



**Regent Ready: COVID-19  
Preparedness Plan  
“Safely Educate”**

**July 2, 2020**

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## **Regent Ready: COVID-19 Preparedness Plan**

Regent University will return to full on-campus operations in the Fall 2020 semester. The theme for Fall 2020 is to “**safely educate.**” In preparation for the Fall, the university is targeting a full return-to-operations (RTO) on July 15, 2020 with a limited RTO beginning on June 24, 2020. This timeframe will allow the organization to prepare for the August 24<sup>th</sup> semester start while allowing for contingencies and adjustments to operations, as needed. The uncertainty surrounding the COVID-19 outbreak will require agility and flexibility from faculty, staff, and students.

This plan describes the strategy and policies needed to ensure a safe and healthy campus for Regent’s employees and students amidst the COVID-19 pandemic. The plan incorporates best practices identified by Regent staff members, the U.S. Centers for Disease Control, the Virginia Beach Department of Public Health, and private healthcare experts.

There are two primary components of the plan: (I) the timeline and protocols for reopening and repopulation of the campus, and (II) the protocols for the on-going operations of the campus, including health monitoring, virus containment, and campus closure, if needed.

### **I. Timeline and Protocols for Reopening the Campus**

#### **A. Regent University COVID-19 Team**

In order to properly execute this plan, it is critical that the organization identify and secure the resources to maintain and implement the plan. To that end, Regent has established a COVID-19 coordination team and the procedures necessary to contact important internal and external stakeholders, including the local health department.

In addition to including Regent team members, an integral component of this plan is Regent’s partnership with the third-party testing firm, Mako Medical, a health-testing firm based in Raleigh, NC. This organization has partnered with the Commonwealth of Virginia and the State of North Carolina as well as numerous private companies (e.g., Tyson, Smithfield Foods) to assist in testing for COVID-19 and tracking results to reduce virus transmission. Mako Medical is assisting Regent by providing on-site testing, testing kits to our healthcare staff as well as training of Regent staff to properly administer testing through the Regent Health Center. The university has also entered into a partnership with Oncor Consulting, a medical consulting firm staffed by epidemiologists

and physicians, who is providing advice and recommendations on this reopening plan and ongoing COVID-19 medical consultation throughout the academic year.

*Executive Sponsors:*

- Dr. Pat Robertson, Chancellor and CEO, Regent University
- Dr. Gerson Moreno-Riano, Executive Vice President for Academic Affairs
- Dr. Joseph Umidi, Executive Vice President for Student Life
- Mr. Lou Isakoff, Senior Vice President and General Counsel
- Mrs. Martha Smith, Vice President for Human Resources & Administration
- Mr. Steve Bruce, Vice President for Business Administration
- Mrs. Claire Foster, Vice President for Marketing and Public Relations

*Team Lead:*

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*Regent Team Members:*

- Dr. Ryan Murnane, Assistant Vice President for Academic Policy and Compliance
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- Dr. Jason Baker, Sr. Technology Strategist and Professor of Education
- Mr. Michael Pregitzer, Associate Vice President for Strategic Initiatives
- Mr. Adam Williams, Associate Vice President for Student Life
- Mrs. Heidi Cece, Associate Vice President of Enrollment Management
- Mrs. Patty Brown, Director of Human Resources
- Dr. Ruth Cody, Assistant Professor of Nursing

*Third Party Team Members:*

- Dr. Scott Shapiro, Principal, Oncor Consulting, Inc.
- Mr. Chad Price, President, Mako Medical Laboratories, Inc.
- Ms. Dilrukshie (“Dilu”) Kahatapitiya, Resident Nurse Practitioner, Sentara

Cooperation with the local health department is critical. Regent has posted that information on our COVID-19 website located [here](#). The Regent COVID-19 team met with members of the Virginia Beach Department of Public Health (VBDPH) at which time the VBDPH reviewed this plan and made suggestions for revisions. Those suggestions have been integrated into this document. The VBDPH has also offered their services (including contact tracing; see section II.B) and expertise to Regent, as needed. Regent’s contacts at VBDPH are as follows:

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The following team members have been authorized to serve as liaisons with the local health department:

- Dilrukshie (“Dilu”) Kahatapitiya (Regent/Sentara Nurse Practitioner)
- Dr. Gerson Moreno-Riano (Executive VP for Academic Affairs)
- Dr. Joseph Umidi (Executive VP for Student Life)
- Mrs. Martha Smith (VP of Human Resources)

Specifically, Dr. Joseph Umidi and Mrs. Martha Smith have been designated as the official Regent liaisons to report COVID-19 cases for employees and students, respectively, to the Virginia Beach Department of Public Health to facilitate contact tracing.

## **B. Employee Return to Campus**

In order to create a safe environment for students when they return to campus, Regent has developed a multi-phase reopening plan for its faculty and staff, gradually increasing the on-campus population starting in June with full capacity to be reached in early August.

The first phase begins on June 24 followed by additional phases such that all employees (including faculty) will have been screened and tested prior to students arriving on campus (see Appendix A & B):

- Prior to the June 24 opening, employees designated for return will be required to conduct a self-screening (see Appendix C) for COVID-19-related symptoms; daily screening will be required thereafter. The screening results will be submitted through the Regent Portal and stored in a database for reporting. A brief questionnaire and temperature check will serve to mitigate COVID-19 transmission on-campus. Participation in the screening will be monitored and tracked through the Human Resources Department.
- Employees with COVID-19 symptoms as per screening (e.g., fever, dry cough; other symptoms as outlined below) will be required to stay home and seek medical attention.
- All employees will be required to agree to and sign a “COVID-19 Agreement” and waiver (see Appendix E). This agreement will require employees to pledge to follow the protocols for healthy engagement with fellow employees; in essence, each employee will commit to loving their neighbors by doing what is best for them. The agreement will also include a waiver to not hold the university liable for damages related to COVID-19. The university is fully aware that employees cannot waive Worker Compensation rights as well as OSHA violations.

- In addition, all employees (regardless of symptoms) will be required to submit to COVID-19 viral testing before returning to campus. Free drive-thru testing will be available prior to the June 24 and July 15 openings, as well as on other dates corresponding to phases of reintroduction of employees to the campus. Employees may also be tested by their own healthcare professionals and then submit the results to the Human Resources Department before returning to campus.

### *High Risk Employees (HRE)*

For employees (faculty and staff) who are over 65 or are in a high risk of health complications/serious illness category ([CDC website](#)), there are both medical and legal issues to consider. Regent's Department of Human Resources will continue to follow ADA guidelines when an employee requests an accommodation for a medical condition protected by the ADA. From a public health perspective, Regent will provide the same precautions for these individuals as it will do for all other staff and students. HREs may use PPEs for protection, and, like all employees, practice thorough and regular hand hygiene. Regent will establish work arrangements where staff can accomplish work with little to no contact with others or maintain appropriate social distancing. This will allow their work space to be well cleaned before and after the work shift and keeps only the individual in question in the space with little risk of infection from others or transmittal to others. Plexiglass protectors and/or air scrubbers will be used, as needed, for additional protection along with a sophisticated cleaning regimen with the latest COVID-19 eliminating chemicals.

Regent will determine special accommodations (if any) should an individual identify him or herself as high risk and request special work accommodations for protection. Regent will consider requests on a case-by-case basis, seeking the option that will be the most mutually beneficial to the employee and to the department/university. Due to the confidential nature of the information disclosed by the employee, and by medical professionals when required, HR is prepared to receive and respond to these requests. Those who believe that they are high risk can also review the qualifications found on the Regent COVID-19 Resources [website](#). For other accommodation requests, they are encouraged to contact HR for further instructions. Accommodations may include either teleworking arrangements or scheduling changes to minimize or eliminate contact with others.

On July 15, Regent's second phase will begin in which all staff and some faculty will be returning to campus. This phase will follow the same protocols as those for the June 24 opening with testing days being held on July 13 and 14 (or at the end of the previous

week) prior to the phase 2 reopening of July 15. Finally, August 5<sup>th</sup> will start the final phase at which time all remaining faculty and student workers will return to campus.

### **C. Student Initial Return to Campus**

A rigorous screening process will be implemented for students returning to campus for Fall 2020. Prior to the start of the semester, all on-campus (residential and commuter) students will receive a self-screening kit and COVID-19 information packet from the university. Students will be required to enter the results of their self-screening into the Regent Portal. By receiving this kit and packet before the fall start, students who fail the screening will have time to seek medical attention, be tested, and quarantine with an opportunity to return to campus in time to start the semester. The kit will also include a similar agreement and waiver as that provided to employees. All students must agree to the terms before they will be permitted on campus. The kit will also include a resource outlining all of the health protocols being implemented by the university; this resource will also direct students to an RU-Ready Orientation video, which will include those protocols and additional information. Students who fail screenings upon their arrival will be isolated from other students for a time appropriate to mitigate transmission.

First-year and transfer students will move-in on the Monday, August 17, 2020. Students (and their families) will be provided with a specific timeframe during which they are permitted to move-in to the Commons. A staggered move-in schedule will help to minimize large crowds and promote social distancing. The move-in process designed to occur over multiple days for new students, will help to spread out the arrival and move-in of students (see Appendix D). Welcome Week will also be composed of more virtual orientation components completed before or shortly after arriving at campus.

All returning on-campus students, similar to employees, will be tested for COVID-19 through free testing provided by the university to provide a baseline level of security. Students must complete a viral test and receive clearance before being permitted to move into campus housing. The goal of this approach is not only to determine infection and a baseline health index, but to provide peace of mind to our students.

In general, 10:00 am will be move-in time for both those who get tested the day before and are cleared and those who provide proof of negative test result in advance. The Office of Student Services will manage testing/screening data for students and serve as POC for Mako Medical, the university medical testing partner. Student Services will provide daily, updated data to the Residence Life (ResLife) team through a shared Google Doc listing the students approved or not approved to move-in. No testing data or results will be included in this shared Google doc out of respect for student privacy.

ResLife staff will not issue keys to residents until we have confirmation of a negative result provided in advance or through Mako Medical.

ResLife, equipped with necessary PPE and appropriately spaced in residence hall lobbies, will provide a move-in process that is contactless as possible (i.e., minimizing forms for students to sign & items issued). The occupancy of elevators will also be restricted and monitored by ResLife staff. The proposed limit is one student with personal belongings and any accompanying family members. There will be no move-in volunteers to assist students with moving-in their personal belongings. ResLife staff members will provide check-in support and field student/parent concerns. Maintenance staff will triage any unexpected issues in rooms.

Similarly, commuter students will be required to complete a viral test during the week prior to the first day of class (i.e., the week of August 17). Commuter students who fail such mandatory testing will be required to remain off-campus for 10 – 14 days during which time symptoms subside. After the semester begins, free testing will continue to be offered through the Regent Health Center for students who are symptomatic or asymptomatic; however, symptomatic students will be required to be tested. Residential students with positive results will be isolated on-campus, while commuter students will be directed to remain at home and self-isolate.

Similar to the employee strategy, students who self-identify as [high-risk](#) (65 or older or health conditions) will be directed to contact a Regent Student Life representative, where the students will be provided more information and guidance on accommodations. All students will have to follow the protocols outlined by the university and Student Services regarding social distancing, PPE, social gatherings, etc. (see Section II.A.4 and 5).

#### **D. International Students**

All new and returning international students will be tested prior to being allowed to return to campus. These students will have to make arrangements to stay overnight off-campus while waiting for their test results to be provided the next day. Students who test negative can move into their residence on-campus. Those who test positive will be provided additional instructions, including where to report for isolation at the university.

In the event that Regent is required to send residential students home, international students who are unable to return to their home country will be allowed to remain in Regent housing. We will follow the same protocols we used for the Spring 2020 semester when some international students had to remain on-campus. Social distancing protocols will be maintained and reasonable living accommodations will be provided by the Student Housing Department.

International travel for faculty and students during the academic year will be restricted. For those who do travel overseas, upon their return they must complete the daily health screening questionnaire. If the individual fails the screening, he or she will be contacted by the Human Resources Department (employees) or Student Services (students) for further instructions, including the possibility of contacting a medical health professional. If testing is recommended, a positive result will lead to the protocols outlined for such a result elsewhere in this document.

### **E. Modification of the Fall Schedule**

To minimize the reintroduction of COVID-19 after students leave campus and return from breaks, the university is modifying the on-campus schedule by cancelling fall break, and ending on-campus attendance on November 25 prior to Thanksgiving. To maintain the 15-week instructional time, a virtual week from November 29 to December 5 will be used to administer online final exams or other virtual instruction. The academic calendar remains unchanged for online students. The last three classes for 8-week hybrid classes (part online/part on-campus delivery) in the fall semester will be completed virtually. A decision on a revision to the Spring 2021 schedule is still pending.

### **F. COVID-19 Transmission Risk**

According to the Centers for Disease Control and Prevention ([CDC](#)), the level of risk for COVID-19 transmission increases as follows:

- **Lowest Risk:** Faculty and students engage in virtual-only learning options, activities, and events.
  - Approximately 80% of Regent's 10,000 students are designated as online learners. In addition to receiving virtual instruction, online students participate in virtual advising sessions, career services offerings, orientations, tutoring, and other activities.
  - In addition, several schools are making accommodations to migrate additional classes from an on-campus to an online format in cases where students prefer virtual learning for the Fall 2020.
  - With these offerings, Regent is estimating that an additional 2 percent of students will move into this Lowest Risk category.
- **More Risk:** Small in-person classes, activities, and events. Individuals remain at least 6 feet apart and do not share objects (i.e., hybrid virtual and in-person class structures or staggered scheduling to accommodate smaller class sizes).
  - In addition to full-semester, on-campus courses Regent offers hybrid courses that reduce in-class time per week by 1/3, thereby, limiting exposure. These classes comprise 12 percent of the on-campus fall offerings.

- At this point, 96% of all on-campus courses offered in Fall 2020 will seat 50 or fewer students. Even in larger classrooms with up to 220 students, social distancing is implemented. Seating arrangements in 98 percent of the classroom will maintain appropriate social distancing (see Appendix F for additional information).
- Event size and protocols will be regulated and implemented to optimize safety (see section II.A.7).
- **Highest Risk:** Full-sized in-person classes, activities and events. Students are not spaced apart, share classroom materials, live in campus housing, and mix between classes and activities.
  - As mentioned, about 4% of classes offered in Fall 2020 will seat more than 50 students with the highest capacity at 220. However, all of these venues have seating configurations which allow for social distancing. All room capacities have been reduced to at least 50%. In the largest venue, room capacity has been reduced to 20%.
  - During events and between classes, students and staff must wear face covering and commit to social distancing.
  - Student housing is where individuals are closest in proximity for the longest periods of times. Protocols for healthy behaviors have been provided to students and resident advisors and other student leaders will monitor compliance; failure to comply will follow normal student discipline protocols. Details are provided in section II.A.5 in this plan.

## II. Protocols for On-Going Operations

In order to realize our theme to “safely educate,” Regent has developed an approach that is focused on three critical goals: *Prevent*, *Monitor*, and *Manage*.

**A. Prevent:** Prevention of the transmission of the virus will require a number of substantive measures, including screening, testing, classroom protocols, behavior guidelines, facility cleaning, and housing protocols.

### 1. Screening

Screening will occur through two means: (1) self-screening prior to return to campus, and (2) daily self-screening after initial return. Students will be sent a self-screening kit which will include a thermometer, guidelines, and other resources. Self-screening for employees and students will continue throughout the semester. After their initial entry to campus, employees and students must complete a brief, daily survey through the Regent Portal which will ask key diagnostic questions regarding COVID-19 (see Appendix C). A “Yes” response on any of the questions will trigger the display of a message immediately upon completion which will direct the individual to not return to campus (employee) or to remain in his or her room (student) until contacted by either the Human Resources Department or Student Services, respectively, who will provide more information. This information may include a referral to seek the advice of a health professional for guidance on isolation and testing protocols. Emails will be sent to employees to remind them to complete the daily self-screening. Enforcement of participation in the self-screening process will be through supervisor oversight in cooperation with Human Resources, who will notify supervisors of non-participation. Discipline for lack of compliance will follow the normal progressive discipline policy in the employee handbook. Student self-screening enforcement will be conducted by RA’s and other Student Services personnel (see section II.A.5.d).

### 2. Testing

As mentioned, while currently the Virginia Department of Public Health does not recommend universal COVID-19 testing for all students and employees, Regent – upon the recommendation from epidemiologists consulted at Oncor Consulting – will be implementing mandatory viral testing for each wave of returning employees as well as at the start of the term for students to establish a COVID-19 baseline assessment. The university is choosing to implement mandatory viral testing at various times out of an abundance of caution as well as to communicate to the entire Regent community how we exceed current CDC and VDH protocols. Therefore, all employees and students coming to campus will be required to undergo an initial test, with subsequent testing requirements dictated by screening results. Otherwise, free testing will be available to university

personnel and students who are exhibiting symptoms. In addition, free testing will be available on a voluntary basis to asymptomatic individuals who want peace of mind about their current health status related to COVID-19. Free testing will be available throughout Welcome Week and during employee return-to-work phases. To facilitate on-going testing, both university health center locations will provide COVID-19 testing to Regent employees and students on an as needed basis.

All employees and students who test positive for COVID-19 (either at the initial testing or during the semester) must follow the following protocol:

- a) Isolate for 10 days. For employees, isolation will be done at home. Students will be moved to residences that are isolated from other students (see Section II.C.3).
- b) Observe no symptoms at Day 10.
- c) If there are no symptoms at Day 10, remain in isolation for an additional 72 hours.
- d) If there are no additional symptoms after 72 hours, the individual can be authorized to leave quarantine and return to campus.
- e) No additional test is required.

### *3. Classroom Protocol*

Maintaining social distancing protocol will be critical for safely educating in the classrooms. Classroom density will be limited to 50% capacity; less if social distancing dictates (i.e., 6 feet between students). This may require expanding the time period in which classes are offered (e.g., evenings and Saturdays). Classroom space will be expanded to locations such as the Chapel, Library Auditorium and Atrium, the Moot Courtroom, the main theatre, and SCA screening rooms. With these additions, the university has sufficient capacity to offer all classes on campus. In addition, some classrooms may be fitted with enhanced technology to facilitate interactive online delivery.

The goal is to offer all classes that have been designated to be offered on campus to be delivered in that manner. The objective is to minimize class time changes from the current schedule, but in many cases, room assignments will be modified. Additional classroom protocols include the wearing of face protective gear, the use of plexiglass shields, and the designation of “safe zones” (designated spaces in the front of the classroom which are a minimum of 6 feet from the closest student) to allow instructors to speak clearly and comfortably while protecting students (see Appendix F). All classrooms capacities are designed to maintain proper social distancing so that, in most cases, the wearing of masks within the classroom (while seated) will be optional, but will be highly encouraged to provide additional protection (see Appendix F for more details). However, while speaking (e.g., asking a question, speaking to a classmate), and when

entering and exiting the classroom, students must wear a facemask. For 96% of the courses, classroom capacity will be limited to 50 students, except for a few classes (e.g., GENE 100), where the class size will be higher. (Note: The largest class capacity is 220 students.)

All classrooms will be resourced with disinfectant wipes or other methods of cleaning for students to use to disinfect chairs and desks; instructors will also have these resources to disinfect the podium, desktop, and microphones.

Finally, for students who are subject to illness or who become ill, the *Gift of Margin* (a Regent program to provide flexibility for student learning) protocols will be applied to offer them significant flexibility and grace to complete their studies.

### Non-Social Distancing Classes

There are a small number of classes – due to the nature of the pedagogy – that will not be able to maintain social distancing; for example, stage combat classes in Regent’s Theatre program. For these types of classes (which typically enroll fewer than 10 students), students and instructors will be directed as follows:

- In addition to the daily health screening, students in these classes will be screened by the instructor by answering the health screening questions and submitting to a temperature check before entering the classroom.
- Face masks must be worn until the students are required to engage in the class exercises. After they complete the activity, they must put on their face masks again.
- Disinfect shared objects after use by each student.

### University Library Protocols

While not a classroom environment per se, the University Library does engage students and faculty; therefore, the library has also developed social distancing protocols (see Appendix K).

#### *4. General PPE and Physical Distancing Protocols*

The university has designated COVID-19 behavior guidelines for every person on campus. To help prevent the spread of the virus, behavior guidelines have been established for students, employees, and visitors to ensure safe and healthy on-campus living:

- All students and employees are expected to sign and abide by the COVID-19 Agreement.

- All students and employees are required to self-screen for COVID-19 and log self-diagnosis results on the MyRegent portal.
- No handshaking, hugging, or close personal contact while on the Regent campus.
- Staircases in the Student Center will be designated as “single file only.”
- Regular handwashing or hand-sanitizing will be strongly encouraged.
- Except where otherwise designated, elevator occupancy will be limited to two persons. Face masks on elevators are required. Signage near the elevators will reinforce these protocols.
- All persons attending class, working on-campus, or conducting business on Regent’s campus must follow Regent policies and state directives regarding the wearing of protective face masks. All employees will be required to bring a face mask to work. It must be worn in all common areas (e.g., hallways, restrooms, conference rooms, kitchens). Masks are required to be worn outdoors only when 6-feet of social distancing cannot be maintained. Staff members in offices must wear face masks whenever distance between employees is less than 6 feet, unless plexiglass, cubicle, or other solid barriers are in place. A staff member in a single occupancy office does not have to wear a facemask unless others are visiting the office and 6-feet of social distancing cannot be maintained.
- All persons feeling symptoms associated with COVID-19 must avoid coming to campus. Accommodations may be made for students for class attendance and employees may be allowed to work remotely. These symptoms include but are not limited to (See Appendix C):
  - Fever
  - Difficulty breathing
  - Dry cough
  - Sore throat
  - New loss of taste or smell

- Employee and student information related to personal travel and/or contact with any at-risk or ill person will only be required in the context of self-screening and subsequent contact-tracing, if needed.
- All non-residential restrooms will function as double occupancy (two persons at a time).
- All persons requesting an accommodation, based on high risk status (e.g., age or underlying medical condition) or other personal or household concerns, must contact Human Resources (employees) or Student Services (students) so that proper accommodations can be made.
- All high-risk students (over 65 years of age and those with underlying health conditions) must inform Student Services of their status so that proper accommodations can be made. Students in this category can choose to wear additional eye, nose, and mouth protection (e.g., face shield), may have the option to take classes online, or other accommodations that may be determined in consultation with Student Services. All employees and students must review CDC guidelines regularly to ensure current and best practices related to COVID-19 protection.
- Enforcement of PPE protocols will be through supervisor oversight in cooperation with the Human Resources Department. Discipline for lack of compliance will follow the normal progressive discipline policy in the employee handbook. Student PPE protocols will be conducted by RA's and other Student Services personnel, and follow normal rules for progressive discipline for rules infractions according to the student handbook (see II.A.5.d).

##### *5. Residential Protocols (Housing)*

In addition to general PPE guidelines, Student Services has developed specific protocols for occupants of residence facilities. The protocols align with current best practices in student affairs and CDC guidelines while also maximizing existing resources and facilities for stewardship purposes.

###### a. Student Density in Campus Housing

The feasibility of lower population density in student rooms has been explored, and after much consideration and analysis, and applying an approach that views roommates/suitemates as “family units,” enforcing new restrictions included in this plan, and applying social distancing guidelines from the U.S. Fire Administration, Regent does not need to modify room occupancy within those spaces to remain

compliant with such guidelines. The U.S. Fire Administration's states the following regarding the impact of social distancing on occupancy:

“An assumed occupant load factor of greater than 113 square feet per person indicates that the building could potentially practice social distancing without any impact on the number of people present in the building.”

The CDC's 6-foot separation standard is converted to occupant load by calculating the area of a circle with a radius of 6 feet, which is equal to approximately 113 square feet per person.

Upon review of student rooms in campus housing currently configured for roommates/suitemates, the square footage per resident is as follows:

- Commons Tripled One-Bedroom: 630 sq. ft. for 3 residents (210 square feet per resident)
- Commons Shared Studio: 355 sq. ft. for 2 residents (approx. 178 square feet per resident)
- Commons Four-Bedroom Suite: 1440 sq. ft. for 4 residents (360 square feet per resident)
- Village Shared Two-Bedroom: 875 sq. ft. for 4 residents (approx. 219 square feet per resident)

As can be seen above, the square footage per resident in roommate/suitemate apartments exceeds the minimal 6-foot criteria (113 sq. ft. per person). Additionally, housing maintenance staff evaluated current furniture configurations (i.e., beds, desks, etc.) and discovered moving furniture within the living spaces can help with social distancing.

Student density in elevators, laundry rooms, Commons gym, and lounges can be limited to a specified number, possibly 50% or 75% of normal occupancy, according to state directives and university policy. RA programs, floor meetings, and student gatherings will be size-restricted, social distancing friendly, or virtual to avoid any large student gatherings in campus housing.

Students with a pre-existing condition or who are immune-compromised and desire a single-occupancy bedroom/apartment must submit medical documentation to the Office of Disability Services for verification and approval. Disability Services will, in turn, prioritize students based on verified disability or medical condition and inform Residence Life of who should be assigned to designated medical singles, vacant rooms, or rooms that are not at full capacity.

### b. Cleaning Guidelines

Before move-in, students living in campus housing will be informed they must bring the following items to campus with them:

- Mask or face covering
- First-aid kit
- Thermometer (manual or digital)
- Disinfectant Spray
- Disinfectant Wipes (if available)
- Hand Sanitizer
- Hand Soap
- Disposable Gloves
- Rubbing Alcohol (70% is most effective)

Students will be provided with the following “Cleaning Guidelines for Campus Housing during COVID-19” (see Appendix G) before and at move-in and again during initial floor/community meetings with RAs.

### c. Guest Restrictions

To help minimize the spread of and control on-campus exposure to COVID-19, the guests/visitation policy for campus housing will be updated to read as follows:

Please be advised that during the fall 2020 semester, no outside guests are permitted in campus housing. Outside guests include students who live off-campus locally (commuters), as well as guests who are not students at Regent University. Only students who are residents of the Regent Commons or the Regent Village are approved to be in the residence halls. Residents are permitted to have immediate family members, who have been approved by the Office of Residence Life, in student housing, inclusive of Regent Commons and Regent Village. The Office of Residence Life and its staff reserve the right to deny guest/visitation requests as its discretion. Guests will be required to provide proof of identification, contact information, and their relation to the student they are visiting. Students who fail to comply with this policy will be issued conduct sanctions. Unapproved guests or guests failing to comply with this policy may be trespassed and escorted off-campus by Regent University Police Department.

#### d. Enforcement of Masks/Face Covering

In conjunction with university policy and state directives pertaining to face coverings, students will be required to wear masks/face covering when outside of their housing assignments and in communal spaces, such as hallways, stairwells, elevators, laundry rooms, etc. Students will strongly encouraged to wear masks/face coverings when visiting other students in their housing assignments or vice versa. Residence Life staff will take an education-first approach with students who do not comply with the mask/face covering requirement. Students who repeatedly demonstrate non-compliance with said requirement will be subject to the student adjudication process.

#### *6. Environmental Health, Safety, and Accommodations*

Regent will maintain a rigorous protocol of disinfecting and cleaning by facilities staff as well as protocols for HVAC and environmental health and safety. In consultation with industry experts, the university has implemented the following protocols:

- **Pressurization:** Maintain positive building pressure so outside air comes in through the HVAC system instead of through entryways/windows. This also means air is treated through filtration, as designed.
- **Filtration:** All main buildings are treated by double filtration, including a MERV 8 that is a linked panel with continuous filtration, and then a MERV 13 behind the MERV 8. The industry standards set by ASHRAE now recommend the use of MERV 13 as a COVID-19 mitigation strategy. This has been Regent's standard for some time now.
- **Maintenance:** Annual maintenance is performed on all air handlers. All MERV 8 filters are replaced quarterly and all MERV 13 filters annually. These intervals are earlier than required.

While room-specific air units in the Regent Commons do not allow for advanced filtration, each unit that has fixed dampers which allow a greater rate of outside air exchange than the other buildings, providing a higher "proximity" to fresh air by comparison.

Further, in consultation with industry experts, Regent will deploy disinfectants and utilize best cleaning practices on a regular basis to provide an environment that is as safe as possible for students and employees. In addition, with the prompting of a checklist, students and faculty will be asked to wipe down desks, podiums, microphones, and other shared spaces before or after use to reduce the possibility of transmission in classrooms or workstations.

Food service areas such as the Ordinary and Café Moka will continue to operate but seating will be limited and orders will be delivered in individual containers, eliminating the need for buffet style dining which can contribute to virus transmission. Food take-out will be encouraged; in-room dining will be offered, but at a maximum of 50% capacity in order to maintain social distancing. For more information on Regent Food Service catering policies, see Appendix L.

Masks, hand-sanitizing stations, and disinfectant wipes will be made available throughout the campus.

As mentioned earlier, air scrubbers and/or other environmental applications will be installed in strategic locations around the university: the two health center locations and the Psychological Services waiting room. Common areas will be managed under strict safety protocols to maintain social distancing.

Where appropriate, plexiglass barriers will be installed.

#### Disinfecting Infected Areas

Regent has established a protocol to respond to the possible event of having a positive COVID-19 infected person in a Regent University facility. Several different disinfectants are available.

Anyone who has knowledge that an area is infected must secure the entrance to that space so no one will be able to enter. The Department of Human Resources (employees) or Student Services (students) must be contacted and those offices will coordinate disinfecting protocols with Facilities and Housekeeping. No one will be allowed into the space until after Housekeeping disinfects the space and we can declare the space safe to enter (Facilities/Housekeeping would notify HR or Student Services, as appropriate).

In the case of having an infected space (e.g., office, work space, dorm room) that has just been discovered as being infected, Regent has purchased an atomizer spray gun that dispenses disinfectant in the air and on surfaces. PPE will be worn by those applying the disinfectant, including face masks, goggles, gloves and Tyvek suit; the PPE will be used by each tech to use and disposed of after the application.

#### *7. Events*

In order to better protect the campus, the scheduling of events during the year will also require oversight. Special events, especially those that involve external guests, can add risk to the campus population. Moreover, it will be critical that event sizes do not violate guidelines established by state regulations. Accordingly, special events on campus will

require executive approval. Student life events will be vetted and approved by the EVP for Student Life. All other events, including current event approval required through the SEAF process, will require approval of the EVP for Academic Affairs.

Event size will be limited to 50% of venue capacity or 250 participants (whichever is less) (according to Virginia Phase 3 Guidelines for All Business Sectors) during which time seating capacity will be configured to abide by social distancing guidelines (minimum of six feet) and, for events involving participants external to the university, face masks will be required (see section II.A.8 Protocols for Athletics for further details).

#### *8. Protocols for Athletics*

The university's athletic department has developed a detailed plan for conducting athletic events and protecting audiences and athletes in light of COVID-19. As required by all students and employees, student-athletes, coaches, and athletic personnel are required to complete the daily screening questionnaire through the Regent Portal before being permitted to enter practice and game facilities/game site (See Appendix C) and practice safety protocols as outlined (e.g., section II A 1, 2, 4, 5d). The complete plan is located in Appendix J.

#### *9. Protocols for Choral Singers*

The School of Communication & the Arts has established a protocol for designated entrances and separate, designated exits, to minimize contact.

Choral practices and concerts during the pandemic will take place in the foyer of the Communication Building to allow for appropriate social distancing protocols. The university will handle sanitizing instructional spaces between each use and providing hand sanitizing stations in performance and rehearsal spaces.

Each singer will have individual copies of music and not share materials. Singers will sanitize hands before entering the performance and rehearsal spaces. Singers will maintain a minimum of 10 foot of distance while practicing and performing.

#### *10. Training*

Regent will provide training to university employees and students on health and safety protocols for Fall 2020. Training for students will occur in person during Welcome Week. Online training will also be valuable to students, faculty, staff, and visitors through a video located on the Regent website ([here](#)). Signage will be developed to help employees and students remember these protocols and conduct themselves in ways conducive to a healthy and safe campus, including anti-stigma training. An RU-Ready COVID-19 orientation video will be created to communicate to all students, parents,

employees, and visitors the precautions and protocols that the university is employing to stem transmission and infection.

Residence Life Staff Training: The staff members who work and reside in the Regent Commons residence halls and Regent Village apartments, inclusive of Area Directors, Resident Directors, and Resident Assistants, will participate in virtual and in-person training beginning on Monday, August 3, 2020. Said training will run through new student move-in on Monday, August 17, 2020. A new addition to staff training will focus on health and safety measures, restrictions, and general education related to COVID-19.

### *11. Vendors/Visitors Access to Campus*

Regent plans to open its campus to partial capacity for employees on June 24, 2020. Throughout the rest of the summer, more employees will transition from working remotely to working on-campus. Regent's return-to-operation strategy is premised on two foundational protocols: All faculty, staff, and students are 1) tested for COVID-19 prior to returning to campus and 2) required to complete daily health screenings to reduce the probability of an outbreak on campus. As mentioned, other safety, health, and sanitation protocols will also be put in place.

Regent's default stance is to complete meetings and interviews remotely for the foreseeable future. The policies and protocols in this section were developed in the event that a face-to-face meeting is required.

It should also be noted that professional contact tracing firms use the following logic to determine which individuals should be contacted when engaging with someone who has COVID-19. **Any persons who has been within 10 feet of the infected person for at least 30 minutes in the previous four days.** This logic was referenced to guide the development of these policies and protocols.

As operations begin to reopen, the number of employees on campus increases, and students return to face-to-face classes, it is imperative that Regent continues to protect its campus and stakeholders from exposure. One area of concerns is the individuals who come to campus for any length of time who have not completed the foundational protocols mentioned above, mainly visitors and vendors. Regent recognizes that not all visitors should follow the same protocols; therefore, Regent has created categories of visitors and vendors and the expectation for individuals within each category, which are described in Appendix I.

### *12. Communication Plan*

The university has designated a website ([here](#)) to share COVID-19 related plans, communications, policies, and procedures to share with the community, health systems,

visitors and other stakeholders. COVID-19 related communications will be coordinated and disseminated through the University Marketing and Public Relations. The communication plan is as follows:

- June 24, 2020: Launch regent.edu/regentready [webpage](#). In addition, employee and staff will be notified by email of resources and protocols. related to COVID-19.
- July 6, 2020: Upon submission of the finalized plan to SCHEV, Regent will circulate a press release through the following five distribution channels:
  1. Regent.edu website article
  2. All Staff email
  3. All Student email
  4. Social Media announcements (Facebook, LinkedIn, Twitter, Instagram)
  5. Media Advisory
- There will be on-going notifications through these five channels to inform employee and students of COVID-19 related information throughout the academic year.

## **B. Monitor**

The tracking of screening and testing participation and results, as well as the number of actual infections on campus, will be critical to measuring the effectiveness of preventative and treatment protocols and will serve as metrics for determining the extent and direction of on-going operations.

The results of self-screening and testing results will be tracked through the Regent Portal where employees and students will be able to enter their findings. Regent's Information Technology Department has established a database to store this information. Self-screening for employees and students will continue throughout the semester. After their initial entry to campus, employees and students must complete a brief, daily survey through the Regent Portal which will ask key diagnostic questions regarding COVID-19 symptoms (see Appendix C). A "Yes" response on any of the questions will trigger the display of a message immediately upon completion which will direct the individual to not return to campus (employee) or to remain in his or her room (student) until contacted by either the Department of Human Resources or Student Services, respectively, who will provide more quarantine and testing information. Reports with screening data will be shared exclusively with the Department of Human Resources and Student Services regarding employees and students, respectively.

Actual cases will be tracked and managed through the Regent Health Center in cooperation with Mako Medical. Regent has established a partnership with the Virginia Beach Department of Public Health to coordinate contact tracing.

Members of Regent's COVID-19 Team have met with the Virginia Beach Department of Public Health to review the components of Regent's Reopening strategy and discuss contact tracing. Regent's role in this partnership is to ensure that appropriate contact information for students and employees are provided to Mako Medical so that testing results will be appropriately forwarded to the contact tracers at the Virginia Beach Department of Public Health in the event of a positive diagnosis. The Virginia Beach Department of Public Health will update Regent on confirmed cases within the Regent community without compromising HIPAA regulations.

Regent will track the cases across the entire institution as well as among sub-populations as follows: (1) Metroplex, (2) campus academic buildings, (3) the Commons, and (4) the Village. By monitoring these different locations and isolating appropriately, cases may be limited to particular areas without affecting the entire campus and requiring a campus-wide shutdown. Tracking and monitoring for employees will be a partnership among the Regent Health Center, Department of Human Resources, Mako Medical, Virginia Department of Health, local departments of health, and, possibly, other third-party organizations.

## **C. Manage**

### *1. Regent Health Center*

A key component to managing COVID-19 on-campus, is the on-going use and expansion of Regent's Health Center. The center will be used to test and manage student symptoms through medical consultation, health protocols, quarantine, isolation, etc. Currently, there is a centrally-located facility (Constitutional Hall Room 103) within the Commons staffed by a nurse practitioner in partnership with Sentara Health. A satellite office is designated for the Village at Building 5904, Apartment 101. Management will include quarantine and isolation for those testing positive for the virus. Social distancing-sensitive waiting areas will be established within these facilities to limit virus transmission.

Regent is also partnering with Sentara to have telehealth appointments available for students to provide appropriate social distancing between students and the provider. Normal health services are as follows (all from the website):

A nurse practitioner is available to all on-campus students, inclusive of those residing in campus housing as well as commuters (both undergraduate and graduate), who are in need of minor healthcare services on campus. The nurse practitioner can provide a higher level of care than a nurse and has the authority to write prescriptions. A portion of the University Services Fees for on-campus students grants students the ability to visit the Health Center as many times as necessary. If additional care is needed, Regent has access to consultation services and students have access to physician partners nearby on Providence Road at Sentara Family Medicine Physicians. Please note: allergy shots cannot be administered on campus.

In the event that residential students need care beyond Regent's capacity, Regent will engage with external medical organizations, such as Sentara Family Medicine Physicians, which is integrated into the greater Sentara hospital system. Examples that could trigger this engagement would include 1) a student needs a ventilator or other medical treatment, 2) Regent's Health Center needs additional COVID-19 tests, or 3) the rooms reserved for quarantine are near capacity. Regent will communicate the specific need to the designated medical facility and share information related to the specific need. For example, if a student needs a ventilator, Regent will ensure that the hospital has ventilators available for the student prior to sending the student to that location. Appropriate information sharing of this nature benefits both the Regent students and the local community to ensure proper coordination.

Regent is also partnering with Oncor Consulting, an organization contracting with Regent to provide COVID-19 related expertise and consulting services to better prepare our campus for re-opening and safe on-going operations. The services provided by Oncor are included in Appendix H.

Student communications will be shared with students that will instruct them to visit the Health Center if they present any of the following symptoms:

- Cold & Flu
- Fever
- Ear Infection
- Sinus Infection
- Cough
- Other Minor Injuries/Illnesses

The Health Center will use and secure medical grade PPE for its staff. Services will include testing, and management of student symptoms through medical consultation, health protocols, quarantine, and isolation. Testing for employees (but no other services) will be available through the center as well.

## *2. Other Health Services*

While Regent will be adding additional health services to accommodate COVID-19, other services (disability services, psychological services) will not be reduced:

- **Mental Health Services:** The Office of Counseling & Disability Services will continue to provide telehealth counseling, as well as in-person counseling, while maintaining social distancing. Group counseling sessions will be conducted virtually through a HIPAA compliant platform (Zoom).
- **Disability accommodations,** both for academics and campus housing, will be provided to online and on-campus students, including those who provide documentation of being immunocompromised/vulnerable to COVID-19.

## *3. Isolation & Quarantine Housing*

There are three types of isolation protocols Regent will employ related to COVID-19;

### *a. Students self-isolate in their own place of residence.*

For students who may have been exposed to someone with COVID-19, they will self-isolate in their respective on-campus housing assignments until testing is completed and a result is returned. See Virginia Tech example [here](#) and Connecticut example [here](#).

For students who may have been exposed to someone with COVID-19, Regent is deploying a method of isolation in which all students in a specific apartment self-quarantine as a “family unit” until testing is completed and results confirmed.

### *b. Student are isolated in separate residences awaiting test results.*

For students who have failed the daily screening and have been ordered by a health professional to self-isolate until test results are returned, they will be relocated to separate residences. These residences are described in detail in the next section. Upon a negative test result, they will be allowed to return to their apartment or suite. [Please note: Students awaiting test results and those who have tested positive for COVID-19 will NOT share isolation units. COVID-19 positive students will have separate units and the units will be disinfected according to CDC protocols after quarantine.]

### *c. Students who have tested positive for COVID-19 are quarantined in separate residences.*

In the event of a student in campus housing testing positive for COVID-19, Residence Life will relocate the student to designated isolation units in Regent Village. Presently, there are 14 identified apartments, fully furnished, reserved specifically for this purpose. Each apartment has two separate bedrooms that would allow for a total of 28 students to be accommodated in these spaces—one student per bedroom. We would place one student (of the same sex) in each bedroom of an apartment, assuming both tested positive. We will only relocate one student to an isolation apartment if a student is awaiting a test result. The 28 total bed spaces equate to 3.5% of our total spaces being designated for this purpose. These isolation units have standalone HVAC systems and do not share common entry/exit points. There is the potential for more isolation units to become available, dependent upon fall enrollment/occupancy.

Students relocated to isolation housing must remain in said location until cleared to return to campus. The process is as follows:

- i. Isolate for 10 days. Students will be moved to residences that are isolated from other students.
- ii. Observe no symptoms at Day 10.
- iii. If there are no symptoms at Day 10, remain in isolation for an additional 72 hours.
- iv. If there are no additional symptoms after 72 hours, the individual can be authorized to leave quarantine and return to campus.
- v. No additional test is required.

Re-integration back into greater University community will only occur after medical clearance by University Health Center staff, the local medical facility (if student required treatment), and the Virginia Beach Department of Public Health.

Students in isolation housing will be provided with the following items and services by the Office of Residence Life:

- (1) Shower Curtain
- (1) Shower Curtain Liner/Curtain Rings
- (1) 6-Pack of Water
- (1) Bottle of Hand Soap
- (1) 2-Pack of Sponges
- (1) Bottle of Dish Soap
- (1) 4-Pack of Toilet Paper/Roll of Paper Towels/Box of Tissues

- (2) Clear Garbage Bags
- (1) Container each of Disinfectant Wipes/Spray

Students will **need to provide** the following during their time in isolation housing:

- Bedding/Towels
- Toiletries/Medications
- First-aid kit and thermometer (manual or digital)
- Kitchen Supplies (pots/pans/plate/bowl/cups/utensils)
- Personal Electronics (phone/laptop/chargers)
- Food Needed for the Week\*

\*The Regent Ordinary can provide food delivery at the student's expense. Students will be asked to plan for having a fellow peer deliver any groceries to their doorstep. If no one is available to assist the student with grocery delivery, the Office of Residence Life will provide support to the student. Students can also have groceries delivered to them by a third-party or order delivery from local restaurants.

No one, except the relocated students, is permitted in the isolation unit. Only in actual maintenance emergencies will Facility Services staff, equipped with proper PPE, enter the unit to triage any issues. Students in isolation units will be regularly monitored by Residence Life staff and Health Center staff. If necessary or requested, virtual counseling services will be provided to students. Residence Life staff members will make routine rounds in the area of the isolation units to ensure the impacted student is complying with isolation protocol and that no other individuals are entering the isolation unit.

#### *4. Campus Shutdown*

##### Criteria for Campus Dismissal or Shutdown

There will be three broad determinants of campus dismissal or shutdown: student health, employee health, and public health. A significant outbreak of COVID-19 within the on-campus student population *such that the university is unable to sufficiently isolate infected students* warrants campus dismissal, and perhaps shutdown, to ensure the protection of fellow students and the larger university community. A significant outbreak of COVID-19 within the employee population *such that critical on-campus instructional, physical, and student support functions are unable to be sustained* warrants campus dismissal, and perhaps shutdown, to ensure the safety of the student body and university community. A significant concern about COVID-19 *such that local and state public health officials implement operational restrictions on universities* warrants campus

dismissal, and perhaps shutdown, to ensure compliance with relevant governmental regulations and promote university safety and public health.

### *Student Health Criteria*

The primary dismissal/shutdown criteria associated with student health is ensuring that the university is able to isolate COVID-19 infected students in selected locations on campus and provide them with sufficient medical, physical, instructional, and psychological support during their period of quarantine. Accordingly, the primary criterion for student health related decisions will be the occupancy rate of isolation units. Specifically, the following occupancy levels will be used:

- Low (<33% occupancy) – No more than one-third of the isolation units are occupied with on-campus students manifesting active COVID-19 cases.
- Moderate (33%-66% occupancy) – Between one-third and two-thirds of the isolation units are occupied with on-campus students manifesting active COVID-19 cases.
- High (>66% occupancy) – More than two-thirds of the isolation units are occupied with on-campus students manifesting active COVID-19 cases.

As occupancy levels rise, increasingly restrictive measures will be taken to reduce campus activity in an attempt to mitigate the spread of the virus (see Nature of Reduced Campus Activity for additional details). If the occupancy level reaches the High category, meaning that more than two-third of reserved isolation units are occupied, the university will consult with Oncor Consulting and local and state public health officials to determine whether campus dismissal or shutdown is warranted. Since 100% occupancy is the natural upper limit for effective on-campus isolation, three options will be considered in such consultations:

- Maintain and Monitor – If medical experts and public health officials indicate that the high occupancy level is likely to remain under 100%, the university may choose to maintain campus operations under the parameters associated with the High category and monitor circumstances to see if events warrant a change.
- Expand Capacity – If medical experts and public health officials indicate that the high occupancy level may reach or exceed 100% only marginally or for a limited time, and then likely decline, the university may choose to expand the isolation capacity. The university may requisition additional rooms from campus housing or the campus-owned hotel in order to provide temporary surge capacity and support continued campus residency and instruction.

- Dismissal or Shutdown – If medical experts and public health officials indicate that the high occupancy level is likely to reach or exceed 100% for an extended period of time, the university will begin the process of closure of residence halls, dismissal of students, and ending of on-campus classes for the remainder of the semester. Additionally, the university will consider a full campus shutdown as well. (See Process for Campus Dismissal or Shutdown for additional details.)

While occupancy levels are the primary metric for student health considerations, they are not the only consideration. For example, if students are hospitalized at a significant rate, super-spreader outbreaks are observed, medical complications exceed expectations for college-aged students, or other dynamics warrant consideration then dismissal or shutdown consultations will be pursued.

#### Consideration regarding student health and safety on campus versus returning home

As mentioned above, Regent has designed its process with the expectation that residential students who become ill with COVID-19 will isolate and recover in a safe and supportive environment while remaining within designated campus facilities that provide appropriate isolation. (Employees and commuter students will, by design, quarantine at home in the case of suspected or confirmed infection.) For residential students, on-site medical support will be provided by Regent Health Clinic personnel. Additionally, Regent has a relationship with the local Sentara physicians' group, who are associated with the Sentara Health Systems network, thereby, providing residential students with access to advanced healthcare services. If students become ill, Regent will contact the students' parents or guardians to develop and coordinate individualized plans for on-going care and support, taking consideration of all FERPA and HIPAA protocols. Additionally, the presence of infected students in campus isolation facilities will be accompanied by regular evaluation of individual student and overall community health conditions in cooperation with Regent's Health Center and Student Life organization, Oncor Consulting, local healthcare providers, and public health officials. If circumstances and collective wisdom dictate that specific students would be better served returning home for convalescence, then Regent will help facilitate such evaluation and relocation. This decision will certainly involve consideration of a number of factors, including the following: individual student health in consultation with the student and parents/guardians; health and travel guidelines in consultation with public health officials; the means of transportation; and distance to travel. If the students' illnesses occur in the midst of a campus shutdown, and the collective recommendation is to allow the students to recuperate on-campus, Regent will be prepared to house and support these students in our quarantine facilities until the students can be properly released.

## *Employee Health Criteria*

The primary dismissal/shutdown criteria associated with employee health is ensuring that the university is able to sustain critical on-campus instructional, physical, and student support functions. The Spring 2020 COVID-19 shutdown demonstrated that the university is capable of functioning in a fully remote capacity, presuming that there are no on-campus functions that require support. Employees will self-isolate at home based on their daily self-screening results and thus mitigate the risk of spreading the virus on campus even while potentially continuing to perform many of their job functions. However, if the university has students living and learning on-campus, then a critical mass of employees is required to be on campus to support these functions effectively. Accordingly, the primary criterion for employee health related decisions will be based on the self-quarantining rate of employees. (Note that it doesn't matter whether employees are self-quarantining because of precautionary self-screening results or positive COVID-19 tests; if they're remaining at home, they're not on campus to support residential and commuter students). Specifically, the following self-quarantining rates will be used:

- Low (<25% self-quarantining) – No more than one-quarter of campus employees are self-quarantining at home.
- Moderate (25%-50% self-quarantining) – Between one-quarter and one-half of campus employees are self-quarantining at home.
- High (>50% self-quarantining) – More than half of campus employees are self-quarantining at home.

As self-quarantining rate levels rise, increasingly restrictive measures will be taken to reduce campus activity in an attempt to mitigate the spread of the virus (see Nature of Reduced Campus Activity for additional details). If the self-quarantining level reaches the High category, meaning that more than half of campus employees are self-quarantining at home, the university will evaluate internal organizational performance and consult with Oncor Consulting and local and state public health officials as appropriate to determine whether campus dismissal or shutdown is warranted. In general, four options will be considered in such consultations:

- Maintain and Monitor – If internal analysis reveals that on-campus functions are being sufficiently supported even with a high level of self-quarantining (e.g., perhaps due to the specific distribution of employee absence) or medical experts and public health officials indicate that the high self-quarantine rate does not reflect the presence of a significant health risk to the community, the university

may choose to maintain campus operations under the parameters associated with the High category and monitor circumstances to see if events warrant a change.

- **Building Suspension** – A variant of the maintain and monitor option is when the employee self-quarantine pattern strongly aligns with one or more buildings on the university campus. (In other words, the pattern of employee self-quarantining suggests that a building is a potential hot spot.) Within this context, the university may choose to temporarily suspend the use of a particular building, remove it from daily use, and reposition remaining employees (including requiring remote work) to allow for enhanced cleaning and sanitation of the building and extended physical separation for the employees.
- **Temporary Staffing** – If internal analysis or medical experts and public health officials indicate that the high self-quarantining level may only persist for a limited time, the university may choose to employ temporary staffing options to support on-campus operations until campus employees are able to return from self-quarantine.
- **Dismissal or Shutdown** – If internal analysis or medical experts and public health officials indicate that the self-quarantining level is likely to remain at a disruptively high level or for an extended period of time, the university will begin the process of closure of residence halls, dismissal of students, and ending of on-campus classes for the remainder of the semester and most likely a full campus shutdown as well. (See Process for Campus Dismissal or Shutdown for additional details.)

While self-quarantining rates are the primary metric for employee health considerations, they are not the only consideration. For example, if significant numbers of employees test positive for COVID-19, are hospitalized at a significant rate, regional COVID-19 infections spike, or other dynamics warrant consideration, then dismissal or shutdown consultations will be pursued.

### *Public Health Criteria*

The primary dismissal/shutdown criteria associated with public health is ensuring that the university remains in compliance with relevant governmental regulations and promote university safety and public health. Accordingly, if the Virginia Governor's office or other appropriate authorities implement operational restrictions that warrant campus dismissal or shutdown, the university will respond accordingly and proceed in coordination with local or state public health officials.

### Nature of Reduced Campus Activity

The current Regent Ready: COVID-19 Preparedness Plan reflects myriad modifications to university policies, procedures, and operations to ensure a safe and healthy campus for Regent's employees and students amidst the COVID-19 pandemic. Even so, there remains a need to progressively reduce campus activity if student or employee health metrics reflect a growing threat to university safety. The three parallel levels of student and employee health criteria will be used as a guide, with the more severe level serving as the basis of reduced campus activity decisions. (For example, if the student health status is at the low level and the employee health status is at the moderate level, campus activity decisions will be generally based on the moderate status.) Accordingly, the following adjustments will be made to campus activity:

#### Low Level Status

- This is the default status encapsulated within this preparedness plan. All policies, procedures, and operations as described in this plan assume that the university health conditions reflect a low level status.
- Accordingly, no additional reductions will automatically be made to campus activity within this status range, although regular monitoring could provoke targeted action such as cancelling a single event that appears to be potentially problematic.

#### Moderate Level Status

- This status suggests a need to deliberately reduce campus activity, so at minimum the following steps will be taken:
- Optional mask-wearing policies associated with classroom instruction are elevated to mandatory mask-wearing policies. For example, the low level status policies make the wearing of masks by students while silently seated in a socially distanced classroom to be optional; this would be changed to mandatory mask wearing regardless of speaking or seating arrangements. Similarly, instructors would be required to wear masks while teaching, even when behind plexiglass barriers.
- Maximum event size (including athletic events) will be reduced from 250 participants to 125 participants.
- Maximum classroom capacity will be limited to 50 students, regardless of masking, density, and social distancing. This may require temporarily moving large classes to a hybrid experience, alternating meeting times, or creating supplemental sections to accommodate additional class sessions.
- Food services seating (e.g., Ordinary, Café Moka) will be reduced from 50% seating capacity to 25% capacity.

- The University Library will be closed to the public and only made available to members of the university community.

### High Level Status

- This status suggests a need to aggressively curtail campus activity, in part to preempt a full dismissal or shutdown, so at minimum the following steps will be taken:
- Mask-wearing becomes mandatory at all times while inside of campus buildings, except for students while in their residence hall rooms. For example, unlike lower level status policies, employees will be required to wear masks while working in a single occupancy offices.
- All events involving participants external to the university coming to campus will be suspended until the status level drops below high. For example, campus tours, theatre performances, athletic competitions, invited speakers, conferences, and other events that bring visitors to campus will be temporarily suspended.
- Visitors to the university will be significantly curtailed. All visitors will be required to have a confirmed appointment prior to arrival, except for regular delivery personnel, repair, medical, or emergency services. Walk-on visitors will be graciously directed to depart campus and removed as necessary.
- Maximum classroom capacity will be limited to 25 students or 25% capacity, whichever is smaller. This may require temporarily moving classes to a hybrid experience, alternating meeting times, or creating supplemental sections to accommodate additional class sessions.
- Food services will be restricted to take-out only; all on-site seating will be eliminated.
- Where possible, employees whose work is not required to be conducted on campus will be directed to work remotely. Absent medical conditions reflected in the self-screening or COVID testing protocols, such employees will not otherwise be counted in the self-quarantine numbers as they are being directed to work remotely and not manifesting virus symptoms.

### Process for Campus Dismissal or Shutdown

#### *Campus Dismissal*

In the event that the students are dismissed from campus – the closure of residence halls, the dismissal of students, and the ending of on-campus classes – the following activities will be implemented:

- If residence halls are closed, all on-campus classes will shift to online.
- The university will use multiple methods to communicate to the students, staff, faculty, and community including the following five distribution channels:
  - Regent.edu website article
  - All Staff email
  - All Student email
  - Social Media announcements (Facebook, LinkedIn, Twitter, Instagram)
  - Media Advisory
- Regent University’s Marketing and Public Relations department will coordinate the communication with key offices including the Registrar, Advising, Academic Affairs, school deans, and external stakeholders (e.g., local board of health).
- Once the date for closure has been chosen, all stakeholders will be notified.
- Residence Life representatives will coordinate departures and provide students five days to leave campus. As in the Spring 2020 semester, students will have the opportunity to return at a later point after the campus shutdown to pick up larger belongings.
- All students will be screened before they are allowed to leave campus, including a temperature check. Any students who fail screening will be treated according to the protocols outlined elsewhere in this plan.
- Isolation units will remain open and available for those students who are in isolation awaiting testing or those who have received a positive test and are awaiting the end of their quarantine.
- Dismissal from quarantine will follow the normal procedures outlined elsewhere in this document. Students will be allowed to leave campus when they are deemed healthy to do so.
- Education will shift to a virtual environment as Regent did in Spring 2020. Regent has been teaching online for over 20 years and has expertise in this area.
- To help with the transition, the university will enact its Gift of Margin program (as it did in Spring 2020) which provides extra flexibility in completing assignments and high-touch protocols with students to ensure students’ needs were being met.

### *Shutdown*

In the event of a shutdown – the closure of the campus for all employees and moving to a virtual workplace – the following activities will be implemented:

- The university will move its operations to a virtual setting.

- During the Spring 2020, all operations were moved to a virtual environment, including the Enrollment Management call center, the Registrar, Student Life, and instruction. The protocols for migrating to a virtual workplace that were used in Spring 2020 will be employed for a Fall 2020 shutdown.
- A small crew of personnel will remain on-campus to ensure that the facilities are maintained (e.g., air conditioning, heat).

### **III. Conclusion**

Through this multi-prong approach, Regent is positioning itself to “safely educate” its students and protect faculty and staff using the most appropriate means for this pandemic.

# Appendices

## Appendix A - June 5, 2020 All-Staff

Dear Faculty and Staff:

Regent University is finalizing a state-of-the art Regent Ready COVID-19 Preparedness Plan that includes:

- Appropriate social distancing and population density measures;
- Leading-edge facility sanitation and cleaning procedures;
- HVAC systems and processes that exceed industry standards in terms of pressurization, filtration and maintenance;
- COVID-19 screening and testing for faculty, staff and students;
- Two on-site healthcare health centers for student use;
- Personal protective equipment and guidelines for use;
- Enhanced partnerships with industry-leading healthcare organizations.

To continue to protect the health and wellbeing of every member of our university, the Chancellor & CEO – Dr. Robertson – has authorized that the Regent University campus begin a phased re-opening for faculty and staff on Wednesday, June 24, 2020. Further details are forthcoming, but please continue to work remotely until June 24 with essential personnel only allowed on campus until that time.

For additional coronavirus updates, resources, and information, please visit:  
<https://www.regent.edu/news-events/regent-university-statement-on-coronavirus/>

Thank you, colleagues, for all that you have been doing, are doing and will do for our university.

May the LORD bless the work of our hands.

Sincerely,  
Gerson Moreno-Riano

--

**Gerson Moreno-Riano, Ph.D.**

Executive Vice President for Academic Affairs

Regent University

## **Appendix B - June 11, 2020 All-Staff**

On June 24, the university will begin its phased re-opening, which means that, in general, 30% of Regent employees will be returning to campus on that date. To implement this policy, each department should identify which of their employees (i.e., which 30%) will return. (For example, if a department has 10 members, three employees should be designated to return.) Exceptions are (1) the Metroplex, and (2) the Advising staff on the first floor of the Divinity building. These departments will only return at a 10% capacity. Employees designated for return to campus on June 24 will be notified by their supervisor as soon as possible. The names of employees identified for June 24 return must be submitted to HR by June 15, 2020.

All returning employees must be tested for COVID-19 before returning to campus. The university will be covering the full cost of testing offered at designated location(s) on campus. The testing dates for the June 24 return will be on June 22 and June 23 at designated times. Time spent waiting for these free tests after arriving on campus and time spent in testing, will be compensable time for hourly employees to record on their time sheets. Employees with a positive test result will be notified by the Director of HR or the Assistant Director of HR by noon the following day. Employees who are not notified by noon have tested negative and are cleared for return to campus. The names of returning employees that are submitted by supervisors to HR will be used to determine the extent of testing required for the June 24 opening. The count will be used to coordinate the number of tests required and will help with the coordination of testing with Regent's healthcare partner, Mako Medical. For the June 24 opening, only employees on the list will be able to participate in the testing.

While there is an initial Phase 1 re-opening date of June 24, information about additional testing dates, including testing dates for the Phase 2 opening on July 15 and subsequent dates in early August, will be forthcoming.

As an alternative, employees can be tested at their own expense by their personal healthcare provider or another certified health professional. Employees designated for Phase 1 return to campus who prefer this option must arrange to be tested during the week of June 15 and must notify HR by June 19 of their choice, including the date of the scheduled test. These employees must submit their test result to HR at least 3 days before they are scheduled to return to campus. HR will notify these employees through email or phone of the acceptability of the healthcare provider's test report and the employee's status regarding return to campus.

All essential personnel who have had access to campus during the past few months must be tested before returning to campus, either prior to their return on June 24 or prior to their return at a later date.

Employees scheduled to participate in free on-campus testing will also be required to log in to Genisys and conduct a self-screening the day before their testing date. Additional information about self-screening requirements will be forthcoming.

If you believe you qualify as a high-risk person based on the qualifications found in the “Coronavirus Updates” in the “Ready, Set, Regent! COVI-19 Updates” link at the top of the Regent University homepage, or if you have other accommodation requests, please contact HR for further instructions.

Thank you for your flexibility and patience as we continue to provide additional information and guidance as quickly as possible over the coming days and weeks.

## Appendix C - Screening Questionnaire

1. Do you feel ill?
2. In the past 48 hours, have you had any of the symptoms listed below which are new and not chronic/normal for you (chronic/normal could include recurring fatigue, allergy-related cough or sinus issues, etc.)? Please err on the side of caution and do not hesitate to report a symptom that is new/atypical.
  - chills
  - cough
  - shortness of breath or difficulty breathing
  - persistent headache
  - congestion or runny nose
  - fatigue
  - muscle or body aches
  - abdominal discomfort
  - diarrhea
  - loss of taste and/or smell
  - confusion
3. Since you last completed this questionnaire, have you been exposed to anyone with any of the symptoms listed above?
4. In the past 48 hours, have you had a fever of 100 degrees Fahrenheit or higher?
5. Since you last completed this questionnaire, have you tested positive for COVID-19?
6. Since you last completed this questionnaire, do you have reason to believe you have been in contact with someone who has COVID-19?
7. **If you answered "Yes" to any of the preceding questions, please answer the following:** Other than travel between your home and the Regent campus, have you traveled more than 50 miles since you last completed this survey?

**If your answer is "Yes" to any of the questions please do not come to campus for testing and contact Human Resources immediately at [HR@regent.edu](mailto:HR@regent.edu).**

As stated in the June 11 Allstaff email, once you have been cleared (with a negative COVID19 test) you will be required to complete a self-screening questionnaire in the Regent portal each morning before you report to your office. You will receive a reminder email at 7:30am each morning if you have not already completed the questionnaire by that time.

## **Appendix D - Student Testing Plan**

### **Regent University Logistics for COVID-19 Student Testing**

#### ***Residential Students***

Based on estimates for this year and actuals from last year, the university is expecting about 850 residential students to arrive in Fall 2020. Here is last year's breakdown (Note: These are student living in residence halls; the remainder are living off-campus):

- FR: 287
- SO:181
- JR: 157
- SR: 107
- GR: 116

An additional 1200 students are designated as “on-campus” (MAT), but do not live in the residence halls. These are typically commuters or students who have chosen to live off-campus. Testing of these students will be discussed in a separate section.

Note: Regardless of living arrangements, all students who are labeled as on-campus (“MAT”) will be required to complete a COVID-19 diagnosis test prior to moving into dorms or attending classes. A student with a positive diagnosis will be required to self-isolate and avoid coming to campus or attend class. A student who fails to demonstrate a completed COVID-19 diagnosis will not be allowed to move into dorms and/or enter a classroom. During the first half of the fall semester, the campus will only be restricted to employees and on-campus students. During September, Regent will provide a testing strategy on how to ensure all on-campus students starting in B-term.

#### **Pre-Arrival Screening**

Since the university is planning on mailing COVID packages to students, we should plan to have kits arrive at students' homes no later than August 9, if possible; students should begin to screen daily on August 10 (a week before any students are expected to be on-campus). This will not only get them in the habit of daily screening before arrival, but it would also allow the university to specify that students who “fail” the self-screening test on, say, the day before departure should stay home rather than trekking to campus. If the university can have higher risk residential students refrain from coming to campus until their symptoms have passed, there might be a reduction in the number of students testing positive who would need to quarantine upon arrival.

## Testing Procedures

For student testing, we need to offer options: (1) on-ground testing at Regent, or (2) independent laboratory testing. The university does not want to alienate students who lean more towards liberty than security, and would rather have a test done on their own terms. The university will provide guidelines on how students may obtain acceptable test results. Upon arrival at campus, one of three things will happen:

1. Student will have submitted a certified lab test document to Regent *prior* to arrival on campus which will show up on a list.
2. Student will present a certified lab test document to a Regent representative that demonstrates that within the previous seven (7) days the student has a negative COVID-19 test.
3. Student does not have either #1 or #2.

If the student has a certified document or is on the list as having had a negative test any time after August 9 (one week before the campus opens to students), the student and his/her family will be allowed to proceed to the residence halls. In addition to the negative test results, students will be required to submit to a COVID-19 screening from a Regent representative before being allowed in the residence halls. In scenario #3, the student will be directed to the testing area.

Parents or relatives who accompany the students to the residence halls, do not need to be tested, but will be screened if they choose to help the students move in. If parents pass screening and wear masks, it's likely sufficient to reduce potential spread, particularly since the students would have already been tested. Considering the proximity and duration of time parents and students have probably spent together in the car, train, etc., it is likely that the students negative test results would be shared with the parents. One-way traffic patterns through the residence halls, if feasible, could also contribute to a safer move-in experience when parents and other family members are participating.

Those students who fall under #3 above, will be directed to a testing area. Multiple testing areas not located on the campus proper may be the best options (CBN parking lot/Centreville Turnpike, Metroplex, Founders, etc.), but areas like the SCA parking lot may work as well. Keeping student and guests off campus until testing results are returned seems like a prudent approach. The university will further reinforce the concept of a safe campus by requiring the testing to be performed in a drive-through manner. In other words, rather than setting up a tent and having students walk up for testing, testing will be arranged such that the students never leave their cars. Accordingly, they would arrive the day before (see Staggered Arrivals below) and be directed to an appropriate

drive-through testing site. They would drive up, check in, get tested, and then go on their way. The next day they would receive their results along with perhaps some type of identifier to reflect that they received a negative test result. Regardless of the tracking or identification approach, we would have confidence that all students participating in welcome week activities on campus and moving into the residence halls had received a recent negative COVID-19 viral test. Obviously, this isn't a guarantee that the virus won't manifest on campus the next day, but it's a reflection of a screening process that seeks to guard the safety of the campus at levels even higher than levels currently established by the Virginia Department of Health.

### Staggered Arrivals

While it may be possible to turn around testing results in as few as four hours, it may be prudent in our planning to allow for 14-24 hours. While technology may provide us with faster testing methods in August, the university should probably be conservative in our approach. This will require residential students to arrive at least *one day prior* to move-in to ensure that there is sufficient time for test processing. After testing, students can return home (if they are local), go to their hotel rooms, wander around Virginia Beach, etc., but they cannot access campus or the residence halls until receiving test clearance. As indicated below, they will be notified of their results NLT 10am the next morning at which time they can return to campus (negative result), or will be directed to another location if the result is positive. In addition, the university will use a *staggered arrival* approach to limit the number of students arriving in order to ensure timely testing and the maintenance of social distancing.

What should this staggered approach look like? While Regent could utilize geo-tracking of hot spots as an approach (inviting students from hotspots to return sooner to allow time for treatment, in consideration of their higher probability of infection), but hot spot locations continue to change and the university cannot predict what those locations will be by mid-August. Students and parents cannot wait that long to make travel plans. Instead, students will arrive by class at various times during Welcome Week. During this week, access to campus, in general, and residential housing, in particular, would be restricted to students who received a negative test result. Staggering arrivals by class is practical because freshmen typically have to arrive early for orientation and Welcome Week activities. Moreover, enthusiasm for returning early typically diminishes as students move up in class. The staggered approach also fairly evens out distribution of population processing throughout the week (about 150 students a day). Ideally, we might also stagger move-ins such that different occupants of the same room move in at different times to avoid close contact by students or family members during move-in, but the level

of flexibility in this area is dependent on when we know specific room assignments; this may not be known until later in the summer – too late for students to change transportation arrangements.

Using last year’s data as a model, the university would stagger arrivals as follows:

<b>Group</b>	<b>Headcount</b>	<b>Arrive</b>	<b>Testing Times</b>	<b>Move-In</b>
First ½ Freshmen Class	145	8/16 (after 2pm)	2pm – 8pm	8/17 after 10am
Second ½ Freshman Class	145	8/17 (after 2pm)	2pm – 8pm	8/18 after 10am
Sophomores	181	8/19 (after 2pm)	2pm – 8pm	8/20 after 10am
Juniors	157	8/20 (after 2pm)	2pm – 8pm	8/21 after 10am
Seniors	107	8/21 (after 2pm)	2pm – 8pm	8/22 after 10am
Grad	116	8/21 (after 2pm)	2pm – 8pm	8/22 after 10am
Contingency Day	--	8/22 (after 2pm)	2pm – 8pm	8/23 after 2pm

Graduate students and seniors can share a day because that group will be populate separate residence halls (the Commons and the Village) in equal numbers; we could also have two test areas that day.

Having the arrival times later in the day allows for about 4 hours between the previous group moving in and the new group showing up; for example, sophomores moving in at 10:00am should be finished before juniors arrive on campus at 2pm. Parents may leave campus after a few hours, which will help with social distancing. (Please note: The later times on 8/16 is out of respect for church-going [which we should be encouraging for students and staff]; same for 8/23.) While it may be inconvenient for some to come in the day before, this plan will help to ensure a safer, healthier campus for the students.

*Graduate Students*

Regent graduate students will arrive at different points in August, so the university would likely encourage them to get tested in advance (if asymptomatic testing is available in

August) or they can come on a designated testing day. For early arrivals, such as RAs, student workers, student-athletes, etc., the university will emphasize submitting a negative test result from the days/week before arrival, or offer testing through the Health Center. Said student workers and leaders would have to stay off-campus locally at a hotel, which will be at their own expense.

- Week of August 3rd: RDs/RAs
- Week of August 10th: Student-Athletes, Campus Ministries Life Group Leaders, some student workers
- Week of August 17th: General students return

Student testing will take place in the Communication Arts parking lot.

### ***Commuter Students***

While the general approach remains the same for commuter students – restricting campus to students who demonstrate a negative test result – the logistics are more flexible. Commuters will be able to participate in testing during the same time periods that on-campus students will be tested during Welcome Week; the university will also dedicate a couple of evening hour to accommodate for working commuter student. Commuters will be contacted by email and offered testing times. The same self-screening procedures and drive-through testing approach will be used as a means of limiting campus access to students who have received a recent negative COVID-19 test.

## Appendix E - Regent University COVID-19 Agreement

### COVID-19 Employee and Student Agreement and Liability Waiver

Welcome back!

*The COVID-19 pandemic has had a major impact on the way organizations operate and function, and Regent University is no exception. Over the past several months, the university has been diligently planning to reopen the campus for Fall 2020. As you read this agreement you will note that the university has set in place a number of precautions and protocols to provide a healthy and safe working and learning environment for employees and students. While much has been done by the university, advancing a healthy and safe environment requires not only action on the part of the university, but cooperation from students and employees. Everyone on-campus must commit to looking out for others and engaging in prescribed practices that will foster a healthy campus; in other words, we must love our neighbors. As you read through this statement and agreement, dedicate yourself to acting in ways that consider the desires, fears, trust, and concerns of those with whom you will learn, live, and work.*

*Additionally, while the university has taken extraordinary steps to protect individuals working, living, and learning on-campus, no protocols or precautions are 100% foolproof.*

*Please read and sign this document and submit it to the Human Resources Department ([humanresources@regent.edu](mailto:humanresources@regent.edu) or ADM 111) within five (5) days of your return to campus.*

-----

Below is a list of the precautions Regent University has taken to protect your work and learning environment for a return to work:

1. Implement COVID-19 sick days and additional accommodations for high-risk individuals.
2. Enhance the ability to attend meetings remotely.
3. Design classroom seating that aligns with social distancing protocols.
4. Restrict access to campus for outside vendors and other external stakeholders.
5. Increase cleaning and sanitation protocols.

In addition to these precautions, Regent University has also instituted additional safety protocols with all employees that will be returning back to work. These safety protocols include the following:

1. All employees will complete daily health screening questionnaire. Do not come to campus if the screening suggests you should stay home. Employees should remain at home until instructed by HR as to next steps.
2. All employees will practice social distancing.
3. All employees will wear a face covering in spaces in which face coverings are required.

As Regent University begins to resume normal operations, the following are the new and mandatory protocols that all employees must abide by while at work:

1. Signed liability waiver
2. Daily health screening questionnaire via the Regent portal, to include:
  - a) temperature checks
  - b) reporting of potential COVID-19 exposure
  - c) reporting of illnesses/symptoms as requested in the daily health screening questionnaire
  - d) reporting of travel when daily health screening questionnaire responses indicate potential COVID-19 exposure and/or other illness
3. Consistent and regular handwashing
4. The use of approved PPE

Regent University is using CDC, FDA and state-approved guidelines as the protocols for these new and mandatory protocols and work environment improvements. Regent University understands that the COVID-19 health recommendations can change daily and will have a team focused on monitoring these changes and making the appropriate action recommendations for Regent University. Regardless of the precautionary measures that Regent takes, there is still inherent risk of contracting a disease any time two or more people are in direct or indirect contact with each other. Accordingly, Regent University will not be held liable for any employees that contract COVID-19 or other diseases, for any outbreaks on campus, or anyone of its employees and/or students being exposed to the virus or other diseases. Regent University has taken reasonable precautions to make the campus environment as safe as possible, but the employees recognize the possibility and assume the risk for the contraction of the COVID-19 virus or other diseases. The employees agree that Regent University will not be held responsible or liable if this

occurs. By signing this you acknowledge this and release and indemnify Regent University against any claims or lawsuits.

---

(Employee signature)

## Appendix F - Room Classifications and Protocols

After an evaluation of each classroom, it was noted that some configurations allowed for considerable differences in the distance between the instructor and the students, and among the students. To that end, Regent has developed categories or levels to classify the classrooms based on social distancing protocols. These levels and related information will be posted outside of each classroom and on the Regent website to inform students and faculty of the social distancing requirements for that room.

Regent used the guidance from the Virginia Governor's office for social distancing protocols:

### **For Faculty:**

“For faculty cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained. For example, an instructor standing in a classroom seven feet from students could teach without a face covering.”

### **For Students:**

“Students should be encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.”

In general, Regent has been able to configure the rooms to allow for proper social distancing among the students. In our configurations we allowed for Front-to-Back (FTB) distancing of 6 feet and Side-to-Side (STS) of 5 feet; the thinking on the latter is that students are predominantly facing forward in a class and speaking (i.e., expelling air) in that direction. Any STS conversations will be brief and fall under the 15-minute exposure time that health officials have designated as conducive to transmission.

Regarding instructors, we have (in general) been able to provide enough “safe zone” space between the instructor (at the front of the room) and students such that instructors in these classrooms will not have to wear face masks during class. In some cases, when the instructor is at the lectern or podium, he or she will be six feet or less from the closest student; here, the plexiglass shields will be needed. At the same time, some of these same classrooms have “safe zones”; that is, areas that maintain social distancing at the front of the classroom (e.g., near the blackboard). In some cases, we marked this zone by placing a table at the front of the room; permanent tape or other forms of demarcation will be employed before classes begin. As long as the instructor remains behind the table or other designated boundary, he or she will not have to wear a face mask. Of course, if the instructor chooses to move about the classroom, a face mask will be required. In a couple

of smaller classrooms (e.g., CRB), we were unable to cordon off a safe zone. In these classrooms, the instructor will have to remain behind a plexiglass shield at the lectern or podium, or wear a mask.

Note that instructor PPE or mask requirement is determined by room configuration. A classification of low, medium, and high was used. This assumes that all classrooms that need a plexiglass barrier will have one; therefore, a mask will not be required per se. If the instructor stays behind the barrier, he or she does not have to wear a mask. However, depending on the configuration of the classroom, social distancing movement may be restricted and, in those cases, instructors will more be more likely to wear a mask during their teaching (when they move away from the podium).

There are 5 levels with Level 5 being the “best” case-scenario. Note that every permutation is not represented; for example, there is no category where social distancing among students could not be maintained, but there is a safe zone for the instructor. The possibility of this configuration is quite small. Regent will always prioritize a room to allow for social distancing *among students* before we would use classroom space to accommodate for an instructor safe zone.

Note: While some class configurations do not require students to wear face coverings while seated, Regent will highly encourage mask-wearing as an extra layer of protection.

Each classroom will be categorized as one of these five levels so students and faculty are aware of the PPE requirements. The categories the classrooms to provide guidance to instructors and students are as follows:

#### **Level 5 - Social Distancing Classroom (L5-SDC)**

- Students spacing is at least 6 feet FTB, and at least 5 feet STS.
- Lectern/podium is at least 6 feet from the nearest student.
- Instructors have a 6 foot + “safe zone” designated
- Student PPE: Optional
- Plexiglass: Not required.
- Instructor PPE Requirement Level: Low

#### **Level 4 - Social Distancing Classroom (L4-SDC)**

- Students spacing is at least 6 feet FTB, and at least 5 feet STS.
- Lectern/podium is less than 6 feet from the nearest student.
- Instructors have a 6 foot + “safe zone” designated
- Student PPE: Optional

- Plexiglass: Required
- Instructor PPE Requirement Level: Low

### **Level 3 - Social Distancing Classroom (L4-SDC)**

- Students spacing is at least 6 feet FTB, and at least 5 feet STS.
- Lectern/podium is at least 6 feet from the nearest student.
- Instructors do not have a 6 foot + “safe zone” designated
- Student PPE: Optional
- Plexiglass: Not required
- Instructor PPE Requirement Level: Medium

### **Level 2 – Social Distancing Classroom (L2-SDC)**

- Students spacing is at least 6 feet FTB, and at least 5 feet STS.
- Lectern/podium is less than 6 feet from the nearest student
- Instructors do not have a 6 foot + “safe zone” designated
- Student PPE: Optional
- Plexiglass: Required
- Instructor PPE Requirement Level: High

### **Level 1 – Social Distancing Classroom (L1-SDC)**

- Students spacing of at least 6 feet FTB, and at least 5 feet STS *cannot be* configured
- Lectern/podium is less than 6 feet from the nearest student
- Instructors do not have a 6 foot + “safe zone” designated
- Student PPE: Required
- Plexiglass: Required
- Instructor PPE Requirement Level: High

<b>Social Distancing Room Classifications</b>					
	<b>L5-SDC</b>	<b>L4-SDC</b>	<b>L3-SDC</b>	<b>L2-SDC</b>	<b>L1-SDC</b>
<b>Classroom Characteristics</b>					
6' FTB/5' STS Spacing	X	X	X	X	
6' + Lectern Buffer	X		X		
Instructor "Safe Zone"	X	X			
<b>PPE Protocols</b>					
Student PPE*	O	O	O	O	R
Plexiglass Required		X		X	X
Instructor PPE Requirement Level	Low	Low	Medium	High	High
*Optional; Required					

## **Appendix G - COVID -19 Cleaning Guidelines for Campus Housing**

All students in campus housing are expected to routinely clean their bedrooms and shared common areas, such as kitchens and bathrooms, according to the schedule and guidelines outlined below. Students with roommates/suitemates must utilize the roommate agreement form to establish cleaning expectations and responsibilities. Cleaning the entire apartment is of utmost importance during this time, and all students are expected to do their part to promote and maintain a clean, safe, and healthy living-learning environment.

### **Before Cleaning:**

- Ventilate the room by opening windows for a minimum of 20 minutes
- Thoroughly wash your hands
- Put on gloves and gather all necessary cleaning supplies

### **Daily Cleaning Guidelines**

#### **Cleaning Hard Surfaces (counters, refrigerator, microwave, stove table, desks, chairs, light switches, toilet seat & handles, bathtub, sink):**

- Clean surfaces using soap and Water before disinfection
- Clean surfaces using an [EPA-approved disinfectant](#) (ensure that disinfectant contain at least 70% alcohol)

#### **Cleaning Electronics:**

- Follow manufacturer's instructions for cleaning devices
- If no manufacturer guideline is available, then use alcohol-based wipes containing at least 70% alcohol
- Dry surfaces thoroughly to avoid any damage
- Use wipeable covers for devices if available

### **Weekly Cleaning Guidelines**

#### **Cleaning Soft Surfaces (carpet, rugs, drapes):**

- Wash items in accordance with the manufacturer’s instructions. If possible, wash and dry items using the warmest setting
- If you can’t launder items, then use [EPA-approved products](#) for cleaning soft (porous surfaces)

**Cleaning Linens, Clothing and Other Items That Go in the Laundry:**

- To minimize dispersing the virus do not shake dirty laundry
- Wash items in accordance with the manufacture’s instructions. If possible, wash and dry items using the warmest setting
- Clean and disinfect hampers/carts before and after transporting items to the laundry room

*For more information about how to clean or what items are appropriate to use, visit the CDC’s website [here](#)*

## **Appendix H - Oncor Consulting Services**

### **Goals**

Oncor's physicians will work with Regent University staff to obtain a comprehensive understanding of the challenges that may be unique to the University. Those physicians will help to outline a clinical plan that involves laboratory testing, daily clinical health screenings, and environmental procedures and protocols that can help minimize the potential risks of exposure and limit the spread of COVID-19.

As information about the disease changes, and as recommendations from authoritative medical bodies change, our team will provide clinical updates to both the Regent University administration and, as requested, campus health departments. Additionally, we will help with any necessary population care plan modifications to address updates in standard of care protocols.

In short, Oncor will be there for Regent University to attempt to provide piece of mind to the administration, staff, students and their family that the University is committed to executing a comprehensive medical plan focused on their safety and well-being

### **Timing**

Oncor would start immediately (June 15th) and plan to partner with your team throughout the start of the fall semester.

### **Activities**

At the start of Oncor's engagement with Regent University, members of our physician led team will telephonically meet with the University administration to discuss the clinical and environmental factors that are impacting the University. Our team will establish the protocols for the initial PCR testing of students and faculty for the return to campus at the start of the fall semester. We will work with Mako Medical Laboratories and Regent University to identify best practices to streamline this testing process.

We will also help establish the daily clinical screening protocols for the University and make recommendations to the campus health department and administration for how to best use this clinical screening tool. The goal will be quick identification of individuals that may have contracted COVID-19.

We will also establish preliminary protocols for how to deal with potentially positive clinical screening reports.

Throughout the fall semester, as clinical issues arise related to public health on campus, Regent University administrators and campus health leaders will be able to access Oncor's physician team to help with the management plan.

### **Physician Resources**

Oncor physicians are experienced with helping organizations understand and manage the challenges posed by COVID-19. Our medical team is up to date on the latest guidelines from the CDC, OSHA, and the Infectious Disease Society of America. We are following the current best practices to manage COVID-19, as well as integrating experience from previous epidemics.

The Oncor physicians that will be assigned to Regent University will include: Scott Shapiro, MD, FACC, Don Haas, MD and Joe Hassey, MD. They will be available to University staff and the campus health department.

## Appendix I - Protocols for Visitors to Regent University's Campus

<b>Visitor/Vendor Type</b>	<b>Visitor/Vendor Example</b>	<b>Expectation</b>
Strictly Personal Meeting/Deliveries	<ol style="list-style-type: none"> <li>1. Family visits for lunch;</li> <li>2. GrubHub Deliveries</li> </ol>	<ol style="list-style-type: none"> <li>1. The only strictly personal on-campus meeting should take place in the parking lot, and should last briefly.</li> <li>2. All personal meetings that involve someone outside of the Regent community should take place off campus.</li> </ol>
Potential Student/Employee	<ol style="list-style-type: none"> <li>1. Applicant meeting with an advisor;</li> <li>2. Job Interview</li> </ol>	<ol style="list-style-type: none"> <li>1. If possible, complete Visitor/Vendor screening the morning of the meeting prior to the visit. If screening fails, the person must reschedule meeting.</li> <li>2. Visitor must check in with office manager/supervisor of the department of the meeting, who will confirm screening has been completed. If screening was not completed prior to visit, the manager/supervisor will assist the person in completing the screening prior to checking them in.</li> <li>3. Face masks are required at all times while on campus.</li> <li>4. Easy access to hand sanitizer and social distance protocols has been implemented</li> </ol>
Regular Delivery Personnel	<ol style="list-style-type: none"> <li>1. Mail Delivery</li> <li>2. Supply Delivery</li> </ol>	<ol style="list-style-type: none"> <li>1. Regent will create centralized delivery protocols so that the number of individuals who</li> </ol>

		<p>engage with delivery personnel is minimal.</p> <p>2. If delivery is only dropping off a package or item, no screening is necessary. If a meeting is necessary for the delivery, the visitor/vendor will need to check in and complete screening protocols.</p>
Guest Speakers/Trainers	<ol style="list-style-type: none"> <li>1. External Chapel Speaker</li> <li>2. IT Training Consultant</li> </ol>	<ol style="list-style-type: none"> <li>1. If the visitors/vendors plans to spend the night at Founders' Inn the day before the event or meeting, the visitor/vendor screening should take place prior to leaving the vendor's home or business to travel to campus and prior to leaving one's hotel room the day of the meeting. If the individual plans to arrive on campus the day of the event, the visitor/vendor screening should take place prior to arriving on campus. If screening fails at any point, the meeting must be rescheduled.</li> <li>2. The visitor/vendor will be assigned a handler, who will ensure proper screening protocols.</li> <li>3. Face masks are required at all times while on campus, except for when speaking or training.</li> </ol>
Community Attendance	<ol style="list-style-type: none"> <li>1. Theatre Performances</li> <li>2. Student Life Events</li> <li>3. Athletic Events</li> </ol>	<ol style="list-style-type: none"> <li>1. Someone will be assigned at the entrance of the event to take the temperature of all non-Regent attenders and to ask basic screening questions.</li> </ol>

		<p>2. Any person who fails the screening process, will not be permitted to attend the event.</p>
<p>Campus Tours</p>	<p>Families/student prospects visiting campus</p>	<p>1. Scheduled campus tours: families/prospects will be contacted the morning before their visit and screened over the phone. Upon arrival, a temperature scan will be performed.</p> <p>2. Unscheduled campus tours: “Walk-in” families/prospects will be directed to a separate location before entering any other building and will be screened for COVID-19, including a temperature check.</p> <p>3. Anyone who fails the screening process will not be allowed to tour the campus and will be directed back to their vehicle(s).</p> <p>4. All visitors and tour guides will be required to wear masks.</p> <p>5. Group tours will be limited to one family, with a maximum of 10 family members in a group.</p> <p>6. Meeting with families/student prospects will be conducted in rooms that have been designated to allow for social distancing (e.g., classroom on the first floor of the Divinity building).</p> <p>6. No food or beverages will be served in the Welcome Center where tours begin.</p>

## **Appendix J - Managing Athletics**

### **REGENT ROYALS COVID-19 ATHLETIC SAFETY GUIDELINES**

#### **Practice and Home Game Protocol**

##### **Student-Athletes / Coaches / Athletic Personnel**

- Student-athletes, coaches, and athletic personnel are required to complete the daily screening questionnaire through the Regent Portal before being permitted to enter practice and game facilities/game site. (See Appendix C)
- Student-athletes, coaches, and athletic personnel are issued personal water bottles and only touch and use their water bottle identified with their name. The water container is maintained by one team manager/coach who fills and refills the student-athletes water bottles. All water bottles are disinfected and prefilled prior to practice and games.
- Student-athletes, coaches, and athletic personnel maintain social distancing six feet apart for as many drills as possible and always maintain social distancing when not physically practicing or participating in games.
- Student-athletes, coaches, and athletic personnel are provided personalized masks. Masks are to be worn except when a mask would impair breathing during physical activity.
- Student-athletes, coaches, and athletic personnel are provided personalized hand sanitizer. Regent will provide portable, automatic hand sanitizing dispensers/stations if possible.
- Student-athletes are provided personalized towels.
- Student-athletes provide, and/or, are issued practice gear as well as game uniforms and warm-up gear which must be washed after every use.
- Bench areas/separate seating will allow social distancing six feet apart during practice breaks, team meetings and games whenever possible.
- Disinfect all equipment being used by team(s) before and after every practices and games and additionally whenever possible at stoppages during games, such as half time.
- During practice, for drills that involve individual skill work with equipment/balls, each student-athlete will be assigned one ball that only they use for these drills, or, share between as few as possible when unable to provide one ball per team member. These balls are disinfected before every practice, every 30 minutes during practice, and, at the end of every practice.
- Contact surfaces (e.g. benches, chairs, scorer's table) at practice and game facilities will be disinfected before and after every use.

- Equipment will be disinfected/sanitized before and after every practice and game as well as during practice and games as appropriate; such as half-time.
- The Athletic Department/teams will have trained team captains/managers and/or trained volunteers assigned to meeting all sanitizing requirements described in this document with a check list. Compliance for practices and games will be determined by adhering to the Regent Royals COVID-19 Athletic Safety Guidelines document.
- The Director of Athletics or his designee will interface with coaches to ensure compliance. Coaches will interface with their student-athletes to ensure compliance. Compliance for practices and games will be determined by confirmation of adherence to the Regent Royals COVID-19 Athletic Safety Guidelines document. Any compliance violation will be immediately reported to the Director of Athletics who will discuss with the EVP for Student Life as necessary.
- The Regent University Director of Athletics, with approval of the EVP for Student Life or designee, will determine on a weekly basis if fans are permitted to home athletic contests the following week to the legal limits allowed. If fans are not permitted, the Athletic Department will post on the Regent Royals athletic [website](#) and social media. The Athletic Department will contact the competing institutions Director of Athletics and/or Head Coach to inform them of the decision one week prior to the competition barring unforeseen circumstances that cause a decision to be made later. If fans are permitted, health screening consistent with Regent University and Athletic Department guidelines will be required of all fans prior to entering facility or game site. Trained athletic staff or trained volunteers will conduct these screenings. The screenings will be conducted at the site of the event.
- Game officials/referees will go through a required screening prior to entering facility or game site just as is required of all fans. Athletic staff or trained volunteer will conduct these screenings. Screenings will be conducted at the site of the event. Safety protocols will be requested of all official associations utilized by Regent Athletics.
- Safety protocol information contained in the document will be tracked by the Administrative Assistant to the Director of Athletics with support from athletic staff as assigned by the Director of Athletics. A one-sheet checklist guide is required to be reviewed and signed-off on by each coach and submitted to the AD/Assistant for every practice/game
- Regent University Athletics will adhere to any and all guidelines issued by the NCCAA.
- Student-athletes and Athletics personnel who fail to comply with established protocols, both in the Regent COVID-19 Agreement and Regent Royals COVID-19 Athletics Safety Guidelines, will be subject to established Athletic Department

and/or Human Resources progressive discipline. However, the Athletic Department will first use an educational approach to address issues of non-compliance.

### **Travel and Away Game Protocol**

- Temperature checks and health question screening are required before each team/group travel departure.
- Travel vehicle(s) will be cleaned and disinfected before and after travel.
- Regent Athletics will request and make every effort to proactively obtain information on screening from every school prior to competition. At this point, we do not have information from opponents on their athletic safety protocols. Once protocols are received from competing institutions, they will be reviewed by the Athletic Department and approved by the Director of Athletics, as well as any additional designee of the EVP for Student Life before competition occurs to determine if it is safe to visit their site. The Director of Athletics, or his designee, will interface with other competing institution personnel to ensure compliance. Final deadline for response from competing institutions for fall sports will be August 15, 2020.
- The Regent Athletic Department will request information regarding whether any student-athletes from competing institutions have tested positive for COVID-19 three days prior to each competition.

### **Positive COVID-19 Test Results Protocol**

- **Opposing Student-Athletes/Team Personnel:** If someone on the opposing team is diagnosed with COVID-19, we will require written confirmation that the opposing team's other student-athletes competing have tested negative, or, everyone competing has been quarantined for at least 14 days prior to our scheduled day of competition.
- **Regent Student-Athletes/Team Personnel:** Any Regent University student-athlete/team personnel testing positive for COVID-19 will be required to quarantine for two weeks, as outlined in the Regent Ready: COVID-19 Preparedness Plan. The two-week quarantine also applies to all those who have had contact with individual testing positive. Positive test may require testing of entire team/roommates as deemed necessary by University leadership in order to avoid cancelation of season.

\*Regent University Athletics, in collaboration with senior administration, is prepared to suspend an individual team for the season as necessary for maximum safety of students and staff.

\*\*The guidelines outlined in this document are subject to change depending on possible future mandates and/or recommendations by the NCCAA, state government, and/or CDC.

## Appendix K - University Library Protocols

- Encourage physical distancing and safe practices by
  - Sneeze Shields at service desks
  - Placing tape on the floor in front of the Resource Desk, marking every 6 feet
  - Gloves and masks for all desk personnel
  - Continue facilities enhanced cleaning regimen
  - Signage to indicate only 1 person on the elevator at a time (maybe also signs stating “for use only when stairs are not an option”)
  - Removing chairs from around tables (1 seat instead of 4)
  - Limit number of whiteboards and/or add signage indicating single user only
  - Reduce number of people sharing study rooms, especially in the spaces on the second floor (213; 206)
  - Reposition some computer workstations (1<sup>st</sup> floor) so they are at least 6 feet apart
  - Close hot water station for a period of time
  - Prop internal doors open where possible to limit touching handles
  - Require the use of facemasks
- Logistical changes
  - Shifting as much of course reserves (books and DVDs) to electronic options
  - Shifting Interlibrary Loan requests to eBooks wherever possible
  - Reconfiguring Desk staffing model to reduce number of people on each shift
  - Moving the community/alumni check-in security iPads to the side of the Resource Desk
  - Cancelling events
  - Offer print material parking lot pick-up (student/faculty sends request for books, library staff gather books, check them out to requesting student, notifies student/faculty that their order is ready, student/faculty pulls up in the parking lot and calls the desk, staff brings books to their car). Orders could also be picked up at the desk if they have no car, or in the lobby.

## Appendix L - Protocols for Regent Food Service Catering

- For Catering by Ordinary (right of first refusal for all food service on campus):
  - Temporary catering menu is in place.
  - The default is for all food to be pre-packaged in individual servings, including drinks and utensils.
  - No self-serve drink/coffee stations are allowed.
  - Either pre-packaged individual servings or member(s) of the group must man the drink/coffee station with hair up, mask, and gloves on.
- If groups want a buffet-style meal, they must hire servers through Food Services:
  - Minimum of 2 servers must be hired per event.
  - Only hired servers may touch the buffet.
  - No leftover food can be saved.
- When the Ordinary must decline the request and outside food/catering is needed:
  - Costco catering trays and pizza; a group member serving the items must have hair up, mask, gloves, etc. and NO self-service.
  - Minimum of 2 servers per event, following food service requirements in previous bullet point.
  - All outside catering must be individually packaged or there must be designated servers following the same guidelines as the Ordinary must follow.
- Social Distancing for food service:
  - Guests do not need to stand 6 feet away from food tables that are boxed up in individual servings.
  - If buffet tables or drinks with servers, guests must stand 6 feet away except when approaching to be served.
- Enforcement of all requirements:
  - For law school student orgs, Judge Marion Warren (Sr. Associate Dean) will enforce.
  - For non-law school student orgs under a school, that dean/assistant dean will enforce.
  - For non-law student organizations under Student Services, Student Services will enforce.
  - For schools/departments/center events, that dept. head or designee will enforce.