel Guild in coordination with the Resident Assistants will be responsible for a phased release of students following the end of chapel to avoid congestion through each of the 12 designated exits.
5. At-risk individuals will have assigned seating on the gym floor close to the exits so they may enter last and be dismissed first.

¹⁶ **Regular Religious Services:** In a typical semester, Chapel is held in a large space called Town Hall, which seats 300 students comfortably with normal side-by-side seating arrangements (the County of Loudoun has posted on the Occupant Load Permit a “Maximum Occupancy of 400”).

6. Doors will remain open as students enter and exit the area.
7. The Chapel Guild arrangements will be simplified to ease set-up, for which the Office of Information Technology will provide oversight.
8. Cleaning and sanitation of the area will be provided after use of the facility.

XX. Baccalaureate/Commencement Religious Services¹⁷

Baccalaureate and Commencement are religious services at which seniors and their families are challenged with spiritual messages, hymns, and Scriptures. At Baccalaureate, every graduate is called to the front to receive a Bible and then moves to a kneeling bench where faculty pray for them. Similarly, Commencement includes prayers, hymns, spiritual messages, as well as the presentation of diplomas and awards.

In order to ensure compliance with the Religious Services portion of Virginia’s Guidelines for All Business Sectors, Patrick Henry College will hold Baccalaureate and Commencement in the largest facility on campus, our gym, described above. Due to COVID-19, the College postponed the May 2020 services and, for the rescheduled service on August 8, 2020, the College is combining these separate services into a single religious service, with the following considerations:

1. Attendees may only enter if they have had no flu-like symptoms in the previous two weeks or meet the CDC guidelines for resuming close contact with others: 3 days with no fever (100.4°F or higher) and respiratory symptoms have improved and it has been 10 days since symptoms first appeared. Attendees will have their temperature taken prior to entering.
2. Signage will be posted that states that no one with known exposure to a COVID-19 case in the prior 14 days is permitted to enter.
3. Attendance will be limited to participating seniors, parents, ticketed family members, and school officials.
4. To ensure physical distancing while keeping families together, the College will assign seats at tables spaced at least six feet apart.
5. Between Baccalaureate & Commencement, PHC dining services will provide a meal. Employees serving the meal will wear face masks.
6. The meal will use single-use disposable plates, silverware, cups and napkins.
7. There will be sanitizing stations throughout the building.
8. Doors into the gym will remain open to avoid touching of handles.
9. During the processional and recessional, participants will practice physical distancing.
10. Seats (for the graduates and faculty) will be arranged to ensure physical distancing.
11. All song lyrics will be projected onto a screen or printed in the program, so there is no need for hymnals.

¹⁷ **Baccalaureate/Commencement Religious Services:** Under normal circumstances, Commencement at PHC happens in December and May at the end of the semester. The December ceremony is a smaller ceremony that combines elements of Baccalaureate and Commencement. The May ceremony is much larger and takes place over two days. Historically, Baccalaureate is the evening before Commencement. Both services are religious in nature.

XXI. Residence Life & Student Health Care

All on-campus students will attend a COVID-19 prevention education session, which will discuss the importance of good hygiene practices such as hand washing, seeking treatment when ill, and physical distancing. Education sessions will also promote an atmosphere of grace and encourage students not stigmatize those who may/may not choose to wear masks or those who have confirmed/suspected cases of COVID-19.

Information from public health officials that promotes everyday protective measures and describes how to stop the spread of viruses will be placed on all campus bulletin boards, at the health kiosk in the basement of the Hodel Center, and broadcast on the campus digital signs.

The cleanliness of residence hall rooms, suite restrooms, and study rooms are the responsibility of the student residents during the semester. Disinfectant and PPE's will be provided in each residence hall wing for sanitizing rooms, suite restrooms, and study rooms.

CDC guidelines recommend that to reduce the risk of transmission, in general, individuals remain six feet apart, small vs. larger social gatherings are encouraged, and large gatherings in general will be limited to less than 50. In accordance with state guidelines, students living in close proximity need not observe physical distancing within the residence halls. While cloth face coverings should be worn in environments where physical distancing cannot be maintained, masks will not be required in the residence halls.

PHC does not provide on-campus student medical services but works with local medical providers to support student health. In case of illness, students will be instructed to follow the sick protocol (see Section C. II. Sick On-Campus Student Protocol or III. Sick Off-Campus Student Protocol page 19).

To support each student's mental health, the College has contracted with local professional counselors to provide on-campus counseling for students free of charge. Appointments are held in their on-campus office. Meetings are scheduled through email: Christopher Doyle, cjdoyle@phc.edu; Tracy Carter, tbcarter@phc.edu

XXII. Ventilation System

The Centers for Disease Control (CDC) and the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) recommend the following guidelines for modifying the HVAC systems as it pertains to Covid-19.

1. Increase outdoor air ventilation (disable demand-controlled ventilation and open out-door air dampers as needed when indoor and outdoor conditions permit).
2. Improve central air and other HVAC filtration to MERV-13 (ASHRAE 2017b) or the highest level achievable.
3. Provide portable air cleaners as needed.

During summer preventative HVAC maintenance of the residential dorms, each dorm room HVAC system has been inspected, repaired as needed, cleaned, and disinfected. These HVAC systems will be cleaned and disinfected again prior to all students returning to campus. To assist in the mitigation of COVID-19, the Maintenance department will assist dorm residents with cleaning and disinfecting individual room HVAC systems.

The Maintenance department will continue monitoring any changes from the CDC and local Health Department for guidance pertaining to HVAC systems dealing with COVID-19.

SECTION B. MONITORING HEALTH CONDITIONS

I. Daily Self-Evaluations¹⁸

The College invites all students, faculty, and staff to participate in daily self-evaluations of health using the COVID-19 Daily Self-Monitoring Protocol below before participating in any aspect of in-person activities, classes, or work assignments:

COVID-19 Daily Self-Monitoring Protocol

- Do you have flu-like symptoms, such as a fever (100.4°F or higher without having taken any fever-reducing medications) in combination with fatigue, cough, loss of appetite, body aches, or shortness of breath?
- Have you been in close contact (less than 6 feet for more than 15 minutes) with anyone within the last 14 days who has been diagnosed with COVID-19?
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

Employees:

If you reply YES to any of the questions in the checklist, you must 1) go or stay home, 2) email/call your supervisor, and 3) take your temperature at least twice per day. Seek out medical guidance if conditions persist or worsen.

Students:

If you reply YES to any of the questions in the checklist you must: 1) go or stay home or in your dorm room, 2) call/email your RA, and 3) take your temperature at least twice per day. Seek out medical guidance if conditions persist or worsen.

Close contact is [defined by the CDC](#) as less than 6 feet for 15 minutes or more.

The Daily Self-Monitoring Protocol will be posted in the residence halls and at locations throughout the campus along with a list of additional symptoms to watch for, such as chills, headache, sore throat, new loss of taste or smell, nausea, vomiting, or diarrhea.

Non-contact thermometers will be available in each residence hall and at locations throughout the campus.

Supervisors should notify the COVID-19 Coordinator of any employee who goes/stays home as a result of the Daily Self-Monitoring Protocol.

Resident Assistants should immediately complete an RA Activity Log for any student who goes/stays home or remains in the dorm room as a result of the Daily Self-Monitoring Protocol. During the semester, a report of the RA Activity Log pertaining to the Daily Self-Monitoring Protocol will be submitted weekly by the Dean of Student Affairs to the COVID-19 Coordinator.

II. Testing & Monitoring

¹⁸ **Health Screenings:** Typically, the College relies on students, faculty, and staff to monitor their own health condition and seek assistance when needed.

According to a database maintained by the Virginia Department of Health ([available here](#)), as of June 2020, there are over 20 COVID-19 testing sites within 25 miles of Patrick Henry College. Individuals desiring to be tested or needing to be tested based upon the recommendation of a medical professional are strongly encouraged to utilize one of these sites.

Patrick Henry College will work with the Loudoun County Health Department and other third-party medical companies to implement reasonable testing strategies to promote community health.

During the semester, the COVID-19 Coordinator will provide the President with, at least, weekly reports students and employees who self-isolate following Daily Self-Monitoring Protocol.

SECTION C. CONTAINMENT & SPREAD PREVENTION

When a medical professional has determined that a student or employee has a suspected, pending, or confirmed case of COVID-19, that individual has a duty to report this determination to the College. In these cases, the Loudoun County Health Department will be notified.

I. Faculty and Staff Sick Protocol¹⁹

If an employee's Daily Self-Monitoring Protocol is unfavorable, they have notified their supervisor, are staying in their home, and are taking their temperature at least twice per day, the College recommends that they seek medical attention if conditions persist or worsen.

Employees may only enter campus if they have had no flu-like symptoms in the previous two weeks or meet the CDC guidelines for resuming close contact with others: 3 days with no fever (100.4°F or higher) and respiratory symptoms have improved and it has been 10 days since symptoms first appeared.

II. Sick On-Campus Student Protocol

If an on-campus student's Daily Self-Monitoring Protocol is unfavorable, they have notified the RA, are staying in their room, and are taking their temperature at least twice per day, the student or RA will then notify professors that the student is unable to attend class and the RA arranges for delivery of meals from the dining hall.

On campus students must continue to self-isolate until they meet the CDC guidelines for resuming close contact with others: 3 days with no fever (100.4°F or higher) and respiratory symptoms have improved and it has been 10 days since symptoms first appeared.

If conditions persist or worsen, or if the student is suspected to have COVID-19, the student must wear a mask when leaving their room and the student is required to receive professional medical attention (see Section C. IV Health Care Providers). Patrick Henry College will assist the student and family as they follow the guidance provided by the medical professionals. Based on the medical professional's determination that the student has a suspected, pending, or confirmed case of COVID-19, the student will not be permitted in the residence halls but will be placed in a PHC designated off-campus quarantine area. During this time, meals will be brought in from the cafeteria, a student life professional will video conference with them twice a day to monitor their condition, and the student will take and record their temperature at least three times daily.

Following CDC guidelines, emergency care will be provided for students who have the following: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face. Additionally, emergency care will be sought for students whose condition persists or worsens, including sustained fever of 104°F or higher.

Throughout this process, the College will be in close contact with the family and provide support and care to the student, as practicable.

III. Sick Off-Campus Student Protocol

¹⁹ **Faculty & Staff Sick Protocol:** The Employee Manual provides information regarding sick protocol under normal conditions.

If an off-campus student’s Daily Self-Monitoring Protocol is unfavorable, they have notified the RA, are staying in their home, and are taking their temperature at least twice per day, the student or RA will then notify professors that the student is unable to attend class. The College will support the student’s care as much as practicable.

Off-campus students may only enter campus if they have had no flu-like symptoms in the previous two weeks or meet the CDC guidelines for resuming close contact with others: 3 days with no fever (100.4°F or higher) and respiratory symptoms have improved and it has been 10 days since symptoms first appeared.

IV. Off-Campus Health Care Providers

LOCAL URGENT CARE

<p>Inova Urgent Care – Purcellville (Virtual Visits) 740 E. Main Street Purcellville, VA 20132 540-338-4995 Website Link</p>	<p>MetroMed Urgent Care 952 Edwards Ferry Rd. NE Leesburg, VA 20176 703-687-4158 Website Link</p>
<p>Cornwall Urgent Care 211 Gibson St, NW Suite 215 Leesburg, VA 20175 571-707-2085 Website Link</p>	<p>Virginia Medical Center & Urgent Care 609 E. Main St. Suite Q Purcellville, VA 20132 540-338-0032 Website Link</p>
<p>Patient First – Leesburg 601 Potomac Station Dr. Leesburg, VA 20176 703-840-1396 Website Link</p>	

LOCAL HOSPITAL/EMERGENCY CARE

<p>Inova Loudoun Hospital – Cornwall Campus 224 Cornwall St. Leesburg, VA 20176 703-289-7560 Website Link</p>	<p>Inova Loudoun Hospital 44045 Riverside Pkwy Leesburg, VA 20176 703-858-6000 Website Link</p>
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V. Contact Tracing

When the College is notified that a medical professional has determined that a student or employee has a suspected, pending, or confirmed case of COVID-19, the College will seek to identify and notify those persons who have come in close contact ([as defined by the CDC](#)) with that individual.

As a result of their Daily Self-Monitoring Protocol, these students or employees will follow the isolation protocol.

Patrick Henry College will work with the Loudoun County Health Department and the Virginia Department of Health to implement reasonable contact tracing strategies to promote community health and attempt to honor the privacy of contacts, as identified in the VDH description of contact tracing at <https://www.vdh.virginia.gov/coronavirus/prevention-tips/contact-tracing/>. More information about VDH is available on their website <https://www.vdh.virginia.gov/> or by email questions@vdh.virginia.gov; VDH offices are located at P.O. Box 2448, Richmond, Virginia 23218-2448, 109 Governor Street, Richmond, Virginia 23219.

SECTION D. ALTERNATIVE PLANS

I. Severe Conditions

Patrick Henry College is primarily a residential institution because of the strongly held conviction that on-campus instruction is fundamental to student formation and the achievement of the Mission. The College remains committed to educational excellence in the classroom and, with the accommodations described above, will continue in-person instruction in the Fall 2020 semester.

The COVID-19 Campus Team will continue to follow and monitor all public health guidance. Modifications to the COVID-19 Risk Mitigation Plan may be necessary if severe conditions of COVID-19 occur, including adjustments to our mode of educational delivery and campus activity levels, such as a return to remote instruction as in Spring 2020.

These decisions, made in accordance with the Governance Protocol, will be informed by the reasonable guidelines provided by public health officials at the Loudoun County Health Department, the Virginia Department of Health, and the Center for Disease Control. Throughout these deliberations, consideration for the health of our students, faculty, staff, and surrounding community will always remain a top priority.

All communications will be handled through our normal communication protocol, which includes email and updates to the PHC Alerts page, online at www.phc.edu/alerts.

II. Conclusion

As a College and as an Executive Team, we desire to have a safe and efficient on-campus, in-person instructional experience for all of our students. The COVID-19 Risk Mitigation Plan incorporates significant procedures for safely reintroducing students and conducting in-person classes on campus this fall. This plan is also in compliance with Virginia's "Higher Education Reopening Guidance" provided to all institutions of higher education on June 12, 2020 by the State Council of Higher Education for Virginia.



Sincerely,

Jack Haye
President
Patrick Henry College

COVID-19 Contact Information:

Primary Contact:	Rodney Showalter, VP Institutional Effectiveness: rjshowalter@phc.edu
Secondary Contact:	Mary Haynes, Executive Assistant to the President: mshaynes@phc.edu
Health Department:	Dr. David Goodfriend, Director: david.goodfriend@loudoun.gov