



Richmond, Virginia

Return to Campus Plan 2020

SOUTH UNIVERSITY RICHMOND (SURI)

Response to COVID-19 and Reopening Plan Fall 2020

Under review by the State Council of Higher Education for Virginia

July 6, 2020

On June 11, 2020, Governor Ralph Northam, anticipating that conditions at the state, regional and local levels are conducive to South University Richmond conducting in-person instruction and on-campus educational operations in the 2020-2021 academic year, South University Richmond submits the following reopening plan for state compliance review by the State Council for Higher Education in Virginia.

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SECTION A. RESPONSE TO COVID-19

1. Establishment of a COVID-19 coordinator/campus-wide team.

- South University COVID-19 Multidisciplinary Health Professions sub-group:
 - Gina Scarboro (lead), Dean of the College of Health Professions, DBA, CAA
 - Margaret Andrews, Assistant Dean, College of Nursing, DNP, RN, LNP, WHNP-BC, FNP-BC, CNE, CDP
 - Elizabeth Kostal, MD, Academic Program Director, Health Sciences & Public Health
 - Angelique Pereira, Pharm.D., BCPS, Assistant Professor of Pharmacy Practice, School of Pharmacy
 - Kristen Smethurst, PA-C, Director of Didactic Education, Physician Assistant Program, West Palm Beach
 - Lilia Macias-Moriarty, Ph.D., M.P.H., Associate Professor of Pharmaceutical Sciences, School of Pharmacy
 - Sandra Tucker, MSN, RN, CNE, Undergraduate Nursing professor, Columbia b) South University COVID-19 Task Force
 - Dr. Steven K. Yoho, Chancellor
 - Dr. Brian McAulay, Vice Chancellor for Academic Affairs
 - Alisa Krouse, Vice Chancellor for Student Success and Administration
 - Lynne Haines, Vice Chancellor for Human Resources
 - Jennifer Flatt, Director of Local Marketing
 - Jocelyn Piccolo, Executive Assistant to the Chancellor
- South University Richmond Campus Team
 - Jason Crittenden, Campus Director
 - Page Robbins, Business & Facilities Manager
 - Jessica Shrader, Physical Therapist Assistant Faculty member

2. Contact information and procedures for reaching the local health departments

South University, Richmond has designated the college officials who are to be contacted by VDH.

- **Employees:** Lynne Haines, AVP for Human Resources, lhaines@southuniversity.edu
- **Students:** Jason Crittenden, jcrittenden@southuniversity.edu

If a faculty, staff member, or visitor indicates that they may have been exposed to coronavirus, advise the employee to immediately contact his/her medical provider who will make an assessment and report potential exposure to the local health department. If a student indicates that they may have been exposed to coronavirus, advise the student to immediately contact his/her medical provider who will make an assessment and report potential exposure to the local health department.

Virginia Department of Health - Regional/Local Health District Contact Information

HEALTH DISTRICT	PUBLIC HEALTH	PHONE	ADDRESS
Central Region Emergency Coordinator	Mike Magner michael.magner@vdh.virginia.gov	804-864-7486 w	8600 Dixon Powers Dr., Henrico, VA 23273
Public Information Officer	Lorrie Andrew-Spear lorrie.andrew-spear@vdh.virginia.gov	703-530-2627 w	
Regional Epidemiologist	Angela Myrick-West angela.west@vdh.virginia.gov	804-318-8613	8600 Dixon Powers Dr., Henrico, VA 23273
Chesterfield	Brian Pierce brian.pierce@vdh.virginia.gov	804-751-4364 w 804-621-6118 c	9501 Lucy Corr Circle, Chesterfield, VA 23832
Goochland and Hanover	Steve Rykal steven.rykal@vdh.virginia.gov	804-365-4345 w 804-840-3695 c	12312 Washington Highway Ashland, VA 23005
Henrico	David Calkins david.calkins@vdh.virginia.gov	804-501-7250 w	Human Services Building 8600 Dixon Powers Dr., Henrico, VA 23273
Petersburg	Deborah Whitacre deborah.whitacre@vdh.virginia.gov	804-862-8903 w	301 Halifax Street Petersburg, VA 23803
Richmond	Patrick Holland patrick.holland@vdh.virginia.gov	804-205-3500 w	400 East Cary Street Richmond, VA 23219

3. Students' initial return to campus (such as initial screening, move-in)

South University's Fall quarter begins October 3rd and with an intention of offering classes in a face-to-face environment for those classes that fall under the 'Lab' heading. All other courses will be delivered in a virtual format, thereby reducing the number of faculty, staff, and students on campus.

The University will provide instructions and protocols for on-campus lab participation that adhere to the most current CDC, federal and state guidelines, including the use of personal protective equipment (PPE) and social distancing.

Staff and faculty working at the campus, along with students and visitors, will continue checking in and out at the front desk. Everyone will utilize social distancing practices staying six feet apart, avoiding gatherings, frequently washing hands and electively wearing masks.

Precautions have been implemented to increase cleaning and disinfecting campus common spaces, including all doors, labs, restrooms, lobbies and break rooms. Interior office spaces will be cleaned and disinfected upon request. Hand sanitizer and masks are available for students, staff and visitors.

Students returning to campus to participate in lab-based instruction can expect to acknowledge their responsibility to adhere to all safety precautions, including staying home if sick or symptomatic, utilizing social distancing, complying with temperature checks and wearing provided Personal Protective Equipment. No more than nine students and one faculty member will be allowed in a lab at a time. There will be time allowed between small groups exiting and entering lab classrooms to allow for proper cleaning.

In between use, labs will be cleaned and disinfected with a quality commercial grade disinfectant product that is fast, safe and effective.

Following steps to support health and safety of our campus community and Pursuant to Phase 2-of Governor Northam's Forward Virginia Blueprint, students will follow the following guidelines:

- Students, faculty, and staff on the campus will practice physical distancing and remain at least six feet apart.
- Face coverings will be required inside buildings and classrooms. Students will not be admitted to class without appropriate face coverings.
- Plexiglass shields are installed for all front facing employees on campus during this phase.
- Cleaning and disinfecting protocols will continue as described in section A6.
- Students will be informed of how to maintain safe habits prior to returning to campus by being required to review the student return to campus advisory.
- Objects that could potentially be shared will be removed from public areas (i.e. pens).
- Computers will be cleaned and disinfected after each use.

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- Masks will be available to faculty, staff, students, and guests who do not have appropriate face coverings or access to face coverings.

4. Education/training of students

The CDC recommends community mitigation activities that slow the spread of the disease. Therefore, South University, Richmond will employ the following educational procedures:

- New-student orientation will provide students with information related to best practices for mitigating the spread of COVID-19 (ex. physical distancing, face coverings, hand-washing and sanitizing).
- Faculty members will be provided with guidelines for classroom/lab instruction.
- Faculty will ensure each class/lab follows safe COVID-19 practice as prescribed by the university.
- Best practices for COVID-19 prevention, as outlined by the Centers for Disease Control and Prevention, will be provided to students through a variety of platforms, including social media, university website, and through email communication. Specific prevention information will include information [directly from the CDC website](#).
- Students will understand the expectation to comply with CDC guidelines for physical distancing, hygiene, and safety while visiting campus.

Symptoms of COVID-19 – According to the [CDC](#)

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Student and Employee Daily Self Check Information

Students, employees, or guests of South University, Richmond are asked to self-monitor and [self-screen](#) before each time they come to campus.

According to the Virginia Department of Health, students, employees, and guests should not enter the facility if they answer yes to any of the following questions:

- A new fever (100.4°F or higher) or a sense of having a fever?
- A new cough that cannot be attributed to another health condition?
- New shortness of breath that cannot be attributed to another health condition?
- New chills that cannot be attributed to another health condition?
- A new sore throat that cannot be attributed to another health condition?
- New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?
- A loss of taste or smell that cannot be attributed to another health condition?

If a student, employee, or guest of South University answers YES to any of the screening questions before coming to campus, the person should stay home and not come to campus.

Proper Use of Face Coverings

Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

Frequently Asked Questions

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering? A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth face covering? Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Hygiene

Cover Coughs and Sneezes: Immediately wash your hands for at least 20 seconds after a cough or sneeze. If soap and water are unavailable, use hand sanitizer that contains at least 60% alcohol until you have access to soap and water.

Washing Hands: Individuals are encouraged to wash hands often for 20 seconds following these five steps every time, according to the CDC:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Coping with Fears and Stigma surrounding COVID-19

CDC states that fear and anxiety arise from a lack of understanding and knowledge of what COVID-19 is and how it is transmitted. Fear and anxiety may lead to stigma, negative attitudes toward people, places and things, which may cause stereotyping. For these reasons, it is important to stay informed and practice self-care (physical and mental).

5. Physical Distancing according to CDC guidance

Strategies to allow physical distancing in classroom

1. To remain in compliance with guidelines as established by the Governor’s Safer at Home Phase 2, SOUTH UNIVERSITY, RICHMOND will only allow those courses that require hands-on training to be delivered face-to face and in compliance with the Centers for Disease Control and Prevention (CDC) guidelines for safety.
2. Additionally, South University, Richmond has limited the occupancy of classroom spaces to ensure physical distancing is maintained. South University, Richmond classrooms will be configured to respond to the ongoing coronavirus pandemic. Strategies are as follows:
 - a) The maximum number of students and faculty members in each session is ten (10) people.
 - b) Seating in classrooms will be at least 6 feet apart in all directions for lecture/discussion/skills observation.
 - a. Excess seating will be removed.

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- b. The floor will be taped to identify appropriate distancing if not seated.
 - c) Rooms will be cleaned between groups by janitorial staff. Breaks between instructional sessions will be determined by the On-Campus Student Laboratory Coordinator.
 - d) Common areas such as the student and faculty lounges will be closed.

Instructors are required to screen each student and complete a South University On-Campus Screening Form before starting each on-campus activity. Forms must be submitted to the Program Director, who will provide a digital copy of weekly results to the **On-Campus Student Laboratory Coordinator**.

Social Distancing considerations outside the classroom

- Students may only enter through one designated door in each building. They must remain six feet apart while outside until they can be screened by a faculty member.
- The use of ground-level learning spaces is preferred to avoid elevator use.
- Elevator use should be limited based on space (ideally single occupant).
- Student lounges will be closed to discourage gathering.
- Students are only permitted on campus for the duration of the learning activity.
- The use of learning spaces will be limited to minimize the burden on housekeeping.
- Students may only visit the restrooms one at a time.

Student Centers

- All Student Lounges will be closed.

Restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls

- All common areas such as student lounges and lunch areas will remain closed

Limitations on size of gatherings.

- No events will take place that are not in compliance with the CDC recommendations and the recommended guidance by the Governor's Forward Virginia Plan.
- Regardless of the number of people allowed to socially gather, the recommended post COVID-19 South University, Richmond campus modifications will remain in effect until further notice.
- Gatherings will be limited to fewer than 50 people and student activities will remain virtual.

Strategies for food dining services should be consistent with plans to optimize physical distancing.

- Food service is not provided at this location

6. Hygiene practices and cleaning/disinfecting protocols

In order to maintain a clean and disinfected campus environment during business hours, the following procedures should be followed once we have transitioned any of South University, Richmond's operations back to campus.

Supplies have been ordered and are on hand to support sustained use. The full inventory of items and equipment used in classes by faculty and students will be leveraged such that there is minimal re-use where possible.

South University, Richmond Student Services Offices (including faculty offices where students visit)

- All offices where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every office. Cleaning: The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. Disinfecting: Next, the spray disinfectant is to be used to disinfect surfaces.
- The supervisor of each office will create a schedule for each office to ensure that cleaning duties are assigned and cleaning is occurring throughout each day.
- Each morning, someone from the office should be designated to make sure supplies are available. Contact maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.

South University, Richmond Classrooms (including classrooms with computer labs)

- All classrooms where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every classroom or computer lab. Cleaning: The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. Disinfecting: Next, the spray disinfectant is to be used to disinfect surfaces.

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- Facilities and Academics will determine which spaces will be used, ensure that cleaning duties are assigned and cleaning is occurring throughout each day between classes.
 - Due to supply-chain demands, supplies are subject to availability. South University's Director of Facilities is responsible for securing those supplies and delivering them to each campus, including South University, Richmond.
 - After every class session, the faculty or staff member should put on disposable gloves. South University, Richmond also recommends putting on a disposable mask or a cloth face covering.
 - The faculty or staff member should inspect the classroom. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
 - Next, all hard (non-porous) surfaces in the area where students may have touched will be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
 - For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instructions for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
 - Be sure to wash your hands immediately after removing gloves.

South University, Richmond Laboratories

- All laboratories where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every laboratory. Cleaning: The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. Disinfecting: Next, the spray disinfectant is to be used to disinfect surfaces.
- The appropriate program leader will create a schedule for each lab space to ensure that cleaning duties are assigned and cleaning is occurring throughout each day between lab sessions.
- Contact maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.

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- After every lab session, the faculty or staff member should put on disposable gloves. South University, Richmond also recommends putting on a disposable mask or a cloth face covering.
 - The faculty member should inspect the classroom. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
 - Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, scientific equipment, countertops, handles, desks, faucets, sinks, etc.
 - Many labs already have protocols for cleaning equipment after student use. Remember that COVID-19 requires disinfection as well. Review any laboratory procedures and modify them to include disinfecting protocols.
 - For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instructions for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
 - Be sure to wash your hands immediately after removing gloves.
 - If the industry for which students in a laboratory session are preparing to enter will reasonably require employees to use specific protocols for cleaning and disinfecting, the South University, Richmond employee teaching the lab can incorporate cleaning and disinfecting objectives into the lab.
 - Students should be first shown how to properly clean and disinfect any equipment or tools. Then, the student should be assessed to be certain they are performing the activities in a suitable manner. The lab instructor must observe students to be sure they continue to follow proper protocols.
 - In these cases, the instructor should provide students with the industry standards, and document when task training is complete with each student.

Learning Resource Centers/Libraries

- The Student Computer Center will be cleaned and disinfected at multiple times during the normal day. Access to the computer labs are limited and students are required to sign in at reception.
- Next, all hard (non-porous) surfaces in the area where students may have

touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.

- For electronics, such as keyboards, mouse, and remote controls follow manufacturer’s instructions for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- Be sure to wash your hands immediately after removing gloves.

Student Centers

- Not applicable at this location

Breakrooms

- All breakrooms will be closed to faculty, staff and students.

Facilities contacts at South University, Richmond

- Security Office – (804) 727-6857
- Facilities – (804) 727-6879
- Campus Director Direct – (804) 727-6864
- Reception – (804) 727-6800
- University Administration Facilities – (561) 445-0950

7. Housing

South University, Richmond’s students live in their communities rather than in campus housing, so this category is not applicable. However, students will be encouraged to continue social-distancing and mitigating practices while at home and in their daily lives.

8. Consideration of vulnerable individuals (e.g. 65 years or older, underlying health conditions)

Employees who may be more vulnerable to severe illness from COVID-19 (those over the age of 65 and those with underlying medical conditions) are encouraged to self-identify and work with both their supervisor and Human Resources to explore alternative work

arrangements such as telework and alternative schedules. Other potential options include changing work processes or work locations to minimize contact with students, patrons, and other employees and implementing other physical distancing measures within the office environment (installation of shields, rearrangement of workspaces to ensure at least 6 feet of distance between them, etc.). The campus will employ an interactive process to address concerns of vulnerable individuals. (See Appendix E)

The campus leadership will take steps to minimize employees' risk of exposure while making sure to be compliant with relevant laws like the Americans with Disabilities Act and the Age Discrimination in Employment Act.

Policy Options to Support those at Higher Risk

The campus will implement teleworking and alternative work schedules such as compressed work weeks and flexible work hours that may be available to employees.

Leave Policies

Employees may utilize available leave types in accordance with Human Resource Management policies.

Employees are encouraged to stay home when they are not feeling well and/or if they are exhibiting symptoms consistent with COVID-19 and to discuss their leave options with their supervisor and the Office of Human Resources. Employees diagnosed with COVID-19 are required to report their diagnosis to their supervisor and the Office of Human Resources.

Return to Work after COVID-19 Illness

Employees are required to follow [Centers for Disease Control and Prevention \(CDC\) recommendations](#) when ending isolation. When an employee may return to work and be around others depends on different factors for different situations.

Employees are to coordinate with their supervisors and Human Resources when planning to return to work.

9. International student considerations

South University, Richmond does not have international students in attendance, at this time.

10. Partnership and communication/information sharing with local community, health systems and other stakeholders.

South University, Richmond has a variety of partnerships with the local community,

health systems, and other key stakeholders with whom we have established Affiliation Agreements and Memorandums of Understanding (MOUs). Communication with these partners is ongoing, as many of our students participate in clinical assignments and internships/externships. These partners will be apprised of our procedures, policies and expectations.

Section 11: Face coverings (students, faculty and staff)

In a [paper](#) published by the Proceedings of the National Academy, the authors conclude that when “used in conjunction with widespread testing, contact tracing, quarantining of anyone that may be infected, hand washing, and physical distancing, face masks are a valuable tool to reduce community transmission” of COVID-19. As such, South University, Richmond will require students, faculty, and staff to wear face coverings inside buildings, especially in common areas where physical distancing is difficult (hallways, restrooms, breakrooms) and in classrooms, libraries, and labs. The following resources will be shared with all students, faculty, and staff:

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for health care workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

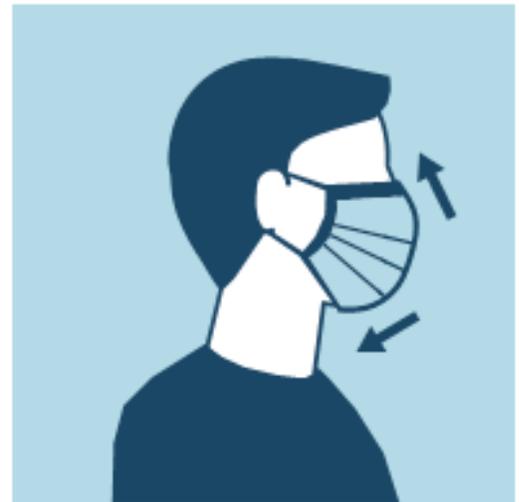
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth



Sewn Cloth Face Covering

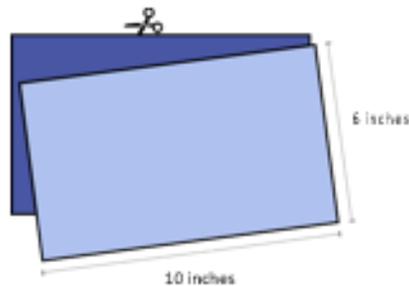
Materials

- Two 10" x 6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, clothstrips, or hairties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

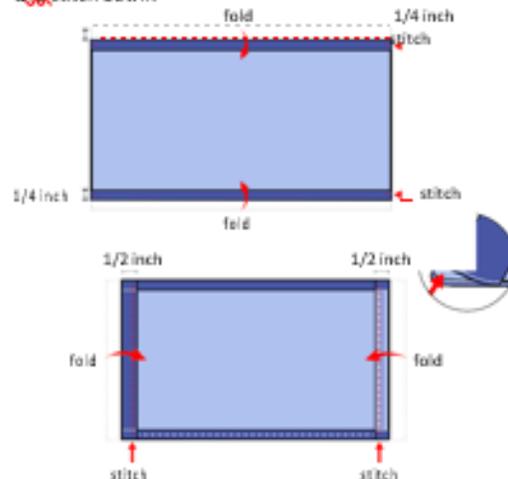


Tutorial

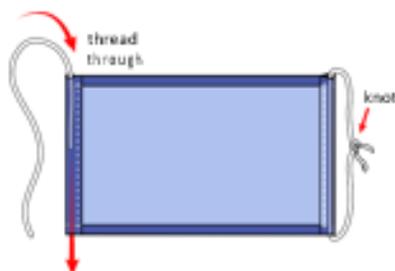
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



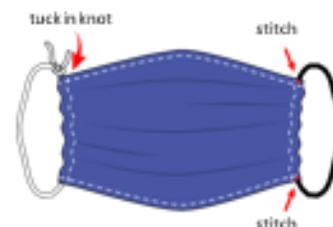
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{8}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the earloops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hairties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

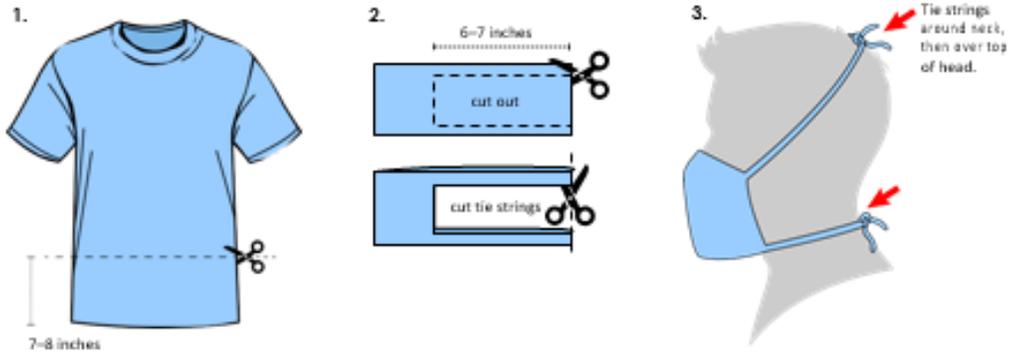


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

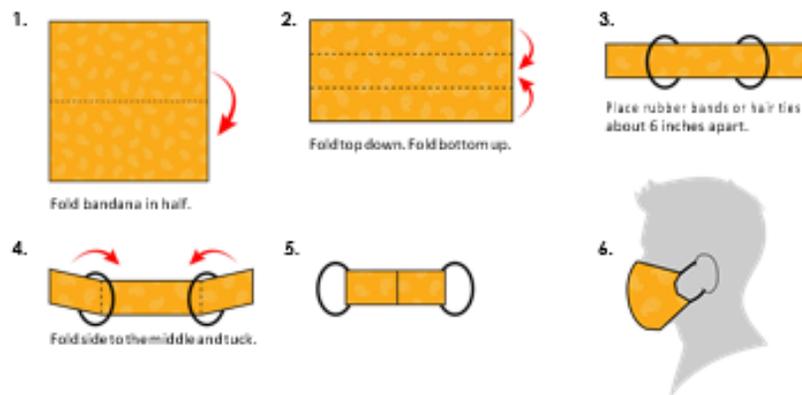


Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial



12. Student Health Services

South University, Richmond does not provide Student Health Services. Students will have the following health resources available to them in the community:

- [Community resources document on South University, Richmond website](#)
- [Henrico County Mental Health Resources](#)
- [Henrico County Community Services](#)
- [Virginia Association of Free and Charitable Clinics](#)
- [Planned Parenthood](#)

13. Large events, including athletic events, and others such as ceremonies or performances

South University, Richmond does not have athletic teams, nor will the campus be holding any large gatherings moving forward. For example, our commencement has been moved to a virtual format to ensure the safety of our students and their families, our faculty and staff.

14. Communications strategy

An effective communications plan is multi-layered and ongoing. South University, Richmond began communicating with students, faculty and staff in mid-June about the Summer and Fall quarters, and will continue to do so. The Campus Director and Dean of Student Affairs have conducted a number of virtual meetings to ensure that our employees and students could share their concerns and ask questions. Further, the Chancellor of the University, the South University, Richmond Campus Director, and Dean of Student Affairs have sent a number of emails to all stakeholders outlining the University's plans and will continue to do so, such that all stakeholders are apprised of changes as they occur.

Strategy: Emphasize all the positive initiatives happening at the campus and communicate how we are protecting people and advancing education and student success safely.

Actions and communication timeline

Summary of Activity:

- February 28, 2020: South University communicated with all students, faculty and staff that the University is monitoring the COVID-19 situation in collaboration with local and national authorities and instructed all to practice CDC preventive measures.
- March 2, 2020: South University launched a section on the main website dedicated to COVID-19 University announcements to keep the South community up-to-date: <https://www.southuniversity.edu/about/coronavirus-info-resources>
- March 9, 2020: South University disseminated the South University Emergency Preparedness Plan to University and Campus Leadership to utilize if a situation were to occur at a University location. Talking points were also disseminated to staff members regarding the University's response to COVID-19.
- March 11, 2020: Students at the Richmond campus self-reported possible exposure to someone who was being tested for COVID-19 through their employment at nearby healthcare facilities. The University closed this campus for cleaning at the direction of the Virginia Department of Health and recommended that those students self-quarantine for 14 days. All classes moved from on-ground to a virtual teaching format through the end of winter quarter at this campus.
- March 12, 2020: A student at the Tampa campus self-reported contact with a patient who had a confirmed diagnosis of COVID-19. The student was instructed to self-quarantine for 14 days. The Tampa campus cancelled classes on Friday, March 13, and all classes moved from on-ground to a virtual teaching format through the end of winter quarter at this campus. The University worked with the Hillsborough County Department of Health to clean the facilities.
- March 13, 2020: Chancellor Steve Yoho provided an update to all faculty and staff regarding the situations at the Tampa and Richmond campuses, as well as informing all that no confirmed cases of COVID-19 had been reported at any of the campus locations. He reiterated the CDC's recommendations of preventive measures to follow to prevent the spread of illness. All international university-sponsored travel was suspended until further notice, along with community events planned on campuses for the remainder of winter quarter.
- March 15, 2020: Chancellor Steve Yoho notified all campus-based students, faculty and staff that on-ground classes would move to a virtual learning format through the end of winter quarter. On-ground classes were cancelled on Monday, March 16, and rescheduled once this transition took place at the Austin, Columbia, Montgomery, Richmond, Savannah and West Palm Beach campuses and the High Point and Orlando Learning Sites.
- March 18, 2020: The University shared an FAQ regarding the COVID-19 pandemic and alerted all South University community members that the University remains committed to supporting the needs of students, faculty and staff during this unusual time.

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- March 20, 2020: Chancellor Steve Yoho shared a message with the South University community that the University continues to operate and fulfill the educational mission and that the University will continue to offer support in this crisis.
 - March 24, 2020: Chancellor Announcement of Spring quarter to be held through the virtual remote format [SouthVR](#). **SouthVR** will provide students with real-time interaction with both instructors and classmates. In addition, faculty and program directors will hold virtual office hours, provide video tutoring, and schedule one-on-one meetings to further support our students. <https://www.southuniversity.edu/about/south-vr>
 - April 15, 2020 - South University has made the difficult decision to postpone commencement ceremonies and related in-person activities until a future date in which large public gatherings are determined safe. Campus leadership is working with ceremony venues to secure a new date, and will communicate this information with you as soon as it is available. Student degrees will still be conferred when they have satisfied all academic requirements to be eligible to graduate; all graduates are eligible members of the [South University Alumni Association](#). Postponing the graduation ceremony does not change the exceptional achievements of our graduates, and we will celebrate together once it is safe to do so.
 - April 23, 2020 - A message from the Chancellor: For the safety of all of our campus-based students, staff and faculty, we will complete the **Spring quarter** using the virtual learning format, *SouthVR*. [Full Statement](#)
 - May 11, 2020 - South University is now preparing for a phased approach in our return to on-campus instruction and operations. At this time, we will be working with the College Deans and University Leadership to safeguard our students and their educational pathway to graduation. To do so responsibly we will begin to introduce hybrid instruction for specific programs, requiring a mix of in-person lab instruction, as well as, continuing with virtual remote didactic lectures to complete the elements required to progress in their courses. Read [Full Statement](#)
 - July 2, 2020 - The South University 2020 Return to Campus Plan can be accessed [HERE](#). As the circumstances around the country continue to evolve, please know that South University considers your health and safety a top priority. We hope that you and your family stay safe and that we are confident that together we will continue your education and maintain a focus on preparing you for your future career opportunities.

15. Orientation and education/training, including anti-stigma training

South University is committed to prevent COVID-19 stigma by:

Maintaining the **privacy and confidentiality** of those seeking healthcare and those who may be part of any contact investigation.

- Quickly communicating the risk, or lack of risk, from contact with products, people, and places.
- Correcting negative language that can cause stigma by sharing accurate information about how the virus spreads.
- Speaking out against negative behaviors and statements, including those on social media.
- Making sure that images used in communications show diverse communities and do not reinforce stereotypes.
- Using media channels, including news media and social media, to speak out against stereotyping groups of people who experience stigma because of COVID-19.
- Suggesting the Employee Assistance Program/Student Assistance program, or virtual resources for mental health or other social support services for people who have experienced COVID-19 related stigma or discrimination.

The graphic features a blue header with the text "Mental Health Resources". Below this, there are two columns of information. The left column is titled "Employee Assistance Program" and lists "Unum" with the phone number "1-800-854-1446" and the website "www.unum.com/lifebalance". The right column is titled "Student Assistance Program" and lists "Reach Student Assistance Program" with the phone number "855-691-4941" and the website "www.mylifeexpert.com (code southuniv)". The background of the graphic is a blurred image of a building facade. In the bottom right corner, the South University logo is displayed, which includes the word "South" in a large, orange, serif font, "UNIVERSITY™" in a smaller, blue, sans-serif font, and "ESTABLISHED 1899" in an even smaller, blue, sans-serif font below it.

Employee Assistance Program	Student Assistance Program
Unum 1-800-854-1446 www.unum.com/lifebalance	Reach Student Assistance Program 855-691-4941 www.mylifeexpert.com (code southuniv)

SECTION B: MONITORING HEALTH CONDITIONS TO SECTION

1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population.

Students and employees are required to self-monitor and self-screen daily. Students and employees are encouraged to watch for symptoms and [use the CDC Coronavirus Self-Checker](#) or the [Virginia Department of Health \(VDH\) COVIDCHECK](#) to help make decisions and seek appropriate medical care.

Employees and students are encouraged to stay home when they are not feeling well and/or if they are exhibiting symptoms consistent with COVID-19.

On-Campus Activity Screening Form

Students or faculty who have any symptoms, recent exposure to others positive for COVID-19, or have an unexplained increase in body temperature **may not attend these activities** and must contact their instructor to make alternate arrangements.

Program/Class: _____ Date: _____

Instructor name: _____ Instructor temp: _____

Student Name	Body temperature Afebrile (<100.4° F Core temp) while not taking antipyretics (acetaminophen, ibuprofen, etc.)? (Y/N)	Respiratory symptoms: cough, shortness of breath, low grade fever? (Y/N)	In the previous 14 days, have you had contact with someone with a confirmed diagnosis of COVID-19 or under investigation for COVID- 19 or is ill with a respiratory illness?

Note: Instructors should be aware that touch-free or infrared thermometers may have different equivalent values of core body temperatures. Please consult user manual.

Instructional Protocols

1. The maximum number of students and faculty members in each session is ten (10) people.
2. Seating in classrooms should be at least 6 feet apart in all directions for lecture/discussion/skills observation.
 - a. Excess seating should be removed.
 - b. The floor should be taped to identify appropriate distancing if not seated.
3. Rooms will be cleaned between groups by janitorial staff. Breaks between instructional sessions will be determined by the **On-Campus Student Laboratory Coordinator**.
4. Students may only enter through one designated door in each building. They must remain six feet apart while outside until they can be screened by a faculty member.
5. The use of ground-level learning spaces is preferred to avoid elevator use.
 - a. Elevator use should be limited based on space (ideally single occupant).
6. Student lounges will be closed to discourage gathering.
7. Students are only permitted on campus for the duration of the learning activity.
8. The use of learning spaces should be limited to minimize the burden on housekeeping.
9. Students may only visit the restrooms one at a time.
10. Instructors are required to screen each student and complete a South University On-Campus Screening Form before starting each on-campus activity. Forms must be submitted to the Program Director, who will provide a digital copy of weekly results to the **On-Campus Student Laboratory Coordinator**.

Follow-Up

- a. If a student or faculty member are febrile ($\geq 100.4^{\circ}$ F core body temperature), while not taking antipyretics (acetaminophen, ibuprofen, etc.), they will not be allowed to participate in on-campus activities for at least 14 days. Febrile individuals should be advised to seek medical care and self-quarantine per [CDC guidelines](#).
- b. If a student or faculty member does not follow the protocols outlined by the University, they will not be allowed to participate in on-campus activities and their attendance will be noted by the instructor who will take action based on university and program policies.
- c. If a student or faculty member tests positive for COVID-19, they are not to attend on campus activities until at least 14 days after their positive results *and* the resolution of all symptoms.
- d. If a student or faculty member has medium or high risk of exposure in the course of their professional roles as healthcare providers (not receiving instruction) as described by the [CDC](#) guidance for healthcare personnel, they will not be allowed to participate in on-campus activities for 14 days following exposure. Student or faculty members with low-risk exposure in the course of their professional roles as healthcare providers (not receiving instruction), as described by the [CDC](#) guidance for healthcare personnel, may be allowed on campus but must self-monitor, perform temperature checks, and wear a mask on campus at all times. Anyone

with exposure should be instructed to follow current [CDC guidelines](#), including self-isolation and seeking medical care if symptoms occur.

2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.

The University will be utilizing a campus-based incident log into which the campus leader will enter information about the health circumstance, those that person came into contact with, the kinds of notifications that took place, and actions that have or need to be taken. Information on that spreadsheet will be shared with the West Henrico County Health Department as appropriate.

3. Establishment of a testing strategy.

Employees are required to report COVID-like symptoms to their supervisor and the Office of Human Resources and students to their instructor, program director, or dean of student services. The campus will identify access to testing for symptomatic students and employees. Additionally, the campus will isolate cases and quarantine close contact of cases working in collaboration with the local health departments.

SECTION C: CONTAINMENT TO PREVENT SPREAD OF DISEASE WHEN DETECTED

1. Partnership with VDH for contact tracing

See Section C3 - Campus Outbreak Management below.

2. Quarantining and isolating

Quarantine and isolation helps protect the public by preventing exposure to people who have or may have a contagious disease.

Quarantine - separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Isolation - separates sick people with a contagious disease from people who are not sick.

The timeframe for self-quarantine is 14 days following the last day of exposure to a patient with COVID-19, to ensure that the contact does not get sick themselves and spread the virus to others. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific room or area and using a separate bathroom, (if possible).

- Be alert to symptoms - fever, cough, shortness of breath or other symptoms
- Take your temperature
- Practice Social Distancing
- Follow CDC Guidance if symptoms develop

If a student or staff member reports symptoms or a positive COVID-19 test, that person will be asked to leave the campus or location immediately. If that is not possible, the individual will be isolated in an empty office until such time as the person can safely leave or be picked up.

3. Campus outbreak management

South University, Richmond will implement a short-term building closure if a COVID-19 infected person has been on campus, regardless of the level of community spread. According to CDC recommendations, if South University, Richmond is notified by the local health department that an infected person has been on campus:

- Campus administrators, working with public health officials and University Administration, may choose to close buildings and facilities that had been entered by the individual(s) with COVID-19.
- Facilities employees will enter the affected spaces, wearing appropriate PPE, and sanitize the areas using an Air Mate Hurricane ES electrostatic fogger.
- Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- Campus leadership will partner with the VDH for contact tracing.

If a student learns they have tested positive for COVID-19, they should notify their instructor so the student can be isolated immediately, pending their safe removal from campus. The instructor should contact a campus dean.

4. Partnership with local health systems to ensure care for symptomatic individuals as needed. (e.g. a local health system representative could serve on the COVID-19 team)

Our local health systems will be provided copies of this plan. Contact information for health coordinators can be found in Section A-2. Individuals who are symptomatic should quarantine for 14 days.

SECTION D: SHUTDOWN CONSIDERATIONS IF NECESSATED BY SEVERE CONDITIONS AND/OR PUBLIC HEALTH GUIDANCE

1. Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.

South University, Richmond could implement a brief building closure if a COVID-19 infected person has been in that building, regardless of the level of community spread. Once the local health department confirms a positive COVID-19 test, health officials will notify South University, Richmond.

- South University, Richmond has designated campus officials who will receive notifications from local health officials.
- Health officials will assist administrators in determining a course of action, including whether a short-term closure of campus spaces or buildings is needed to ensure there is adequate time for cleaning and sanitizing. Campus leadership will work in concert with University Administration officials to determine the best course of action.
- Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- The campus will partner and cooperate with the Virginia Department of Health for contact tracing.

2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance.

In the event of severe conditions and public health guidance, campus activities will be reduced to essential staff and all student services in-person activities will be closed and offered virtually. Classroom instruction will be provided in the SouthVR format.

3. Considerations regarding student health and safety on campus versus returning home.

The great majority of our students live locally. South University, Richmond will adhere to guidance from the following when determining student safety on campus:

- Governor Northam's Executive Orders and Reopening Guidelines
- Forward VA Blueprint
- CDC guidelines
- VDH guidelines

4. Communications plan for dismissals/shutdowns.

If it is determined that the campus needs to be shut down due to excessive outbreaks the appropriate public health agencies will be notified and Dismissals and shut down will be communicated to employees and students through the RAVE emergency notification system. Messages are delivered through RAVE to e-mail, SMS and voice message.

APPENDIX A: STUDENT RETURN TO CLASS

Student On-Campus and Clinical Activity Acknowledgment Form

South University is making every effort to create a safe environment for students and faculty. The university will continue to update the on-campus and clinical activity protocols based on [CDC guidelines](#) regarding the prevention of COVID-19.

As stay at home orders are lifted in each campus jurisdiction, students in programs with laboratory instruction and clinical rotations may participate in these in-person required learning activities. Student participation in on-campus or clinical activities is voluntary. If students have completed some course activities and assignments but do not wish to attend in-person experiences, they will receive an incomplete for the course and must work with the campus and program to plan for completing the course during a later term. Students may elect to withdraw from the course at any time. Withdrawal from a class should be discussed with the Program Director, Campus Dean/Director, and the Office of Financial Aid to determine how a change in enrollment would impact student aid.

For all activities, students should self-monitor for COVID-19 symptoms prior to on-campus or clinical participation.

- Students who have any symptoms of illness, an unexplained increase in body temperature, or recent exposure to others positive for COVID-19 **may not attend these activities** and must contact their instructor to make alternate arrangements.

Student Requirements for On-Campus Activity Participation

Students must submit a signed acknowledgment form to the Program Director *before* the start of on-campus attendance.

Adhere to all South University protocols established to prevent the spread of illness including (but not limited to):

- Wearing a face mask at all times on campus
- Limiting the extent of physical proximity to at least 6 feet when possible
- Use of frequent handwashing using soap or hand sanitizer that is at least 60% alcohol
- Avoidance of touching the face
- Participation in temperature checks while not taking antipyretics (acetaminophen, ibuprofen, etc.), by faculty before each on-campus session
- Shower and change all articles of clothing (scrubs, masks, shoes) following attendance at clinical sites prior to arrival on campus. *Personal clothing items worn for clinical activities are not be worn on campus.*

Requirements for Clinical site Participation

- PPE supplies should be sufficient for South University students to have consistent access to appropriate PPE for all situations in which PPE use is indicated by facility administration and policies.
- Students participating in direct patient contact activities as part of required clerkships or other required clinical experiences should be able to do so in an environment in which the patient population, preceptor supervision and teaching, and administrative/staff support are all adequate to ensure that students have sufficient opportunities to meet the goals and objectives of the required clinical experience.
- South University students are NOT to participate in the care of patients who test positive for COVID-19 or patients who are considered Persons Under Investigation (PUI)¹.
- Students must complete the [WHO Infection Prevention and Control \(IPC\) for Novel Coronavirus \(COVID-19\)](#) training and submit confirmation of participation to their clinical coordinator before starting Summer Quarter 2020 clinical/fieldwork experiences.

¹*Persons Under Investigation (PUI): Persons who are suspected of having COVID-19 based on signs, symptoms, and history but laboratory diagnosis has not been confirmed*

I agree to participate in clinical and laboratory activities requiring in-person attendance. I will adhere to the policies established by South University to prevent the spread of infection and accept the risk associated with these activities.

Student Signature

Date

APPENDIX B: FACULTY GUIDELINES

In alignment with state and local guidelines on campus, faculty staff must

- Wear facial masks in any area outside of their office
- Maintain social distancing
- Not gather in groups larger than 10 people
- Stay home when sick
- Take preventative measures to avoid virus transmission

Exposure

- If a student or faculty member has medium or high risk of exposure in the course of their professional roles as healthcare providers (not receiving instruction) as described by the [CDC](#) guidance for healthcare personnel, they will not be allowed to participate in on-campus activities for 14 days following exposure.
- Student or faculty members with *low-risk exposure* in the course of their professional roles as healthcare providers (not receiving instruction), as described by the [CDC](#) guidance for healthcare personnel, may be allowed on campus but must self-monitor, perform temperature checks, and wear a mask on campus at all times.
- Anyone with exposure should be instructed to follow current [CDC guidelines](#), including self-isolation and seeking medical care if symptoms occur.

APPENDIX C: COVID 19 REQUEST FORM

COVID-19 Request Form

Name: _____ Campus Location: _____

Job Title: _____ Supervisor: _____

The CDC has issued guidelines defining certain conditions, which may allow you to continue remote work as your campus returns faculty and staff members to working on site. Please verify the details of your request and select the supporting condition or situation:

Request Details: _____

Supporting Condition or Situation:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- People 65 years and older
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised

Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications

<input type="checkbox"/>

- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease
- Other with detailed explanation:

Additional Explanation: _____

Please note South University reserves the right to request documentation of your condition or situation prior to issuing an approval. Campus need and job description will be taken into consideration when issuing approvals and their timeframes.

Signature: _____ Date: _____

Please return your completed form and any supporting documentation to Lynne Haines or Cathy Girardeau in Human Resources.