



Return to Campus Reopening Plan

Dear SCHS Students, Faculty and Staff,

Introduction

During the past several months, we have encountered unprecedented challenges as a result of COVID-19. The responses by our community, medical center, faculty and staff have been exceptional.

We now begin the process of reopening our campus and again we call upon you to exhibit that same spirit of determination demonstrated by our community during the first months of the pandemic. Planning and guiding a reopening during this dynamic environment necessitate certain stipulations we all must comply with in order to defeat this virus and keep everyone safe. We have and will continue to monitor local, state, and federal directives to guide our planning and decision-making efforts as we re-open our college.

Our priority is the health and safety of our college community, and to this end, we have created a plan and operational framework that will provide a pathway for the safe reopening and return to classes for the 2020-2021 academic year. Ultimately, our success in this process relies heavily on our compliance with public health directives and the sustained cooperation of each member of the College community. We are committed to transparency during the reopening process.

The College faculty, staff and I wish you much success in this coming term and pray you and your family remain safe and well during these very challenging times.

Cynthia Swineford, MSN, RN, CNE
Vice President

Guiding Tenets for all Decisions

The following tenets are central in planning a safe return to the Southside College of Health Sciences (SCHS) campus for all students, faculty, and staff. SCHS formed the **Executive Council** to create a strategic phases approach to opening our campus guided primarily by our commitment to the health and safety of our College community and in keeping with our mission of academic excellence. **The Executive Council functions as the COVID-19 campus team to determine compliance with the health department and Governor's Executive Orders and Directives. This team develops plans and policies regarding school closures and re-opening, assignment of faculty and staff to subcommittees and teams, ensures adequate training and updates for students, faculty and staff, ensures student acknowledgments are obtained and on file, and engages with the health care facility to order supplies, personnel, and equipment are available for cleaning. The Executive Council is composed of program directors (3), Director of Business Operations, Director of Student Services, and Institutional Quality Management. The Vice President of the College chairs this committee.**

1. Health and Safety

Our primary consideration is the health, safety, and well-being of our College community. We pledge to use evidence-based data to drive our decision-making process, and will follow the directives of state, local and federal authorities including the Centers for Disease Control (CDC) and the Virginia Department of Health. As conditions change, so too will our campus procedures, practices and even policies, offering flexibility in adapting to the dynamic environment and maintaining the highest levels of health and safety for our community.

2. Excellence and Shared Governance

Faculty, staff, and students have the right to expect and receive excellence at SCHS. We will continue to provide excellent instructional experiences both inside and outside the classroom, no matter what format is being used. SCHS remains committed to providing students with a robust and rigorous education that will prepare them to enter the healthcare workforce.

3. Student Success

The SCHS faculty and administration are committed to developing a plan and arriving at decisions which will promote and foster student success. This includes but is not limited to personal development, intellectual growth, and emotional well-being. We are committed to ensuring that students have the opportunity to graduate from their programs on time, and that all student support services are maintained and fully available for students.

4. Inclusion and Equality

The SCHS community values diversity, inclusivity, and equitable decision-making for all members of the College community. We understand that members of this

community may have divergent needs and that those needs can and may change over time. Additionally, we understand that the change in learning environment may present challenges for some students, and we will work to address concerns and ensure the most equitable educational experience possible while not sacrificing our commitment to quality education. All decisions will demonstrate our values of inclusivity, equality, and diversity with consideration for every member of the SCHS community.

5. **Fiscal Responsibility**

Ensuring the long-term health of SCHS as an institution of higher education and provider of healthcare professionals, SCHS is committed to maintaining fiscal responsibility and acting prudently as we continue to adjust to the dynamic environment. However, in pursuing fiscal responsibility, the health and safety, academic excellence and fulfillment of our mission and values will not be compromised.

EXECUTIVE COUNCIL RECOMMENDATIONS

1. Create and establish a phased reopening of the campus, with social distancing as a priority. Evaluate the consideration of modified teaching platforms. Transition between phases will be determined by data and guidance from state and local health authorities and may progress or regress as a result of changes in circumstances.
2. Continue to act in a fiscally responsible manner, prioritizing the health and safety of the campus community and the achievement of the institutional mission and values.
3. Communicate truthfully, and transparently with the College community. Develop and publish a plan that will clearly inform all community members and constituents.
4. Authorize the **Executive Council** and its committees to oversee and manage all aspects of campus and classroom preparedness.

Plan Phases

Phase One – Limited Return to Campus

Begins when the Commonwealth of Virginia lifts travel/work restrictions that allow for limited physical presence on campus. This phase includes only select faculty and staff. Strict physical distancing and masking is in effect. Secure ability to test and contact trace employees.

Minimal activities on campus may begin, with the understanding that select employees may continue to work remotely. The College will remain open with all course work conducted remotely using Canvas, the College's learning management system. Students will not be on campus for any activity during this phase. Limited number of faculty and staff will be onsite. Labs and clinical will not be conducted during this phase. Classes will be front loaded with

all didactic content being taught the first half of the semester, anticipating return to clinical during the last half of the course, projected to be Phase Two.

No information sessions, student groups or other meeting will be held at the College. Public access to the College will be on a case-by-case basis, including vendors and contract employees.

The College does not offer residential or transportation services to students.

The College will use this phase to continue planning for the transition to Phase Two by readying the campus, establishing appropriate health and safety protocols for employees, students, and visitors, identifying position/employees necessary to provide essential services.

Phase Two – Moderate Return to Campus / Repopulation of the Campus

This phase begins and coincides with the Governor’s ruling to open businesses and restaurants while maintaining social distancing. The necessary public health conditions must be met for SCHS to reopen. Plans will be updated as additional federal or state guidance is provided. SCHS will also update its plan and forward to SCHEV. Face coverings are mandated.

During this phase, an increased number of employees and students taking labs and related practical training can return to campus. Strict social distancing guidelines will be followed and there will be increased availability of hand sanitizer throughout the campus. No more than ten people (faculty and students) are to be in labs or classrooms at one time, tables and lab stations will maintain strict social distancing of six feet or more between each individual, face coverings are to be worn by all individuals in classrooms, and hallways, and building entrance will have limited access points and screening questions will be done using Trajecsyst. Students will complete screening questions daily using this electronic format which will allow tracking responses and completion. Faculty and staff may remove face coverings while working in their office.

Upon initial entry into the building, all students will have their temperature taken and asked if they have completed the screening questions on Trajecsyst. Faculty and staff will be screened daily, prior to beginning work and will be asked to respond to the screening questions. Screenings are validated by an initial of the “badge buddy” attached to their employee identification badge.

Education on COVID-19

Education of the students and employees will include a presentation reviewing fact sheet on COVID-19, wearing a mask, how to stop the spread of germs, COVID-19 symptoms, what to do if you become sick, caring for someone in your home who has COVID-19, how to manage your symptoms at home, disinfecting your home, when you can be around others, handwashing, and social distancing. New students will also receive this information in their

student orientation packets. This information will be posted on the website, and throughout the campus to educate students.

Students, faculty and staff will be provided with the American Psychological Association article "[Combating Bias and Stigma Related to COVID-19](#)", as well as the their [website](#) which offers a dearth of information applicable to the COVID-19 pandemic and its effects for students, faculty and staff. Topics include, but are not limited to stress management, relationship strengthening, ethical and research issues.

Social Distancing

Students, staff, and faculty will be social distancing of at least six feet at all times. Social distancing of tables will be created in the student lounge. Student meetings and information sessions will continue to be postponed or held in a remote meeting format.

Classrooms and other learning environments will be given new layouts to promote social distancing. Faculty may develop plans for specific classes or work with their program director to offer hybrid courses to support those efforts.

New student orientation will be broken down to mini sessions to enable social distance of six feet seating. Rooms will be cleaned and disinfected between mini sessions. Information sessions will be conducted online or in a face-to-face format. If the sessions are held at the College, the meeting room format will be changed to allow six feet or greater between each individual, no more than 20 individuals will be allowed to attend per session. Screenings will occur prior to entry, and all individuals who attend must wear a mask, or one will be provided for them.

Virtual testing opportunities have been developed by programs. Advising services are available by appointment in a large classroom or remotely. No large gatherings are permitted.

Elevators are limited to four people whom must social distance.

Hygiene Practices and Cleaning / Disinfecting

When entering the building, students' temperature is taken, they are reminded to wash their hands or use hand sanitizer, which is available throughout the building. Face masks are required, if they do not have one, one is provided. Everyone is reminded to not touch their eyes, nose or mouth, and to cover your cough and sneezes. Students are reminded to clean and disinfect their personal items, including cell phones and electronics.

There are longer breaks between classes to allow cleaning and disinfecting of keyboards, desks, remote controls, light switches, door knobs, and all other commonly touched surfaces. Common areas area also cleaned and disinfected. A sneeze guard has been installed at the front desk as well as at the library front desk. Administration is ensuring adequate supplies to support health hygiene. Thorough sanitizing of the building, including classrooms and common/public spaces are scheduled daily and routine maintenance throughout the semester.

Vulnerable Individuals

The Center for Disease Control (CDC) guidelines regarding high risk employees or students will be applied to determine an individual's capacity to be in the building. Students and staff are to self-identify if there are issues.

Communication

If there is an outbreak, SCHS will share this information with students through email via Canvas. There is a dedicated section included on the website for COVID-19 with any new information posted as soon as it is received.

Call Script: School Closure

The following call script will be printed and provided to anyone who answers the school's telephones.

To: All Students and Staff
From: Cynthia Swineford
Re: Phone inquiries from students or families about coronavirus disease (COVID-19)

Please use the following information when responding to telephone inquiries from students, staff, or other community members.

The College has been closely monitoring the news and best practices regarding the spread of the coronavirus disease (COVID-19). Following guidance from the Governor's Executive Orders and Directives, the Petersburg Health Department and the Chesterfield County Health Department, we have decided to close Southside College of Health Sciences for the foreseeable future. This closure will take effect immediately. At this time, we have no timeline on when the school will reopen to full capacity. This closure affects all school programs, including before- and after-school activities.

College faculty and staff have been preparing e-learning plans for our students. Your faculty members will be providing additional information soon using the learning management system for the College, Canvas. We ask that you monitor your College email closely for more information.

SYMPTOMS

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In

some situations, the virus can develop into pneumonia. It is believed the seasonal influenza vaccine does not provide protection against coronavirus.

Anyone who needs medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital.

ADDITIONAL INFORMATION

Additional and updated information can be found on the College's website, www.schs.edu

Signage: School Closure

The following language will be printed and posted on entry doors to the College in the event of closure.

NOTICE: SCHOOL CLOSED

Starting <DATE>, Southside College of Health Sciences will be closed to students, vendors, and visitors. This closure affects all programs before- and after-school activities.

Closing the College to prevent the potential spread of COVID-19, will assist in decreasing the burden on our healthcare system which will be focusing on individuals who are ill. We are not aware of anyone at the College who has been infected or exposed to the coronavirus. This is a purely precautionary measure to help safeguard our community.

For more information or updates, please consult the College website at www.schs.edu.

Cynthia Swineford, MSN, RN, CNE

Vice President Southside College of Health Sciences

Press Release: School Closure Southside College of Health Sciences

FOR IMMEDIATE RELEASE: <DATE>

SOUTHSIDE COLLEGE OF HEALTH SCIENCES CLOSES AS PRECAUTIONARY MEASURE AGAINST TRANSMISSION OF CORONAVIRUS

This closure affects all programs at the College until further notice

Colonial Heights, Virginia – Following guidance from the Governor’s Executive Orders and Directives, as well as from the Chesterfield County Health Department, and the Petersburg Health Department, Southside College of Health Sciences has decided to close the facility for the next <##> weeks. This closure begins immediately and includes all programs within the College.

College faculty and staff have been preparing e-learning plans for our students. Your faculty members will be providing additional information soon using the learning management system for the College, Canvas. We ask that you monitor your College email closely for more information.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds.

Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don’t have a tissue, cough/sneeze into your arm.

As much as you can, avoid touching your eyes, mouth and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician’s office, or hospital.

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Website Content: School Closure

Alert: <DATE>

Southside College of Health Sciences has closely monitored the Governor's Executive Orders and Directives and best practices regarding the spread of the coronavirus disease (COVID-19). Following review of the data from the Governor and the local health departments, we have decided to close the College for the next <##> weeks. This closure will take effect immediately and affects all College programs and activities.

College faculty and staff have been preparing e-learning plans for our students. Your faculty members will be providing additional information soon using the learning management system for the College, Canvas. We ask that you monitor your College email closely for more information.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.

Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.

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Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital.

SCHOOL CLOSURE — PRECAUTIONARY

The following templates may be used in the event that the College needs to be closed for an extended period of time.

Message to Community Members: School Closing

Dear Community Members:

Southside College of Health Sciences has closely monitored the news and best practices regarding the spread of the coronavirus disease (COVID-19). Using data from the Governor's Executive Orders and Directives, the Petersburg and Chesterfield County Health Departments, we have decided to close Southside College of Health Sciences for the next <##> weeks. This closure will take effect immediately and will include all programs and activities for the foreseeable future.

College faculty and staff have been preparing e-learning plans for our students. Your faculty members will be providing additional information soon using the learning management system for the College, Canvas. We ask that you monitor your College email closely for more information.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

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As much as you can, avoid touching your eyes, mouth and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital.

Sincerely,

Cynthia Swineford, MSN, RN, CNE

Vice President, Southside College of Health Sciences

Thank You Letter to the Community

This message to the community can be posted to social media, submitted as a letter to the editor, and distributed via email. The purpose is to acknowledge and thank those who continue to support the College and its programs as well as informing the community and other stakeholders about the work taking place to ensure students continue to have access to learning opportunities.

Dear Members of the Tri-City Community,

I would like to thank the community and other stakeholders for the support and guidance given to the College and our students during the COVID-19 pandemic. It has been extremely encouraging to see our residents, businesses, and organizations come together during this time of crisis. Even while our buildings are closed, work behind the scenes continues. Our faculty and staff are continuously preparing online learning opportunities and resources for our students, and while our buildings may not be open, the College is still very much in session. We are privileged to have such dedicated faculty and staff providing these opportunities for our students.

To our faculty and staff, we sincerely appreciate your efforts to create online learning opportunities, and frequent check-ins with your students. You have helped to create diverse and comprehensive learning options for our students, and we depend upon you for guidance and a sense of normalcy as we move forward.

To our students, we thank you for your patience and understanding as we have worked to navigate an unprecedented situation. We know that the College school closure has been incredibly challenging for you and your loved ones. Please know that we are thinking about you and are here to help.

We have a long road ahead of us, but from what we have seen within our community in the past few days and weeks I am certain we will emerge from this situation stronger than ever.

Sincerely,

Cynthia Swineford, MSN, RN, CNE

Face Covering Policy

All members of the Southside College of Health Sciences (SCHS) community must work together to create the safest possible environment for our students, employees, visitors and the surrounding community as we plan for our return to work and welcome students back to campus. The most effective method we can use to meet the challenges presented by COVID-19 is for each one of us to follow a set of policies and protocols that will assist in preventing the spread of the virus.

COVID-19 is spread through droplets when an individual who is infected speaks, coughs, or sneezes; therefore, one of the most important tools we have at our disposal in this fight are face coverings. Based upon guidance from the Centers for Disease Control (CDC) and state and local mandates, we will make face coverings mandatory at SCHS, effective immediately.

Faculty, staff, students, and visitors must wear a face covering that covers their nose and mouth while indoors. This includes all classrooms, laboratories, libraries, and meeting spaces. These coverings may be cloth/reusable or disposable. Employees may remove their face coverings when in their individual offices. Face coverings may also be required outdoors in situations where appropriate social distancing cannot be maintained. Students, faculty, and staff are required to have a face covering with them whenever they are on campus. We are also requiring that visitors, vendors, and guests honor our effort to create and maintain a safe community, and as such, these policies apply to all visitors, vendors, and independent contractors.

Individuals may use their own face coverings, provided they meet CDC guidelines, and for employees are appropriate for the workplace and clinical setting. Students must meet and abide by the guidelines at clinical facilities they are rotating into.

This virus has forced us all to adopt new patterns of behavior which can be uncomfortable and awkward. It is vital that we all work together to reinforce the importance of evidence-based practices that we know serve to prevent the spread of the virus, including hand washing, staying home when ill, social distancing, wearing face coverings and showing that we care and are committed to each other by doing the right thing to prevent and fight COVID-19.

We must depend on all members of the SCHS community to abide by these standards; however, when necessary, we will enforce these behaviors. This will include but not be limited to asking students who do not have face coverings to leave the classroom, campus building or other venue and only return when they have an appropriate face covering. Students who continue to violate this policy may be subject to further disciplinary action. Similarly, employees who do not wear face coverings may also be subject to disciplinary action based on policies regarding employee performance and behaviors in the workplace.

Students or employees who are unable to wear a face covering due to a medical condition should contact the School or Employee Health Nurse for further direction. Exceptions may be made on a case by case basis to facilitate teaching and learning processes.

Wearing a face covering is an expression of care and concern for others, as well as an acknowledgment of community support and a crucial part of our plan to make SCHS as safe as we possibly can for everyone. We appreciate your assistance in abiding by these guidelines.

Student Health Services

SCHS does not have an infirmary and does not keep personal health information on students. The student health nurse will assist in routing students to find appropriate care. Absences will be closely monitored. Per Chesterfield County Health District, if someone presents with COVID-19 symptoms, the person is to be sent to a local testing site. The site where the student was tested is responsible for contact tracing and providing information to the Virginia Department of Health.

COVID-19 Testing Sites as of July 1, 2020

Rite Aid – 3210 Boulevard, Colonial Heights, VA 23834

Patient First – 1260 Temple Avenue, Colonial Heights, VA 23834, Phone: 804-518-2597

CVS Pharmacy, 629 Boulevard, Colonial Heights, VA 23834, Phone: 804-526-3506

CVS Pharmacy, 2537 Weir Road, Chester, VA 23831, Phone: 804-796-9886

Pathways Clinic, 1200 W Washington St, Petersburg, VA 23803, Phone: 804-862-8989

CVHS 321 C. Poplar Drive, Petersburg, VA 23805, Phone: 804-733-5591

BetterMed Urgent Care, 11380 Iron Creek Rd, Chester, VA 23831, Phone: 804/823-9260

Shutdown Considerations

Health and Safety

1. Develop practices and protocols regarding use of appropriate PPE, testing and contact tracing. Work with rest of **Executive Council** to procure appropriate materials.

Develop online training modules for students, faculty and staff on physical distancing, face coverings and handwashing. Update educational materials as needed based on local, state, and federal guidelines.

Collaborate with the School Health Nurse and the Employee Health Nurse at Southside Regional Medical Center (SRMC) to respond to and address any reports of possible incidents of COVID-19 or potential exposure, including but not limited to quarantine, sanitization and use of PPE.

Facilities

2. Recommend appropriate social distancing and density levels, necessary PPE and other safety materials needed in the classroom and cleaning protocols for all academic spaces. Attention will be given to the various needs based on the specific activities in each space.

Review parking plan to ensure it meets with lowering the overall density of campus activities.

Academics and Student Support

3. Identify and procure technology required to deliver remote work and education of students. Identify and prepare summer schedules to meet the phased opening plans.

Review academic policies regarding academic integrity, grading, testing and recommend temporary or permanent changes that need to be made based on the pandemic.

Ensure that commitment to diversity and inclusion is maintained.

Identify strategies to ensure that academic support services and career services are maintained and can operate in multiple locations.

Policies

4. Develop policies for remote work for employees, review all relevant policies and practice and recommend temporary or permanent adjustments based on effective support for learning environment and regulatory support.

SCHS will follow Governor Northam's Executive Orders and Directives to determine cancellation and closure of building.

In the event of a COVID-19 outbreak, SCHS will assess any potential exposures and enroll exposed staff into monitoring. SCHS will work with Southside Regional Medical Center to determine cancellation of classes and closure of the building. Short-term closure (2-5 days) will allow time to gain better understanding of COVID-19 impact and determine the next steps.

SCHS is a day campus and does not provide housing. SCHS will:

1. Discourage students, staff, and faculty from gathering or socializing anywhere
2. Consistently communicate with students, staff, and faculty closure decisions and the possible COVID-19 exposure via Canvas and the website. SCHS will:
 - a. Include messages to counter potential stigma, discrimination, and fear
 - b. Provide education on COVID-19
 - c. Maintain confidentiality of student or staff member
 - d. Provide mental health support
3. Clean and disinfect thoroughly

- a. Close off areas used by student/staff
- b. Cleaning staff will clean and disinfect all areas used by the COVID-19 student/staff focusing especially on frequently touched surfaces
- c. Ensure students have access to distance learning
- d. Make decisions about extending the class suspension and event activity cancellation
 1. When classes are suspended, SCHS will determine if building may stay open for staff or faculty that are not ill while students temporarily stop attending in-person classes
 2. Determine if, when, and for how long to suspend classes and cancel events
 3. Determine when students, staff, and faculty can return to campus and what additional steps are needed
 4. Implement strategies to continue education and other related supports for students

The College is prepared to move to remote operations for students, faculty, and staff.

Campus Activities

Graduation for spring and summer is scheduled for late August. Attendance will be strictly limited. There will be social distancing of at least six feet; masks will be required. If an increase in COVID-19 cases is noted prior to that date, graduation will be held virtually.

Phase Three – Full Reopening of the Campus

When Virginia reopens completely, SCHS will reopen completely.

COVID-19 Emergency Operations and Communication Plan

Southside College of Health Sciences (SCHS) will ensure that students, staff, and faculty have a safe and healthy environment in which to learn and work.

I. Reopening of the Campus

A. SCHS has reviewed and will comply with recommendations from:

1. Center for Disease Control and Prevention (CDC)
2. State Council of Higher Education (SCHEV)
3. Governor Ralph Northam's Executive Orders and Directives
4. Virginia Department of Health (VDH)
5. Chesterfield County Health District 804/318-8207
6. Colonial Heights' Health Department (CHHD)
7. Bon Secours Richmond Health System (BSRHS)
8. Southside Regional Medical Center (SRMC)

B. Building Requirements

1. Cloth face masks are required for entry
2. Temperature screening of anyone entering the building
3. Hand sanitizing and hand washing
4. Daily cleaning and disinfecting of the building
5. Maintain cleaning and disinfecting supplies
6. Sneeze guard installed at the front desk
7. Utilize signs and posters regarding information on COVID-19
8. Seating capacity in the student lounge has been reduced
9. Breaks between classes has been increased to allow for cleaning and disinfecting of classrooms
10. Mangers will be provided with break room management strategies
11. Provide training to community regarding mitigation strategies
 - a. Employees to complete by August 1, 2020
 - b. Students to complete by first week of class

C. Classes

1. Faculty is prepared to return to remote instruction if needed, as in the spring
2. Class size has been reduced to allow social distancing; same class is taught multiple times
3. Information session was held online/virtual
4. Virtual testing opportunities have been developed for all programs
5. Advising services will be available remotely or by appointment in large classroom setting

D. Students

1. Continue to use Canvas to access their courses; for Canvas student support contact (877) 230-0448
2. SCHS has implemented an education campaign

3. Welcome Back packet with hand sanitizer, face mask, and COVID-19 information packet
 4. No large gatherings are permitted consistent with CDC and VDH guidelines
 5. Students will be able to continue to receive support and have meetings with College faculty and staff if needed. All meetings will be conducted over the phone or using Webex.
 6. Commencement activities will proceed as planned; however, should this change, we will provide as much advance notice as possible
 7. Student absence policy for COVID-19 will be developed in conjunction with academic programs
 8. Do not attend class if you are ill, stay home, and communicate with your faculty
 9. Per Chesterfield County Health District (804) 318-8207, if someone presents with illness, he/she will be directed to be tested at one of the local COVID-19 testing sites*
 10. If test positive, stay home in isolation, contact your primary care physician and faculty
- E. Staff and Faculty
1. Per Chesterfield County Health District (804) 318-8207, if someone presents with illness, he/she will be directed to be tested at one of the local COVID-19 testing sites*
 2. If test positive, stay home in isolation, contact your primary care physician and supervisor

II. Confirmed case of infected person at SCHS, regardless of community transmission:

- A. Assess any potential exposures and enroll exposed staff into monitoring
- B. Determine cancellation of classes and closure of building
- C. Short-term closure (2-5 days); allows time for SCHS to gain better understanding of COVID-19 situation impact and determine the next steps
- D. Discourage students, staff, and faculty from gathering or socializing anywhere
- E. Communicate with students, staff, and faculty closure decisions and the possible COVID-19 exposure.
 1. Include messages to counter potential stigma, discrimination, and fear
 2. Provide education on COVID-19
 3. Maintain confidentiality of student or staff member
 4. Provide mental health support
- F. Clean and disinfect thoroughly
 1. Close off areas used by student/staff
 2. Open outside doors and windows to increase air circulation in the area
 3. Cleaning staff should clean and disinfect all areas used by the COVID-19 student/staff focusing especially on frequently touched surfaces
 4. Ensure students have access to distance learning

5. Make decisions about extending the class suspension and event activity cancellation
 - a. When classes are suspended, SCHS will determine if building may stay open for staff or faculty that are not ill while students temporarily stop attending in-person classes
 - b. SCHS will determine if, when, and for how long to suspend classes and cancel events
 - c. SCHS will determine when students, staff, and faculty can return to campus and what additional steps are needed
 - d. SCHS will implement strategies to continue education and other related supports for students

III. No Community Transmission – Preparedness Phase

- A. Education for students, staff, and faculty
 1. Share facts about COVID-19
 2. Keep calm and wash your hands
 3. Stop the spread of germs
 4. Symptoms of Coronavirus (COVID-19)
 5. What to do if you are sick
 6. Caring for someone sick at home
 7. 10 things you can do to manage your COVID-19 symptoms at home
 8. Cleaning and disinfecting your home
 9. When can you be around others after you have had or likely had COVID-19
 10. Dedicated section of website on COVID-19
 11. Wear a mask
- B. Reinforce healthy practices around students, staff, and faculty
 1. Require wearing of masks/face coverings
 2. Temperature screenings
 3. Social distancing
 4. Washing hands often
 5. Use of hand sanitizer
 6. Avoid touching your eyes, nose, or mouth
 7. Covering coughs and sneezes
 8. Encourage cleaning of personal items (cell phones and other electronics) and personal work areas
- C. Staff to:
 1. Intensify cleaning and disinfection efforts
 2. Clean and disinfect surfaces and objects frequently touched – doorknobs, light switches, sink handles, countertops
 3. Provide disposable wipes to staff and faculty so that commonly used surfaces (keyboards, desks, remote controls) can be wiped down before use
 4. Ensure adequate supplies to support health hygiene
 5. Require sick students, staff, and faculty to stay home when sick

6. Establish procedure when students, staff, or faculty become sick on campus or arrive on campus sick
 7. Send to testing site and then home asap
 8. Cover coughs and sneezes
 9. Review, update, and implement Emergency Operations Plans (EOPs).
- D. Monitor and plan for absenteeism
1. Review attendance and sick leave policies
 2. No one should attend class or work when sick; allow them to stay home to care for sick household members
 3. Make accommodations for individuals who may be temporarily unable to attend class due to restrictions placed on them related to possible exposure to the virus, including extended deadlines
 4. Identify critical job functions and positions, and plan for alternative coverage by cross training staff and faculty
 5. Alert Program Director about large increases in absenteeism or substantial increases in student health center traffic due to respiratory illnesses
 6. Determine what level of absenteeism will disrupt continuity of teaching and learning
 7. Assess group gatherings and events
- E. Create plans to communicate accurate and timely information to the SCHS community.
1. Include strategies to communicate:
 - a. Steps being taken to prepare and how additional information will be shared
 - b. Changes to usual campus schedules or functions
 - c. Refer them to the SCHS website
 - d. Information SCHS community members can use to protect themselves from infection diseases