



SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

COVID-19 RE-OPENING PLAN

**This plan is under review by the
State Council of Higher Education for Virginia.**

This plan is based on Governor Northam's guidance to Virginia institutions of higher education regarding their plans for offering in-person instruction and reopening campuses in the 2020-21 academic year.

The following are necessary conditions for campuses to reopen, and with these necessary conditions in place, campus reopening may begin upon the Commonwealth, as well as the specific region of a given institution, having entered at least Phase II under the Forward Virginia Blueprint, unless directed otherwise by the Governor:

- A. Positive trends in public health data
- B. Surge health care capacity
- C. Climate of adherence to sound public health principles
- D. COVID-19 campus preparedness plans developed and consistent with the guidance set forth by the Commonwealth of Virginia

This plan is subject to change at any time based on health data and changes in guidance.

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Southside Virginia Community College **COVID-19 Campus Re-opening Plan**

Southside Virginia Community College (SVCC) is committed to compliance with all directives of the Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), Governor of the Commonwealth of Virginia and the Chancellor of the Virginia Community College System. The health of our campus community members is our priority. This plan outlines the steps the college will take to support the health and safety of our campus community. SVCC will continue to operate out of an abundance of caution as we follow the latest guidelines which may necessitate changes to this plan in response to health and safety conditions. In this plan, references to “campus” also include college facilities at our off-campus centers.

A. REPOPULATION OF CAMPUS

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2. Health Department Partnerships

Southside Virginia Community College is committed to working with and seeking the guidance of local health departments at our various campus and center locations.

SVCC - John H. Daniel Campus
200 Daniel Road
Keysville, Virginia 23947

☐ Charlotte County Health Department 270 David Bruce Avenue, Charlotte Court House, VA 23923 434-542-5251

SVCC - Southside Virginia Education Center
1300 Greensville County Circle
Emporia, Virginia 23847

☐ Greensville/Emporia Health Department 140 Uriah Branch Way, Emporia, VA , 23847 804-469-3771

SVCC - Christanna Campus
109 Campus Drive
Alberta, Virginia 23821

☐ Brunswick County Health Department 1632 Lawrenceville Plank Road, Lawrenceville, VA 23868 - 434-848-2525

SVCC - Southern Virginia Higher Education Center
820 Bruce Street
South Boston, Virginia 24592

☐ Halifax County Health Department 1030 Cowford Road, Halifax, VA 24558- 434-476-4863

SVCC - Estes Community Center
316 N. Main Street
Chase City, Virginia 23924

SVCC - Lake Country Advanced Knowledge Center
118 E SVCC Street
South Hill, Virginia 23970

☐ Mecklenburg County Health Department 969 Madison Street, Boydton,
VA 23917- 434-738-6545

**SVCC - Cumberland County Community Center 1874 Anderson Highway
Cumberland, Virginia 23040**

☐ Cumberland County Health Department 15 Foster Road, P.O. Box 107,
Cumberland, VA 23040- 804-492-4661

**SVCC - Occupational Technical Center
1041 W. 10th Street
Blackstone, Virginia 23824**

☐ Nottoway County Health Department 207 West Courthouse Road, P.O.
Box 27, Nottoway, VA 23955- 434-645-7595

3. Students' Initial Return to Campus

Students returning to in-person instructional, tutoring or support environments on campus or at centers will be required to do the following. SVCC does not provide housing,

- Complete a self-monitoring health checklist which shall be delivered through Canvas, smartphone application such as LiveSafe or paper
- Complete and sign the SVCC COVID-19 Student Agreement which contains information about face coverings, social distancing and expectations for compliance (Appendix 1)
- Complete and sign the SVCC Acknowledgement of Risk Form (Appendix 2)

A detailed plan for academic and workforce training delivery of instruction has been developed by the Academic Team and is included in Appendix 3.

Supervision of Minors

As Southside Virginia Community College transitions back to campus, it is important to remind everyone of the safety policies related to minors.

Children on Campus or Centers

“Minor children (under age 16) should not be brought to the college campus or its facilities at all during this time. Students should exhaust every option to avoid bringing children to campus even to briefly transact business, drop off or pick up materials, etc. Students who do bring a minor child to campus, however briefly, must closely supervise them and assume all risk associated with their presence. Minor children may never be brought into laboratories, career and technical environments, or classrooms. Some of these environments can be hazardous for children, and children may also be disruptive to the learning process. Supervised children who are participating in college-sponsored events are welcome on campus at later dates.

For reasons of security and child welfare, the institution will not permit unattended children to be left anywhere on the college campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security and are subject to student discipline.

4. Education and Training of Students, Employees and Visitors

Student education will include:

- Required training in Canvas or on paper regarding contagious disease awareness and prevention
- Student orientation attention to symptoms, mitigation strategies, hygiene, social distancing and face coverings
- Ongoing reminders via email, social media, signage and faculty and staff reminders

Employee education will include:

- Required training in the Commonwealth of Virginia Learning Center or Canvas regarding contagious disease awareness and prevention
- Ongoing reminders via email, social media, signage and verbal reminders

a. Ongoing education and training will focus on SVCC's mitigation strategies.

The Centers for Disease Control (CDC) recommends community mitigation activities that SVCC can take to slow the spread of the disease. The CDC explains, "Community mitigation is especially important before a vaccine or drug becomes widely available." Therefore, SVCC will employ the following mitigation procedures once people return to campus.

b. Maintaining safe behavioral practices

The U.S. President in conjunction with the Centers for Disease Control (CDC) issued coronavirus guidelines for America in the "30 Days to Slow the Spread" document. Southside Virginia Community College is adhering to the President's Coronavirus guidelines that apply directly to SVCC's return to campus.

- If you feel sick, stay home. Do not come to SVCC. Contact your medical provider.
- If someone in your household has tested positive for the coronavirus, keep the entire household at home. Do not come to SVCC. Contact your medical provider.

- Practice good hygiene.
 - Wash your hands, especially after touching any frequently used item or surface.
 - Avoid touching your face.
 - Sneeze or cough into a tissue, or the inside of your elbow.
 - Disinfect frequently used items and surfaces as much as possible.

The CDC also provides guidance on other behavioral practices needed for reopening schools that includes:

- Social Distancing
- Wearing cloth face coverings
- Removing objects in common areas that may be shared, like coffee creamer containers, writing utensils, magazines, etc.

5. Physical/Social Distancing

SVCC's Facility and Physical Modifications

In order to transition from teleworking to working on campus, minimizing exposure to COVID-19 is important. Therefore, the following guidelines will assist SVCC in enabling safe distancing, de-densifying spaces, and mitigating direct exposure to others in the delivery of services.

SVCC will place signage to continually remind people on campus to employ social distancing as long as necessary. The campaign will include:

- Posted signage about social distancing reminding people:
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Do not gather in groups larger than 10 people in phase 1 and 50 people in phase 2. Social distancing requirements apply in these group settings.
 - Stay out of crowded places and avoid mass gathering.
 - Social distancing decals: In places where students typically form lines for services at SVCC (admissions office, financial aid office, cashier's window, bookstore, etc.), decals will be placed on the floor separated by six feet each.
 - All persons should use these decals to maintain proper social distancing.

- Faculty, staff, student, and guests must maintain 6 feet or more of distance between themselves and other people regardless if the floor is marked or not.
- Only one person is allowed to use each SVCC elevator at a time, unless physical assistance is required. Signs will be posted on each floor by the elevators.

The six feet apart strategy will also include physically rearranging certain spaces and making some modifications to facilities as described below.

Regardless of the number of people allowed to socially gather, the recommended post COVID-19 SVCC campuses modifications will remain in effect until further notice. Everyone on SVCC's campuses and centers should practice social distancing, which means keeping space between yourself and other people. Putting social distance between yourself and other people can help decrease the chance of spread of COVID-19, based on the CDC findings that some people without symptoms may be able to spread the coronavirus.

Verbal Reminders of Social Distancing and Gathering

SVCC employees should educate and warn students when they notice students gathering and ignoring social distancing. Examples include:

- "We want you to be safe and healthy, so please stay 6 feet apart."
- "Thanks for being here. Remember that six feet apart is safer."
- "Welcome back to campus. Please help us fight the spread of COVID by staying 6 feet apart."

a. Learning Environments

All learning environments on campuses and centers have been restructured to provide safe social distancing for students and faculty. All shared office spaces have been evaluated for safe social distancing and employees relocated to single office spaces as needed. These layout changes will remain in effect until the COVID-19 Team deems any increase in density is safe per CDC and VDH guidelines.

SVCC Classrooms (including, computer labs, large lecture halls, and auditoriums)

- All student seating at desks or tables must be arranged with at least six feet between each seat. This will mean that some desks or tables may need to be removed in order to reconfigure the classroom.
- Each seat should be facing in the same direction, rather than having students face one another for delivery of instruction.
- The student seat closest to the entrance must be at least six feet away from the door and from the pathway for student to get to their seats.
- It is recommended that each instructor assigns seats so that student know where there are to sit, thus avoiding unnecessary contact with other students searching for a seat.
- The lectern, podium, or instructor seating must be at least six feet away from any entrance or pathway through which students walk to their seats.
- In cases where ADA accommodations need to be made for students, be sure to work with the ADA Accessibility Services office to arrange seating for any adaptive equipment needs.
- Large lecture halls or auditoriums with fixed seating should have seats sectioned off with caution tape, or an equivalent product such as rope, to indicate which seats should not be used in order to allow for at least six feet or more between seats. In some cases, this will also include sectioning off entire alternating rows in order to extend social distancing in all directions of a given seat.
- During phase 1 of Governor Northam's Forward Virginia Blueprint, classrooms will be reconfigured but all course instruction will continue to be delivered online.
- During phase 2 of Governor Northam's Forward Virginia Blueprint, social distancing requirements will remain. Classrooms will retain the social distancing configuration, even as some teleworking continues. Much course instruction will continue to be delivered online.
- During phase 3 of Governor Northam's Forward Virginia Blueprint and until further notice, classrooms will retain the social distancing configuration.

SVCC Laboratories

- All student lab stations must be configured with at least six feet between each. This will mean that some stations may not be usable in the laboratory.

- Whenever applicable, each seat should be facing in the same direction, rather than having students face one another for delivery of lab instruction.
- The lab station closest to the entrance must be at least six feet away from the door and from the pathway for student to get to their stations.
- It is recommended that each instructor assigns stations and equipment so that students know where these are located, thus avoiding unnecessary contact with other students searching for a station.
- The lectern, podium, or instructor seating must be at least six feet away from any entrance or pathway through which students walk to their stations.
- In cases where ADA accommodations need to be made for students, be sure to work with the ADA Accessibility Services office to arrange reconfiguration for any adaptive equipment needs.
- Before or during phase 1 of Governor Northam’s Forward Virginia Blueprint, labs will be reconfigured and stations sectioned off with caution tape, or an equivalent product such as rope, to indicate which stations should not be used in order to allow for at least six feet or more between stations.
- During phase 2 of Governor Northam’s Forward Virginia Blueprint, social distancing requirements will remain. Labs will retain the social distancing configuration. Available course instruction will continue to be delivered online.
- During phase 3 of Governor Northam’s Forward Virginia Blueprint and until further notice, labs will retain the social distancing configuration.

b. Other Environments

Within our facilities where students and guests have access, particularly in places where students typically form lines for services at SVCC (admissions office, financial aid office, cashier’s window, food service, bookstore, etc.), signage will be placed on the floor separated by six feet. All persons should use these signs to maintain proper social distancing. In addition, faculty, staff, students, and guests must maintain 6 feet or more of distance between themselves and other people regardless of floor markings.

Everyone must refrain from bringing along guests or family members to face-to-face appointments, as much as feasible for your situation

SVCC Faculty Offices

- During phase 1 of Governor Northam's Forward Virginia Blueprint, all workstations and desks must be reconfigured so that faculty who share offices are reassigned alternative space or are seated at least six feet apart.
- In the event that empty offices are available, the division leader should arrange for faculty that are sharing offices to be moved into separate offices to de-densify offices and allow for social distancing.
- The SVCC COVID-19 Team recommends that student schedule appointments in Navigate and that faculty conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-COVID era, whenever possible. This will support a "hybrid set-up" to make more efficient, de-densified use of physical spaces by incorporating technologies.
- If faculty must meet with students face-to-face, it is recommended for each building to set up one designated office or repurposed space offering privacy. The designated meeting space should be equipped with a computer on a desk for faculty or students to use, a portable, clear wellness guard to provide a barrier between the two persons in the appointment, and chairs that are spaced at least six feet apart on opposite sides of the barrier. Spaces are available for this purpose in all buildings.
- If it becomes necessary to meet with students in a faculty office, chairs should be repositioned so that there are at least six feet between the faculty member and the student or guest.
- For faculty offices in which students and guests typically do not enter for advising or assistance, chairs should be repositioned so that there are at least six feet between the employee and any visitor who may enter the office. These offices will not automatically receive clear wellness guards to act as a barrier between visitors and SVCC employees.

Learning Resources Centers/Learning Commons/Lobby Areas

- Front-facing service counters or desks will be provided with portable, clear wellness guards.

- Any staff offices in which students or guests must enter for services will also receive portable, clear wellness guards to act as a barrier between students and SVCC employees. Employees will have available small group study rooms and conference rooms to use for meetings if their office space is small.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and the student or guest wherever possible.
- The SVCC COVID-19 Team recommends that student schedule appointments for tutoring or librarian assistance in Navigate and that staff conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-COVID era, whenever possible. This will support a “hybrid set-up” to make more efficient, de-densified use of physical spaces by incorporating technologies.
- All student seating at desks, tables, or study cubicles, including the Testing Center, Leaning Commons and other like spaces, must be arranged with at least six feet between each seat. This will mean that some desks, tables, or cubicles may need to be removed or sectioned off with caution tape, or an equivalent product such as rope, to indicate which seating should not be used in order to allow for at least six feet or more between seats.
- Each seat should be facing in the same direction, rather than having students face one another.
- Indoor and outdoor seating must be reconfigured with at least six feet between each seat. This will mean that some tables and chairs may need to be removed or sectioned off with caution tape, or an equivalent product such as rope, to indicate which seating should not be used in order to allow for at least six feet or more between seats.
- Due to the need to move tables and chairs for cleaning and sterilizing the floors, decals should be placed on the floor indicating a distance of at least six feet. If the seating positions are marked, then tables can be placed in front of single chairs, offering students additional room for studying or taking breaks.
- The COVID-19 Team recommends the removal of recreational games in the Student Center, including video games, ping pong table and cornhole equipment, as the CDC recommends removing objects in common areas that may be shared.
- Until further notice, all noted areas will retain the social distancing configuration.

SVCC Student Services and Administrative Offices

- All workstations and desks must be reconfigured so that employees are seated at least six feet apart.
- Front-facing service counters or desks will be provided with portable, clear wellness guards.
- Any staff offices in which students or guests enter for services may also receive portable, clear wellness guards to act as a barrier between students and SVCC employees.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and the student or guest.
- The COVID-19 Task Force recommends that student schedule appointments in Navigate and that staff conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-COVID era, whenever possible. This will support a “hybrid set-up” to make more efficient, de-densified use of physical spaces by incorporating technologies.
- In larger offices where students form lines, distancing decals will be placed on the floor designating where students and guests should stand to maintain six feet of distance between.
- For administrative offices in which students and guests typically do not enter for services, chairs should be repositioned so that there are at least six feet between the employee and any visitor who may enter the office. These offices will not automatically receive clear sneeze guards to act as a barrier between visitors and SVCC employees.
- All staff and administrative shared office spaces have been measured and evaluated for appropriate social distancing. In spaces not large enough for social distancing, employees have been relocated or will work an alternating schedule.

Breakrooms

- The CDC suggests removing objects in common areas that may be shared, like coffee creamer containers. Therefore, shared condiment containers should not be used in breakrooms. Employees are encouraged to bring their own condiments.
- All seating at tables must be arranged with at least six feet between each seat. This will mean that some tables or seats may need to be removed in order to reconfigure the breakroom.

c. Occupancy Restrictions

All learning environments have been evaluated for maximum occupancy while safely social distancing. This updated room utilization guide has been made available to the academic planning team and COVID-19 Team.

Facilities will not be rented or made available to outside organizations or agencies until deemed appropriate and safe by the COVID-19 Team.

Exercise rooms will remain closed until deemed appropriate and safe by the COVID-19 Team.

All employees will adhere to occupancy limits as determined by the current phase as indicated by the Governor of the Commonwealth of Virginia, space limitations of SVCC for safe social distancing, and all guidance from the administration of Southside Virginia Community College.

d. Limitation of the Size of Gatherings

Do not gather in groups larger than 10 people in phase 1; 50 people in phases 2 and 3; and until further notice. Social distancing requirements apply in these group settings.

All employees will adhere to occupancy limits as determined by the current phase as indicated by the Governor of the Commonwealth of Virginia, space limitations of SVCC for safe social distancing, and all guidance from the administration of Southside Virginia Community College.

e. Food Services

There are small cafes operated by a third party, The Farley Experience, on each main campus. The Farley Experience has submitted a safety plan to include cleaning, sanitation, social distancing and face covering safety measures. All packaging is disposable and food prewrapped. Online ordering and payment options are available and encouraged. The third party has consulted with the local health department for

additional guidance and will following all guidelines. SVCC staff will place furniture in the food service area to promote social distancing.

6. Hygiene Practices and Cleaning/Disinfecting Protocols

Cleaning & Disinfecting Protocols

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important aspect of reopening public places. The virus that causes COVID-19 can be killed if you use the right products. The Environmental Protection Agency (EPA) has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

Southside Virginia Community College will make available the following supplies for cleaning and disinfecting spaces as the supply line allows including – spray bottles, disinfectants proven effective against COVID-19, soap, paper towels, alcohol-based wipes or disposable covers for electronics, disinfectant wipes for hard (non-porous) surfaces if available.

Definitions from the CDC

- Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

a. Cleaning and disinfection protocol

1. After Hours Cleaning and Disinfection

After normal business hours, SVCC's cleaning staff will continue to deep clean and disinfect following VDH and CDC guidelines.

- Offices
- Classrooms and labs are cleaned nightly; all table tops are wiped down and floors cleaned as needed but no less than once a week.
- Stripping and waxing are on a schedule with the other floors.
- Career and technical labs- tables and surfaces wiped daily. Floors swept daily.
- Classrooms – high touch areas are wiped daily, erasers cleaned once a week, all carpet vacuumed 3 times a week, white boards cleaned daily, file cabinets, bookcases, and desks are dusted daily, tables and desks cleaned daily.
- Restrooms - Cleaned nightly with all supplies refilled as needed. Buildings and Grounds team members will clean as needed and perform spot checks to ensure clean and sanitary conditions. Faucets and sinks are cleaned daily.

2. When Cleaning and Disinfecting

These guidelines will be followed when cleaning or disinfecting:

- Never mix cleaning products. Never mix bleach with ammonia or any other cleaner.
- Wear disposable gloves for all tasks in the cleaning process, including handling trash created from cleaning.
- Wash hands immediately after removing gloves. Wash with soap and water for 20 seconds.

3. Business Hours and General Cleaning and Disinfection

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

While the process of deep cleaning will occur after hours, SVCC employees must take on some additional cleaning duties as assigned. In cases where medical conditions

prevent employees from being around cleaning products, the employees should notify their supervisors of any concerns so that reasonable accommodations can be arranged.

a. SVCC 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 can create a schedule for each office area 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 buildings and grounds to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- Approximately every hour, a SVCC employee from that office should put on disposable gloves. SVCC also recommends putting on a disposable mask or a cloth face covering. The employee should inspect the student side of any barriers in place. 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, countertops, handles, desks, faucets, sinks, etc.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instruction 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. Disposable keyboard covers will be supplied as available for computer labs and other areas in which more than one person uses a keyboard.
- Be sure to wash your hands immediately after removing gloves.

b. SVCC classrooms (including classrooms with computer labs)

- All classrooms in which 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.

- The academic deans will create a schedule for each classroom to ensure that cleaning duties are assigned, and cleaning is occurring throughout each day between classes.
- An administrative assistant 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.
- After every class session, the faculty or staff member should put on disposable gloves. SVCC 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.
- 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 tablets, touch screens, keyboards, and remote controls follow manufacturer's instruction 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. Disposable keyboard covers will be supplied as available for computer labs and other areas in which more than one person uses a keyboard.
- Be sure to wash your hands immediately after removing gloves.

c. SVCC 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 academic deans can create a schedule for each lab space to ensure that cleaning duties are assigned, and cleaning is occurring throughout each day between lab sessions.
- An administrative assistant 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.
- After every lab session, the faculty or staff member should put on disposable gloves. SVCC 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 instruction 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. Disposable keyboard covers will be supplied as available for computer labs and other areas in which more than one person uses a keyboard.
- 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 SVCC employee teaching the lab can incorporate cleaning and disinfecting objectives into the lab.
 - Students should be first shown how to thoroughly 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.

d. Learning resources centers/student services areas/learning commons

- These areas will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, spray bottles for soapy water will be placed in the LRC. **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 librarian and Vice-President of Enrollment Management and Student Success can create a schedule to ensure that cleaning duties are assigned and cleaning is occurring throughout each day.
- Each morning, someone from the LRC should be designated to make sure supplies are available. Contact Buildings and Grounds to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- Approximately every hour, designated LRC-based employees should put on disposable gloves. SVCC also recommends putting on a disposable mask or a cloth face covering.
- The employee should inspect the areas of the LRC used by students. 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, countertops, handles, desks, faucets, sinks, etc.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instruction 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. Disposable keyboard covers will be supplied as available for computer labs and other areas in which more than one person uses a keyboard.
- Be sure to wash your hands immediately after removing gloves.
- The on-duty daytime cleaning staff will clean and disinfect lobby areas, common areas, waiting areas throughout the business day.
- Throughout the day the cleaning staff will disinfect hard (non-porous) surfaces. If surfaces are visibly dirty, the hard (non-porous) surfaces will be cleaned using soap and water prior to disinfection.

- All hard (non-porous) surfaces in the area where students may have touched will be disinfected. These surfaces may include indoor and outdoor tables, chairs, doorknobs, light switches, countertops, handles, etc.

e. Follett bookstores on SVCC campuses

The following is the safety and security plan provided by Follett, the operator of the bookstores on SVCC's two main campuses.

The health and welfare of our team members, campus community, customers and vendors are Follett's foremost concerns. The Follett COVID-19 Enterprise Task Force, comprised of home office and field team members, worked together to create safety resources for operating a store during these uncertain times.

The company provides the following COVID-19 procedures to aid stores in operating safely. These procedures are based on current information that is available and therefore, may be revised to comply with applicable laws and recommended best practices.

Cleaning and Disinfecting

Follett is cleaning and disinfecting utilizing guidelines established by the Center for Disease Control and Prevention (CDC), World Health Organizations (WHO) and Government of Canada - Coronavirus (COVID-19).

- Store management is required to instruct all team members regarding cleaning and disinfection practices and monitor performance of processes.
- All team members are required to follow Follett's cleaning and disinfecting process of high touch common areas and equipment at a minimum of every two hours during this pandemic. These procedures supplement our current protocol for maintaining a clean and safe workplace.
- The company has been procuring cleaning and disinfecting products for the stores. Through centralization, necessary supplies are being pushed out to all stores and are available for future replenishment.

Hand Washing

All team members are required to keep hands washed and clean while working in the store.

- Store management is required to instruct all team members regarding personal hygiene and hand washing practices and monitor performance of processes. COVID-19 posters are displayed in every washroom, employee entrance/exit and in each break room.
- Wash and scrub hands frequently for at least 20 seconds. If not near a rest room or sink, use hand sanitizer with at least 60% alcohol.
- The company has been procuring hand sanitizing products for the stores. Through centralization, necessary supplies are being pushed out to all stores and are available for future replenishment.



Personal Protective Equipment (PPE)

Team members will comply with specific jurisdiction and government mandates regarding face coverings/masks. In accordance to CDC and OSHA, face coverings/masks are highly recommended to be worn by all team members.

- First and foremost, all team members will adhere to the social distancing of 6 feet (2 meters) between team members and customers.
- In accordance to the CDC and OSHA, face coverings/masks must appropriately cover both the nose and mouth.
- Team members may wear their own masks to work that they have either made or purchased – including scarfs, bandannas, gaiters and commercially manufactured masks. Masks must meet the company dress code requirements and may not include offensive verbiage or graphics.
- Disposable gloves may be used when team members are working at the cash registers, rental check-in/buyback or curbside customer pick-up.
- The company has been procuring face coverings/mask for all store team members, as well as gloves for key tasks. Through centralization, necessary supplies are being pushed out to all stores and are available for future replenishment.

Store Experience

Many store operations have been changed in order to keep our team members and customer safe during the shopping experience.

- Prior to all scheduled shifts, all team members are requested to review checklist with manager on duty prior to starting their shift. Team member's temperature and any possible symptoms of COVID-19 will be monitored and disclose possible exposure to others with potential symptoms.

- Team members that don't feel well or develop symptoms while at work are required to go home and remain at home until they are symptom free.
- Customers are encouraged to follow social distancing guidelines and remain 6 feet (2 meters) apart while visiting the campus stores. The store team will monitor social distancing and store capacity adhering to occupancy guidelines by jurisdiction.
- Customer signage will be placed at the entrance and throughout the campus store with instructions.
 - Social Distancing in Place sign
 - Face Covering Safety Mandate sign, where applicable.
 - One Way Aisle signs
 - Social Distancing Reminder signs
 - Checkout, rental check-in/buyback and returns queue 6 feet (2 meters) floor markers
- Currently, in-store cafes and Starbucks are closed, as well as customer fitting rooms.
- The campus store website is available 24/7 for customers to place their orders for all course materials, supplies, clothing, accessories, gifts and technology with shipping to their home.



Special Services

The following services may be available at participating campus stores.

- Curbside pick-up for online purchases
- Remote rental check-in and buyback
- Virtual graduation gift packages

We remain dedicated to the success of your students during this unprecedented time, but the health and safety of your campus community is our top priority.

If you have any questions regarding our COVID-19 protocol for team members serving in your campus stores, please reach out to your regional manager, Greg Kirby, or group vice president.

f. Employee breakrooms

- Employees are discouraged from using common breakrooms. All breakrooms will be supplied with cleaning and disinfection supplies, in the form of spray bottles and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be provided.

- It is recommended that any employee who uses a breakroom should wear gloves to touch any surfaces.
- If an employee notices supplies are running low, the employee contact buildings and grounds to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- After using the breakroom, the employee should put on disposable gloves. SVCC also recommends putting on a disposable mask or a cloth face covering.
- Employees should clean up after themselves by inspecting the area. 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 the employee 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.
- Be sure to wash your hands immediately after removing gloves.

g. Exercise rooms and gymnasiums

All exercise rooms and gyms will remain closed at all campus locations

h. Cafes

There are small cafes operated by a third party, The Farley Experience, on each main campus. The Farley Experience has submitted a safety plan to include cleaning, sanitation, social distancing and face covering safety measures. All packaging is disposable and food prewrapped. Online ordering and payment options are available and encouraged. The third party has consulted with the local health department for additional guidance and will following all guidelines. SVCC staff will place furniture in the food service area to promote social distancing. The Farley Experience Safety Plan includes the following.

- All employees must wear PPE during their shift
- All employees will be required to take their temperature upon arrival and record it
- All areas will be consistently sanitized during shift
- As much as possible employees will practice social distancing during shift
- At least one staff member during shift must have ServSafe Manager Certification. Everyone else must have Food Handler's Certification.

- Staff will be required to continuously wipe down high touch areas during shift
- All staff will be refreshed on the importance of good hygiene (hand washing, glove changing, etc)
- All staff will be instructed to stay home if not feeling well
- Prepackaged utensils will be utilized
- All condiments will be prepackaged

b. Hand sanitizer/hand washing provisions

Facilities for hand washing are readily available for all employees and students of SVCC. Hand sanitizer is readily available throughout campuses and centers. Pending supply line availability, additional free-standing hand sanitizer stations will be placed throughout facilities. As necessary, pump bottles of hand sanitizer will be used as additional resources in common areas.

c. Minimize shared objects

To the extent possible, shared objects will be removed from common area and accessible desk and table tops. Examples include pens, pencils, staplers, candy dishes, magazines, catalogs, etc. Disposable keyboard covers will be made available for all computers accessed by multiple people with emphasis on computer labs, The Learning Commons (tutoring area), testing rooms, library, etc. Laboratory equipment will be cleaned and sanitized by the users before and after use.

7. Housing

SVCC provides no housing or dormitories. Some SVCC students rent housing privately from the Nottoway Local Redevelopment Authority (NLRA) near the Pickett Park Occupational and Technical Center. All recommendations from the VDH, CDC, and Executive Branch of the Commonwealth of Virginia have been shared with the NLRA for their information.

8. Consideration of Vulnerable Individuals

Health Precautions for the Vulnerable at SVCC

According to the CDC, those at high-risk for severe illness from COVID-19 include people who are sixty-five years or older and people of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma;
- People who have serious heart conditions;
- People who are immune compromised;
- People with severe obesity (body mass index [BMI] of 40 or higher);
- People with diabetes;
- People with chronic kidney disease undergoing dialysis; and
- People with liver disease.

SVCC employees who meet one or more of these criteria should be given flexible options for teleworking, when possible. Therefore, employees of SVCC who consider themselves at high-risk for severe illness from COVID-19 should alert their supervisor and make arrangements with Ms. Bethany Harris Human Resource Director: bethany.harris@southside.edu to telework when possible.

SVCC students who meet one or more of these criteria should develop an individualized education plan with their advisor for continuing distance education. Students will also be assisted by the Office of Disability Services if needed. The contact person for that office is Dr. John Hicks, john.hicks@southside.edu or 434.949.1070.

The following information provides additional detailed reopening guidance for SVCC employees.

Southside Virginia Community College leadership is actively working to keep our employees and the students we serve healthy and safe during the COVID-19 outbreak.

EMPLOYEE ACTIONS TO TAKE NOW

- Unfamiliar circumstances that make us feel vulnerable can impact how we behave. Let's work together to model the best in public service behavior. [Civility in the Workplace Policy](#)
- Learn how to [Protect Yourself From Illness](#).
- Help maintain a safe and healthy workplace.
- Be flexible and prepared to adapt to changes in business and personal needs.

FREQUENTLY ASKED QUESTIONS

As a college employee, who should I contact if I am concerned about my personal safety at work?

- Discuss any concerns you have with your supervisor and Bethany Harris, HR Director. Be specific so that the college's response can ease your concerns.

Who should I contact if I am concerned about contracting the COVID-19 because of my job duties?

- Discuss any specific concerns you have with your supervisor and Bethany Harris, HR Director to ensure the college administration has a comprehensive understanding of what is on your mind right now.

Who should I contact if I am concerned about missing work as a result of a personal illness?

- Contact your supervisor and Bethany Harris, HR Director to learn what benefits may apply to your specific situation. Links to policies are included in the resource section below.
- Employees who are sick should stay at home. Call your health care practitioner and then notify your supervisor who will coordinate with Human Resources on next steps and a return to work.

What should I do if I think I have been exposed to COVID-19?

- If you have reason to believe that you have been exposed to the virus, call your health care practitioner or local public health department. Advise your supervisor that you have taken this step, your supervisor will coordinate with Human Resources on next steps.

Who should I contact if I need leave because of a family related, COVID-19 issue?

- Contact your supervisor and Bethany Harris, HR Director.

Will telework be available to more employees?

- Telework and other remote working options that promote social distancing and enable us to continue providing essential public services are available in most cases. Specific options for employee positions are available from supervisors.

How do I return to work after COVID-19?

- Before returning to the College, employees who have been diagnosed as having COVID-19 must be free of all symptoms of the disease for the appropriate timeframe as recommended by a healthcare provider, the CDC, or other public health officials. Employees must provide written documentation from a healthcare provider that the employee may return to work safely, unless state officials advise

agencies to not make such requests, in which case employees may return following the appropriate period as established by public health officials.

- Employees must comply with all policies and procedures related to sick leave and/or the Virginia Sickness and Disability Program, as well as supervisor notification regarding their ability to return to work. The College will provide reasonable accommodations as requested and required by law.

RESOURCES FOR EMPLOYEES

- We understand that employees may be experiencing increased feelings of stress and anxiety at this time. Employees covered by a State Health plan may access our [Employee Assistance Program](#) which stands ready to provide help. Don't hesitate to take advantage of this important employee benefit. Employees that are not covered by a State Health Plan (wage and waived employees) also have Employee Assistance Resources, employees may access Anthem – www.anthemeap.com, and enter Company Code: *EAP Can Help*
- The [Virginia Department of Health](#) offers comprehensive current information on COVID-19, including helpful resources for individuals and households.
- Our Sick Leave and Telework Policies are under review to determine their ability to meet the evolving needs of COVID-19. The Department of Human Resource Management is working closely with agencies to assess potential new needs in this area. Take this time to familiarize yourself with what is currently available:

- [4.52 - Public Health Emergency Leave](#)
- [4.10 - Annual Leave](#)
- [4.20 - Family and Medical Leave](#)
- [4.35 - Leave Sharing](#)
- [4.55 - Sick Leave](#)
- [4.57 - Virginia Sickness and Disability Program](#)
- [1.61 - Teleworking](#)
- [Federal Families First Coronavirus Response Act \(FCCRA\)](#).

Additional COVID-19 information and benefits can be found on the [Department of Human Resources Management's COVID-19 Website](#). Employees should contact their supervisor and/or human resources for guidance and to request COVID-19 specific benefits

9. International Students

SVCC does not have international students within the student body.

10. Partnership/Communication with Community

SVCC has communicated frequently and thoroughly with the community throughout the COVID-19 situation and will continue to do so. We will continue to utilize our website at <https://southside.edu/covid-19>, local newspaper and radio access, [Southside Alert](#) messaging, email, Constant Contact, texting instruments such as TextAim, bi-weekly town hall meetings led by President Quentin Johnson and social media. We will continue to partner with our communities and local health departments to make and communicate prudent decisions.

Ms. Krysta “McKenna” Luzynski, MSc, Epidemiologist for the Southside Health District, has agreed to consult with SVCC to provide targeted guidance for our educational environment and position within our communities. Her contact information is below.

Krysta "McKenna" Luzynski, MSc, Epidemiologist

Southside Health District, 969 Madison Street, Boydton, VA 23917

Work: 434-738-6815 x103 Cell: 434-265-0020 krysta.luzynski@vdh.virginia.gov

11. Face Coverings/PPE

Face Coverings and Personal Protective Equipment

The COVID-19 Task Force recommends that, to the extent possible allowed by current supply-chain limitations, SVCC should make available:

- Disposable gloves for employees who are cleaning and disinfecting;
- Hand sanitizing stations at entrances of buildings, outside of restroom, outside of elevators;
- Disposable masks (non-medical-grade) for those who fail to bring their own face covering; and
- Tissues
- Paper towels

Following Governor Northam's Executive Order 63, SVCC requires **face coverings** to be worn covering the mouth and nose by all people at SVCC with the following exceptions directly from Executive Order 63:

1. While eating or drinking;
2. Any person who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance;
3. Any person seeking to communicate with the hearing impaired and for which the mouth needs to be visible;
4. When temporary removal of the face covering is necessary to secure government or medical services; and
5. Persons with health conditions that prohibit wearing a face covering. Nothing in this Order shall require the use of a face covering by any person for whom doing so would be contrary to his or her health or safety because of a medical condition. (*Note that SVCC has procedures in place for employees or student who request exemption from wearing a face covering.)

SVCC Temporary Face Covering Policy

Employees who are front facing or in any space where 2 or more people are gathered must wear a face covering. Employees must also wear a face covering when moving throughout the campus. SVCC recognizes and honors the exceptions listed above from Executive Order 63 above.

Employees who are unable to wear a face covering must ask for accommodations through the Office of Human Resources, following the steps as outlined in the interactive process of the Americans with Disabilities Act (ADA). Contact your supervisor or Bethany Harris, Human Resources Director, for guidance at Bethany.harris@southside.edu.

Students must wear face coverings when moving throughout campus and when in class, laboratory or common areas. Students who are unable to wear a face covering due to medical conditions must ask for accommodations through our student services offices.

SVCC also heeds the CDC advice for people to use simple cloth face coverings in the absence of manufactured face masks.

NOTE: Masks and face coverings, as with all Personal Protective Equipment (PPE), reduces the risk of spreading COVID-19 but does not guarantee that a person will not spread or become sick with COVID-19. No guarantees of safety are implied in this plan. All measures taken by Southside Virginia Community College represent an attempt to prevent the spread of COVID-19 during this public health crisis. Every person on SVCC's campus should cooperate with the guidance, protocols, and procedures established in this plan.

Cloth Face Coverings Guidance from the Centers for Disease Control (CDC)

The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

The 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 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 mask 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 healthcare workers and other medical first responders, as recommended by current CDC guidance.

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

Questions regarding face coverings:

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.

Safety Challenges from Face Coverings

In laboratory situations, proper Occupational Safety and Health Act (OSHA) standards must be followed. SVCC instructors must be aware of the following hazards and train students on the risks and proper safety procedures.

- Face coverings, particularly homemade coverings, can obstruct vision and may impact students' ability to perform tasks safely.
- Face coverings can cause safety glasses to collect condensation or steam up, obstructing vision.
- Face coverings or bandanas can get caught in machinery causing serious injury.
- Improper face coverings can accumulate particles and pathogens.

In all laboratory settings, SVCC employees must follow OSHA guidance in conducting any lab activities. Consult OSHA standards for further details. In the OSHA Publication, *Guidance on Preparing Workplaces for COVID-19*, OSHA recommends all types of PPE must be:

- Selected based upon the hazard to the worker
- Properly fitted and periodically refitted, as applicable (e.g., respirators)
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced, as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment

Cover Coughs and Sneezes

- If you are in a private setting and do not have on your cloth face covering remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.

12. Student Health Services/Referrals

Southside Virginia Community College does not provide student health services. In an effort to support our students in every way possible, the Student Success team keeps updated and important information at hand to refer students struggling with physical and mental health concerns. Physical referrals are made to local health department, general practitioners and hospitals. Students with mental health needs will be referred to one of our local Community Services Boards: Crossroads, District 19, or Southside.

Crossroads Community Services Board Emergency Services is available 24 hours a day at 800-548-1688. Crossroads Community Services Board serves Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward counties. [\[WEBSITE\]](#)

District 19 Community Services Board Emergencies Services is available 24 hours a day at 804-862-8000 or 866-365-2130. District 19 Community Services Board serves Petersburg, Colonia Heights, Dinwiddie, Surry, Sussex, Greenville, Emporia, and Prince George. [\[WEBSITE\]](#)

Southside Community Services Board Mental Health Emergencies is available 24 hours a day at 833-377-7272. Southside Community Services Board serves Halifax, Mecklenburg, and Brunswick counties. [\[WEBSITE\]](#)

Additional Services

2-1-1 is an easy to remember phone number connecting people with free information on available community services. When you dial 2-1-1, a trained professional listens to your situation and suggests sources of help using one of the largest databases of health and human services in Virginia. Nonprofit organizations and federal, state and local government agencies are included in the database and you can access services in your community and statewide. [\[Brochure / WEBSITE\]](#)

#askingsaves.org The Virginia Department of Behavioral Health and Developmental Services has therefore initiated the development of regional suicide prevention programs throughout Virginia in an effort to adequately deal with the instance of suicide and its associated concerns across the state. Prevention Region III is one such area of focus and encompasses the counties and independent areas of southwest Virginia. Having been split into western and eastern halves, Region 3 East is composed of the

Community Service Board (CSB) subregions of the Roanoke Valley, Danville-Pittsylvania, New River Valley, Piedmont, and Southside provider areas.

13. Large Events



Southside Virginia Community College will pause in hosting or allowing large events until it is deemed safe by the COVID-19 team. Graduation was recently held in a virtual format. Town Hall meetings are also being held in virtual formats. All students and employees have been given the instructions that forbid gathering in groups larger than 10 people in phase 1; 50 people in phases 2 and 3; and until further notice. Social distancing requirements apply in these group settings.

All employees will adhere to occupancy limits as determined by the current phase as indicated by the Governor of the Commonwealth of Virginia, space limitations of SVCC for safe social distancing, and all guidance from the administration of Southside Virginia Community College.

14. Communication Strategy

Overall Message

Southside Virginia Community College's COVID-19 Team will provide quality educational instruction in an environment that requires the college to be nimble and adjust as needed. The reopening plan follows guidelines provided by the Centers of Disease Control (CDC), the Virginia Community College System, the Virginia Department of Health (VDH) and the Governor's Office. Plan communications with constituencies will be ongoing and often. All messaging emphasizes the importance of the safety of our students, faculty and staff and that our partial return to campus be safe, orderly and compliant with the latest CDC and VDH recommendations and guidelines.

Key Audiences

- Faculty/Staff
- Current/Prospective Students/Parents
- Community & College Stakeholders
- General Public

Communication Avenues

- Email
- Text Messages
- News Releases
- Web Page (Southside.edu)
- Social Media
- College E-newsletter
- Posters
- Radio
- Video
- Mobile Phone Applications

Constant Reminders

In all areas utilized by SVCC students, faculty and staff, posters will be used as reminders regarding the following:

- Physical Distancing
- Hand Washing
- Wear a Face Mask (and how to wear it properly)
- Screening

At each stage of gradual reopening, all stakeholders will receive communications which clearly states the expectations for safe return to campus regarding compliance with safety measures, acknowledgement of risk, efforts for cleaning and disinfection and available services and facilities.

15. Orientation/Education/Training Including Anti-Stigma Training

Student education will include:

- Required training in Canvas or on paper regarding contagious disease awareness and prevention
- Student orientation attention to symptoms, mitigation strategies, hygiene, social distancing and face coverings
- Ongoing reminders via email, social media, signage and faculty and staff reminders
- Anti-stigma training utilizing information such as that provided by UNICEF and the WHO (Appendix 5)

Employee education will include:

- Required training in the Commonwealth of Virginia Learning Center or Canvas regarding contagious disease awareness and prevention
- Ongoing reminders via email, social media, signage and verbal reminders
- Anti-stigma training utilizing information such as that provided by UNICEF and the WHO (Appendix 5)

Topics which will be continuously reinforced include the following.

Social Distancing – detailed above

Face Coverings – detailed above

Ongoing Hand Washing

Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a sick person. The Virginia Department of Health recommends the following steps to prevent germs from spreading:

- Wet your hands.
- Soap up.
- Wash for 20 seconds.
- Rinse hands.
- Dry hands. Turn water off with a towel.

Additional key times to wash hands while on campus include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.

Symptoms of COVID-19

According to the CDC website:

“Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well. Trouble breathing is a more serious symptom that means you should get medical attention. Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills

- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.”

On the CDC webpage on COVID-19 symptoms, there is a section titled, When to Seek Medical Attention, on which the CDC explains,

“If you have any of these emergency warning signs* for COVID-19 get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

B. MONITORING HEALTH CONDITIONS TO DETECT INFECTION

1. Monitoring Health Conditions to Detect Infection

Students, employees, or guests of Southside Virginia Community College are asked to self-monitor and self-screen each time they come to campus before entering the facilities. The self-screening checklist is below. The employee daily self-check of health form will be distributed weekly via email as a reminder or via smartphone application such as LiveSafe. Employees will be asked to complete this form and maintain it for collection as needed.

Students entering facilities will be required to check in and complete a form for before proceeding to class, lab or any department for assistance.

Student and Employee Daily Self-Check of Health

According to the Virginia Department of Health, students, employees and guests should ask themselves: “YES or NO since my last day on campus, have I had any of the following:

- 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)?

If a student, employee, or guest of SVCC answers YES to any of the screening questions before coming to campus, the person should stay home and not come to campus. According to SVCC’s contagious disease policy (see section 4), persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.

2. COVID-19 Surveillance at SVCC

COVID-19 case numbers by individual county are monitored daily by the SVCC COVID-19 Team through situations reports from VDEM Regions 1 and 3, which cover the SVCC service area, and from the Virginia Department of Health website <https://www.vdh.virginia.gov/coronavirus/>. SVCC's services area covers Brunswick County, Buckingham County (partial), Charlotte County, Cumberland County, City of Emporia, Greensville County, Halifax County (partial), Lunenburg County, Mecklenburg County, Nottoway County, Prince Edward County. Information from this daily surveillance of local health conditions will form decisions about any changes to facilities availability and delivery of instruction.

3. Establishment of a Testing Strategy at SVCC

In the event of an outbreak SVCC will consult with local health departments for access to testing as recommended by public health.

C. CONTAINMENT TO PREVENT SPREAD OF COVID-19 WHEN DETECTED

1. SVCC Will Partner with VDH for Contact Tracing

Southside Virginia Community College will immediately contact the involved local health department and partner with the Virginia Department of Health for contact tracing. The Virginia Department of Health provides the following information about [contact tracing](#).

Contact Tracing

Case investigations and contact tracing are trusted public health tools used to prevent further spread of contagious diseases. Contact tracing involves finding people who may have been exposed to an illness and providing guidance to prevent them from spreading it. Contact tracing is not a new tool - public health uses it every day for other contagious diseases like measles and tuberculosis (TB). It is an important part of how Virginia can stop the spread of COVID-19.

The Virginia Department of Health (VDH) has been working hard to conduct case investigations and contact tracing since the beginning of the COVID-19 response. As Virginia begins to ease restrictions, these tools become even more important. VDH is expanding our staff of case investigators and contact tracers from a few hundred to nearly 2,000.

Who are case investigators and contact tracers?

Case investigators and contact tracers are skilled, trained professionals. It is important for community members to trust these professionals, respond to their outreach, and follow their guidance to stop the spread of COVID-19.

Why does VDH need to perform case investigation and contact tracing?

Contact tracing and case investigations are important because it helps VDH to:

- Provide guidance and education about how to keep yourself and others safe
- Inform public health actions
- Understand communities disproportionately affected by COVID-19
- Track the progress of the outbreak in Virginia
- Connect people with resources they may need

How will VDH contact people?

Initial contact is by phone. If a voicemail is left, please call back at the phone number provided.

What will interviewers ask?

Interviewers will ask for date of birth, address, race, and ethnicity. They will also ask about symptoms and any recent known exposure to COVID-19, and may request an email address to provide additional resources. VDH will never ask for your social security number, immigration status, or financial information. Information collected during interviews is used only by public health agencies. The information is protected in a secure system and interviewers operate under strict confidentiality rules.

How long does an interview last?

An interview with someone sick with COVID-19 (a “case”) typically lasts between 30 and 60 minutes. An interview with someone possibly exposed to COVID-19 (a “contact”) typically lasts between 15 and 30 minutes.

How does it all work?

1. You are diagnosed with COVID-19 by your healthcare provider:

Your healthcare provider told you that you had COVID-19 based on a positive COVID-19 test result or because of your illness. You should stay home, keep yourself away from others, and take care of yourself. Learn more about what to do if you feel sick.

2. VDH is notified when a person with COVID-19 is identified:

Doctors, labs, and hospitals are required by law to report when someone has or might have certain illnesses, including COVID-19. This reporting allows your local health department to track the status of COVID-19 in the community and provide education and support to those that are infected.

3. A case investigator (“disease detective”) from the health department contacts the person with COVID-19 to help identify close contacts:

The case investigator from the health department will reach out to you (usually by phone) for a voluntary and confidential conversation. During this talk, the case investigator will ask you some pre-approved questions to understand more about you and your illness. The interviewer will work with you to create a list of all of the people you may have had close contact with while you were sick, and right before you felt sick. This process helps to find people who may have been exposed to COVID-19.

4. People who may have been exposed are contacted:

After all of your close contacts have been identified, a contact tracer (another “disease detective”) will reach out and notify each of them of their possible exposure as soon as possible. When the interviewer calls close contacts, they do not tell them who it was who tested positive for COVID-19. This conversation will be confidential to protect and respect your privacy.

Protecting your confidentiality means that VDH will never share your name or medical records with your contacts without your approval. Your information cannot be shared with other people such as family members, roommates or neighbors. If you are identified as a contact this means VDH cannot give you the name of the person who identified you as someone who may have been exposed to COVID-19.

The contact tracer will also provide education, information, and support to help the people who may have been exposed and recommend the steps they should take to stop the spread of COVID-19. To prevent the spread of COVID-19, people who have been exposed should stay home (“self-quarantine”) and monitor their health for symptoms of COVID-19 for 14 days. If the close contacts become sick, the contact tracer can help connect them to a healthcare provider who can provide information about how to get tested and provide other medical care.

2. Reporting, Quarantining and Isolation

Any employee, student or visitor who becomes aware that he/she has been infected with COVID-19 should report their illness to Dr. Michelle Edmonds, michelle.edmonds@southside.edu, 434.949.1006 or Shannon Feinman, shannon.feinman@southside.edu, 434.949.1005. Personal information will be protected.

If the infected person is a student or visitor on a campus at the time of the reported illness, then such person will be asked to leave the college campus for their protection and the protection of others. If the person cannot leave the campus for whatever reason, then such person will be asked their location and instructed to find the nearest exit and leave the building and wait for a designated staff person to direct them to the quarantine room location where they will remain until they can leave the campus.

The quarantine room locations are as follows:

- Daniel Campus (Keysville): Room 49
- Christanna Campus (Alberta): C-11A
- Estes Center (Chase City): The Wells Fargo Room
- Southside Virginia Education Center (Emporia): conference room
- Occupational Technical Center (Blackstone): Diesel classroom #114 (front hall)
- Southern Virginia Higher Education Center (South Boston): Programs Conference Room 1
- Lake Country Advanced Knowledge Center (South Hill): conference room (front of building)

If the infected person is a college employee, then such person will be asked to leave the campus through the nearest exit. If the employee is unable to leave for whatever reason, then the employee will be instructed to remain in their office, by themselves, with the door closed until such arrangements can be made to leave the campus.

3. Campus Outbreak Management

In the Event a Confirmed Case has been on SVCCs Campus

Southside Virginia Community College will implement a short-term building closure if a COVID-19 infected person has been on campus, regardless of the level of community spread.

Dr. Michelle Edmonds has been designated as the college official that will coordinate with Virginia Department of Health officials. Once learning of a COVID-19 case in someone who has been on campus, she will immediately reach out to Virginia Department of Health regional and local officials. Ms. Krysta “McKenna” Luzynski, MSc, Epidemiologist for the Southside Health District, has agreed to consult with SVCC to provide targeted guidance for our educational environment should a case be confirmed at a SVCC location. Her contact information is below.

Krysta "McKenna" Luzynski, MSc, Epidemiologist

Southside Health District, 969 Madison Street, Boydton, VA 23917

Work: 434-738-6815 x103 Cell: 434-265-0020 krysta.luzynski@vdh.virginia.gov

These officials will assist SVCC administrators to determine a course of action, including but not limited to, the following.

Determining if a short-term closure (for 2-5 days) of all campus buildings and facilities is appropriate;

In some cases, SVCC administrators, working with the Virginia Department of Health officials, may choose to only close buildings and facilities that had been entered by the individual(s) with COVID-19.

According to the CDC, this initial short-term class suspension allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting SVCC. This allows the local health officials to help SVCC determine appropriate next steps, including whether an extended closure duration is needed to stop or slow further spread of COVID-19.

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.

SVCC's President's Council will communicate with students, staff, and faculty in coordination with local health officials. This coordinated effort will lead to the communication of dismissal decisions and the possible COVID-19 exposure. However, all SVCC employees must follow all SVCC policies regarding the dissemination of

private information, in addition to all requirements related to the Family Educational Rights and Privacy Act (FERPA).

All communication to the SVCC community must come from the President's Council and should align with our Continuity of Operations Plan (COOP).

In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or employee as required by the Americans with Disabilities Act and the Family Educational Rights and Privacy Act, as applicable.

All SVCC faculty and staff members must maintain confidentiality and allow all communications about dismissal decisions, COVID-19 cases, and possible COVID-19 exposure to come exclusively from the appointed President's Council members.

4. Partnerships to Care for Symptomatic Individuals

SVCC provides no health services or housing. All students or employees with needs will be referred to local health departments, general practitioners or local hospitals.

5. Contagious Diseases Policy

Southside Virginia Community College will continue to adhere to its Contagious Diseases Policy (See Appendix 4 for the full policy). The policy provides guidance for those who know or have reason to believe they are infected with a contagious disease. This plan provides further guidance for Southside Virginia Community College related to COVID-19, due to its serious nature.

Persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others and must follow these guidelines:

- Persons who are infected with a contagious disease must seek expert medical advice and are encouraged to advise local health authorities of a possible public health threat. They must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.

- Persons who know they are infected with a contagious disease are urged to immediately share that information with an appropriate college administrator.
 - Students should contact Dr. Michelle Edmonds at michelle.edmonds@southside.edu or Shannon Vassar Feinman at Shannon.feinman@southside.edu and their instructor.
 - Employees should contact Bethany Harris, Human Resources Director at Bethany.harris@southside.edu so that the College may respond appropriately to their needs and assess the health risks to the college community.
- Medical information relating to contagious diseases of persons within the college community will only be disclosed to responsible college officials and local health officials on a need-to-know basis.
- Persons testing positive for COVID-19, or who suspect they might have COVID-19 based on fever, cough, or other symptoms as listed below are required to isolate themselves from the college community until the danger of infection is no longer present, as determined by expert medical advice.
- Any person who becomes sick on campus with symptoms consistent with COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention. Quarantine areas have been established at each college location for use by students, employees and guests who do not have immediate transportation or require medical attention.
- Any person who arrives on campus showing symptoms of COVID-19 without having been tested for COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention.
- Students, staff, and faculty should not attend class or work when sick, whether COVID-19 is suspected or not.
- SVCC will practice as much flexibility as reasonably possible for any member of the SVCC community during this time of pandemic.

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

1. Plans Regarding Criteria/Dismissals/Shutdowns.

Decisions regarding dismissals and shutdowns shall be made in consultation with local and state public health officials.

Campus dismissals or shutdowns: Any determination for shutdown is to be implemented in accordance with SVCC emergency planning procedures and COOP Guidelines.

- A signage and emergency alert communication plan in accordance with the Clery Act is in place in the event of a rapid shutdown requirement and will be activated by the SVCC President's Council or COV ID-19 Team.
- Decisions regarding dismissals, shutdowns, and building or space closures will be made by the president, in consultation with local and state public health officials in the event of two or more confirmed positive cases identified "on campus" or a declaration of a public health emergency.
- SVCC's COVID-19 Team will coordinate with the local health department officials. Once learning of a COVID-19 case in someone who has been on campus, Dr. Michelle Edmonds or Shannon Feinman will immediately reach out to the local health department officials to determine a course of action.
 - Determine if a short-term closure (1-5 days) of a facility or facilities is needed.
 - Refer locations to the SVCC Buildings and Grounds Team for cleaning and sanitizing follow up. Cleaning providers at off-campus locations will be contacted to manage needs there. Contract vendors will be contacted as needed.
 - Determine suitability for re-opening in consultation with local health departments.

2. Nature of Reduced Activity if Severe Conditions/Public Health Direction

In the event of a localized outbreak or trend of illness identified through the collection of information collected by the SVCC COVID-19 Team, a short-term suspension of "in-person" classes and services may be implemented. This suspended time will allow for SVCC and public health officials to gain a better understanding of the COVID-19 situation impacting SVCC and determine the next steps; whether to extend the duration or resume operation after cleaning has occurred. Local health officials' recommendations for the duration and extent of "in-person" class suspension, as well as building and facility closures will be made on a case-by-case basis using the most up-

to-date information about COVID-19. Ms. Krysta “McKenna” Luzynski, MSc, Epidemiologist for the Southside Health District, has agreed to consult with SVCC to provide targeted guidance for our educational environment and position within our communities. Her contact information is below.

Krysta "McKenna" Luzynski, MSc, Epidemiologist

Southside Health District, 969 Madison Street, Boydton, VA 23917

Work: 434-738-6815 x103 Cell: 434-265-0020 krysta.luzynski@vdh.virginia.gov

3. Student Support in Changing Environments

Enhanced attention in all areas of student support will continue as the environment may shift among virtual, hybrid, in-person, etc. depending on health data.

a. Advising

Virtual advising will continue to be delivered remotely. Virtual advising will consist of phone calls or zoom appointments. As we transition into Phase 3, it will be highly recommended that students make appointments or meet with counseling staff remotely. Navigate Student and Staff have been used to support appointments and communications with students.

- Communication: Established protocols will drive services for faculty, staff, and students.
 - Email: All emails will continue to be answered as based using the established protocol.
 - Phone: All phone calls are being manned to provide full coverage to faculty, staff, and current and prospective students.
 - Text messages: All text messages will continue to be answered as based using the established protocol.
- Enrollment (add/drops): Student Services personnel will register or drop students in classes where deemed appropriate. If the personnel cannot process the transaction, appropriate forms will be completed and emailed to the Admissions and Records staff or designated necessary approvals.
- Placement Testing: Administration of the Virginia Placement Test will remain suspended during the fall semester. VCCS guidance messages 7 and 8 have been updated to extend the waiver of placement testing for both general and dual enrollment admission students. Alternative placement measures are being followed until additional guidance has been received from VCCS.

- Program Assessment/Placement: Virtual assessment and placement will continue using phone and zoom meetings.
- Walk-ins: Designated personnel will be on-campus to provide walk-in services where deemed appropriate. Virtual appointments will strongly be recommended. However, accommodations will be made to provide necessary services while maintaining social distancing guidelines (safe distance, face covering, etc.). Conferences rooms in the LRC will need to be designated for use for any student walk-ins or in-person appointments.

b. Library Services

Libraries will be open to a limited number of student users to provide necessary services while maintaining social distancing and adherence to CDC guidelines.

- Computer Labs: Limited numbers of student users will be allowed to provide necessary services while maintaining social distances and face coverings. Disinfect shared equipment, such as computers, before use by another worker or patron. Wherever possible, encourage frequent handwashing or alcohol-based hand sanitizers. Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes) to regularly clean work stations and computers. Avoid sharing equipment and supplies between workers. Post visible signage throughout the site to remind workers and patrons of hygiene and safety protocols
- Services: Libraries will be open to a limited number of student users to provide necessary services while maintaining social distancing and adherence to CDC guidelines. Library services will be offered via online, by telephone, or in-person (while maintaining social distancing).
- Check-out of books: Library will establish procedures for patrons to check our materials before requesting student ids remotely beside or circulation desk pickup. Patron entry to the library should be limited to circulation desk pickup only. Libraries will place markers in or near the circulation desk to ensure 6 feet of distance for patrons who are waiting to pick up items. The library will offer accommodations for those in high-risk populations as defined by the CDC to receive library materials; The library will ensure separation of 6 feet or more between individuals where possible
- Return of books: Once returned, remove books from service for 24 hours (before it can be checked out by another patron) Keep cleaning logs that include the date, time, and scope of the cleaning
- Newspapers/Magazines: No handling of items. Make photocopies of requested materials

- Services for Community Patrons (non-students): These services will be determined by the overall college reopening and current status of phases. Services will be re-evaluated as we continue to move forward.

c. Recruitment

Virtual recruitment will continue to be delivered remotely. Virtual recruitment will consist of phone calls, text messages, or zoom appointments. As we transition into Phase 3, it will be highly recommended that students make appointments or meet with recruiting staff remotely. Navigate Student and Staff have been used to support appointments and communications with students.

- Community Events: Community events will be evaluated on a case-by-case basis to determine the current COVID-19 status to ensure the safety of faculty and staff deemed necessary to attend the event. At this time, many community events have been canceled or rescheduled to 2021.
- Recruitment materials: Any materials will be directly provided to the student. If the prospective student touches any materials, the student will be asked to take the materials with them or they will be discharged.
- Off-Campus Visits: Any in-person visits will follow social distancing and CDC guidelines.

d. Student Ids

A work-around practice is being developed to allow students to remotely request student ids.

e. Financial Aid

Students will continue to receive answers to questions via phone calls, emails, text, Zoom/Google Hangout and in person.

Communication:

- Email: All emails will continue to be answered within 24 hours.
- Phone: All phone calls will be manned to provide full coverage to faculty, staff, and current and prospective students.
- Text messages: All text messages will continue to be answered within 24 hours.
- Students can set up a Zoom meeting or request a Google Hangout with an FA specialist

Walk-ins:

- Designated personnel will be on-campus to provide walk-in services where deemed appropriate. Students will complete the FAFSA online using the computers in the 2nd floor lobby of the LRC in Alberta. FA staff will monitor students using face masks and social distancing. In Keysville, students will continue to use the computer bank outside the FA offices; again using face masks and social distancing.
- Students who need specific help or have specific questions will meet with a Financial Aid Specialist. In Alberta, the students will sit at the window facing the employee or at the door and speak through the open door. In Keysville, the student's chair will be just inside the doorway.

Telework: Telework will continue as deemed appropriate by the supervisor.

Post visible signage throughout the office to remind patrons of hygiene and safety protocols.

No shared pens. If a student needs a pen, one will be given to the student to keep.

f. Admission and Records

Students will continue to receive answers to questions via phone calls, emails, text and in person.

Communication:

- Email: All emails will continue to be answered within 24 hours.
- Phone: All phone calls will be manned to provide full coverage to faculty, staff, and current and prospective students.
- Text messages: All text messages will continue to be answered within 24 hours.
- Students can visit the Admissions window on each campus for in person enrollment questions

Telework: Telework will continue as deemed appropriate by the supervisor.

g. Information Technology/Application Support.

The Information Technology Department at SVCC has transitioned to a hybrid teleworking environment to support students, faculty, and staff. The IT department has transitioned in 5 areas:

Helpdesk

Both onsite and remote support through remote help applications and a new helpdesk ticketing system to make submitting tickets easier for users.

Full coverage of phones for all student, faculty, and staff technical problems.

Walk-ins are no longer available. All technical issues must be done remotely or by appointment.

Classroom support available with appropriate social distancing.

Applications Support

Applications support has transitioned to a telework environment while maintaining the ability to support all students, faculty, and staff.

Full coverage of phones for all student, faculty, and staff technical problems.

Walk-ins are no longer available. All Tier 2 technical issues must be done remotely or by appointment.

Network and Server Support

Wireless has been extended out into the parking lot at each site.

Network and server staff back up Helpdesk and handle VPN technical support for teleworkers.

Security

Ongoing teleworking and IT security awareness training.

Increased Data Loss Prevention rules to ensure teleworking security.

Website

Up to date information on COVID-19 to ensure fluid communications with students and the community.

New, accessible, website to ensure easy access to college information.

4. Considerations of Student Health/Safety on Campus vs. Home

In the event of severe conditions/public health direction or guidance, SVCC will maintain a posture of readiness to return to completely remote delivery of instruction and services as was implemented during the initial phase of the COVID-19 crisis.

SVCC does not have students residing on campus. Therefore, no determination regarding the residency of students is required.

5. Communications Plan for Dismissals/Shutdowns

Communications planning for dismissals/shutdowns: Communications for dismissals/shutdowns will be through the use of the SVCC Emergency Alert System that utilizes email and text messaging as well as social media and web alerts. The status of SVCC will also be communicated to our communities through our website and access to local newspaper and radio as needed. Individual units have prepared continuity-of-operation plans for instances when someone gets sick, or is otherwise temporarily unable to come to work as a result of exposure to COVID-19.

We encourage everyone to review and understand this plan for re-populating our campuses. The implementation and adherence to the plan will be in accordance with the latest public health guidance in collaboration with other agencies and in anticipation of the governor's "[Phase III](#)" designation, putting health and safety at the forefront with an emphasis on the continuation of our mission-critical activities in the delivery of instruction. This guidance is applicable to all functions housed and undertaken at SVCC locations. If there are questions, feel free to reach out to a member of the SVCC COVID-19 Team or Shannon Feinman, Vice President of Finance and Administration at 434.949.1005

E. Attestation

Southside Virginia Community College's Chief Executive Officer, Dr. Quentin R. Johnson, hereby certifies that this reopening plan is in compliance with the "Higher Education Reopening Guidance" provided by Governor Ralph Northam. By his authority, Shannon Vassar Feinman, serves as signatory for this attestation.

Shannon Vassar Feinman
Vice-President, Finance and Administration

7/7/2020
Date

F. Information and Training Resources

- CDC – Symptoms <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC – Considerations for Institutions of Higher Education <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- Commonwealth of Virginia’s Forward Virginia Plan <https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Slide-Deck-4-24-2020-.pdf>
- Virginia’s Key Measures <https://www.vdh.virginia.gov/coronavirus/key-measures/>
- CDC - What You Need to Know about Handwashing <https://www.youtube.com/watch?v=d914EnpU4Fo>
- CDC – Face Coverings <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC - Can COVID-19 last on surfaces and in the air? <https://www.youtube.com/watch?v=IQvhoFMdXJo>
- CDC – Cleaning and Disinfection <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- How does COVID-19 spread? <https://www.youtube.com/watch?v=WfJSVbQtHsk>
- CDC – What to do if you are sick <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- DOL - general overview, symptoms, cleaning supplies, etc. <https://www.doli.virginia.gov/wp-content/uploads/2020/05/COVID-19-Presentation-5-20.pdf>
- ACHA - a list of webinars and other training material https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf



SOUTHSIDE VIRGINIA
COMMUNITY COLLEGE

COVID 19 RETURN TO IN-PERSON CLASS

Student Health Safety Agreement

The health and well-being of our students, instructors and staff is our top priority. With the current and uncertain future of the COVID 19 Pandemic outbreak, it imperative we follow very specific guidelines until such time as the Pandemic ends.

This document provides guidelines for supporting the health of students, instructors, and college staff safe during the current COVID 19 pandemic for all in-person classes. As a condition for your return to class, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter at the college.

For my safety, the College will do the following:

- Maintain a commitment to keeping educational interruptions to a minimum and helping students stay on track to complete their programs of study;
- Initiate steps to mitigate the risk of transmission including thorough cleaning and disinfecting of classroom/lab areas at the conclusion of classes;
- Provide regular cleaning/disinfecting of common areas such as water fountains and restrooms;
- Quickly respond to student concerns and/or questions as they may arise; and
- Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

Student Expectations:

As a student, I agree to the following conditions to return to class:

1. **I will not come to class sick or stay if I feel sick**, regardless of symptoms. I will contact my instructor so that he/she is aware and can make instructional accommodations if necessary. I will stay in touch regularly with my instructor until I return to class. If he/she has not provided me with contact information, I will contact the Office of the Vice-President for Academic and Workforce Programs at 434.736.2006;
2. **I will not come to class if I have been exposed to someone with COVID 19** or traveled to an area with a high incidence COVID 19. I will quarantine per CDC guidelines. I will not come back to class until I have quarantined for a minimum of 14 days. I will contact my instructor so that he/she is aware and can make instructional accommodations if necessary, and I will stay in touch regularly until I return to class;
3. **If after attending a class, I find out that I was exposed to someone with COVID 19 outside of class, I will contact my instructor immediately** and quarantine per CDC guidelines. I will not come back to class until I have quarantined for at least 14 days. My instructor may make instructional accommodations if possible. I will stay in touch with my instructor until I return to class;
4. **If I am diagnosed with COVID 19, I will not come to class. If I recently attended class, I will advise my instructor immediately of my diagnosis.** I will stay in touch with my instructor as I am able. I will not return to class until a doctor/health professional verifies I have fully recovered, and I will contact Dr. Michelle Edmonds at 434.949.1006 as directed in the SVCC Reopening Plan.
5. **I will practice Social/Physical Distancing and will not congregate** before, during, or after class, or during breaks. I will leave the classroom, building, and campus promptly when my last class ends;
6. **I will wear a protective face covering (mask) to all in-person classes.** This will be required for class admission until such time as I am directed to discontinue. Other Personal Protective Equipment (PPE) may be required by the college or by my instructor. Failure to wear a face covering and required PPE while on campus may result in being asked to leave as well as possible dismissal from class;
7. **I will be prepared if this in-person class is moved online.** In the event of a new outbreak or change in state guidelines, I understand it is possible my class may be moved online, fully or partially. I understand that if my class is moved online, I will need access to technology and internet with as little as 24 hours' notice; and
8. **RECOMMENDATION: I should sign up for the SVCC Alert** (text "svccalert" to 888777) so that I will receive school-wide notifications and update TEXTS/EMAILS not only about closing, but also about other emergency information I should know.
9. **Internet Access.** If I do not have access to technology/internet access when off-campus, I will alert my instructor at the start of class so that other accommodations can be made in the event of a shift to fully online coursework.

Signature

By signing below, **I agree to the above Student Expectations as a condition of returning to campus for in-person classes.** If, at any time, I fail to follow any of these conditions, I understand I may be dismissed from my class without a refund. This agreement will become part of the class record.

PRINTED NAME

SIGNATURE

DATE rev/6/26/20

Appendix 2

Acknowledgement of Risk Form

I agree that as a participant in the _____ at _____ associated with Southside Virginia Community College (the “College”) scheduled for _____ to _____, I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to slips and falls, needle pricks, and contracting diseases such as COVID-19, also known as the coronavirus disease.

COVID-19 is a pandemic of respiratory disease that spreads from person-to-person. COVID-19 can cause mild to severe illness; most severe illness occurs in older adults. Nevertheless, people of all ages with severe chronic medical conditions including, but not limited to, heart disease, lung disease, and diabetes are also at a higher risk of developing serious COVID-19 illness. Healthcare workers caring for patients with COVID-19 have a higher risk of exposure and I understand that the clinical facility may have patients recovering from COVID-19. At this time, there is no vaccine to protect against COVID-19 and no medications approved to treat it.

Symptoms of COVID-19 include fever, cough, and shortness of breath. Reported illnesses range from very mild (including some with no reported symptoms) to severe, including death. If I feel sick, I agree not to go to the clinical facility and that I will stay home, except to receive medical attention if necessary. I also agree to take all necessary precautions recommended by the Centers for Disease Control and Prevention, including but not limited to washing my hands thoroughly and often, avoiding gatherings of ten or more people, covering my mouth and nose if I cough or sneeze, and avoiding public transportation, ride-sharing, or taxis to the greatest extent possible.

I agree to abide by any and all specific requests by the College and the clinical facility for my safety or the safety of others, as well as any and all of the College’s and the clinical facility’s rules and policies applicable to all activities related to this program. I understand that the College and the clinical facility reserve the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury or illness which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury or illness is directly due to the negligence of the College and/or the clinical facility. I understand that this Acknowledgement of Risk form will remain in affect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with *Shannon Vassar Feinman, Vice-President of Finance and Administration, Shannon.feinman@southside.edu*, at which time my visits to or participation in the program will cease.

I have read and understand the risks involved in participating in a clinical education program at a clinical facility during this pandemic. I understand that I have the option to postpone any clinical placement without academic penalty. I also understand that I must complete the requisite number of clinical hours to complete the health professional academic program in which I am enrolled. If I choose to postpone any clinical placement, I understand that my progression within the health professional academic program will be delayed.

In case an emergency situation arises, please contact _____
_____ (name) at _____ (phone number).

I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.

_____ I represent that I am 18 years of age or older and legally capable of entering into this agreement.

Participant's signature

Date

Address

If participant is less than 18 years of age, the following section must be completed:

_____ My child/ward is under 18 years of age and I am hereby providing permission for him/her to participate in this program, and I agree to be responsible for his/her behavior and safety during this event.

Child's Name

Address

Parent's or guardian's signature

Date

Appendix 3 Academic and Workforce Instructional Delivery

SVCC's academic plan calls for starting the fall semester August 24 and welcoming students back for a mix of in-person instruction and expanded online classes. This "High Touch, HyFlex" approach will allow for appropriate social distancing on campus, while making alternatives available for those students who do not have adequate high-speed internet at home and who, therefore, would be unable to participate in online or at-home Zoom sections. To meet the needs of students without the appropriate technology, we plan to utilize our off-campus centers by allowing SVCC students to utilize classroom space, computer labs and access high speed internet.

Based on available information, we believe conditions will allow us to begin classes as scheduled on August 24. We are evaluating whether to complete the semester as scheduled, or end in-person classes before Thanksgiving and hold final exams online. We are aware the outlook can change, and if it does, we will remain nimble and adjust as needed.

Our Re-Opening plan assumes that Governor Northam and public health officials will have determined by early August that general conditions in Southside Virginia will allow for a safe return, pursuant to the Governor's phased approach to reopening Virginia's economy.

We will remain flexible and prepare to pivot back to fully remote and online options if public health and safety requires it. By assessing student technology needs and at-home internet availability as the start of the semester, faculty will be prepared to meet student needs (by providing course materials in alternative formats, including mailed hard copy or other formats) in the event of a return to fully online courses.

Division Plans

Career and Occupational Technology (COT):

There are a variety of disciplines within COT. Some disciplines can transition easily to online learning while others have mandatory hands-on or competency based skill requirements for certifications. In addition to the college-wide strategies and policies for reopening, the following outlines the plans to allow

students to repopulate the college and hands-on skills labs and to also increase the ability of all COT programs to pivot and incorporate pauses and stops within the semester. Every lab and classroom used to offer career and technical courses have been evaluated and marked to ensure students stay a safe distance from each other and the instructor. In addition to these actions, below are more specific plans by discipline.

Welding Technology is moving to an OER learning management system that nests within Canvas. Miller Weld allows students to view modules and texts through the Internet and on their personal devices (PD) to reduce the use of common lab reference material and classroom sets of text. In addition, each welding lab will be evaluated to maximize the distance between each student while working in the lab. Instructors plan to ask students to move to open areas for demonstration purposes rather than to enter a small booth with the student. Common surfaces such as instrumentation, handles, hand tools and so on, will be sanitized before and after each class by students under the supervision of faculty (*).

Automotive Technology has incorporated Electube Learning which allows faculty and students to pivot to online instruction and increase their ability to pivot during the semester if necessary. The automotive lab is being evaluated to establish sufficient social distancing in the bay areas. Modules and assignments will be given so that students can work independently on different areas of the lab to avoid coming into contact. Students may also be split into groups with one participating in automotive simulators in the classroom while the other group works in the lab. Common surfaces will be sanitized before and after class and will be the responsibility of the students under the care of the instructor as part of their training in maintaining a safe working environment.

Cosmetology - while personal hygiene, cleanliness, and sanitation are already included into the curriculum for aspiring cosmetologists, the additional precautions will be taken. Students and faculty will wear masks when working in the cosmetology lab. Students will wear rubber gloves while working on other student's hair and nails. The lab area will be expanded into an adjacent room to increase the distance between students in the lab. Students in the classroom can also space out into two classrooms and utilize zoom for lecture allowing sufficient social distancing between students. VDPOR's resources and best practices for salons will be posted in all classrooms and labs:

<http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/BarberCosmo/Disinfection%20Reminders.pdf>

Information Technology - \hands-on lab - Donations have been received to allow each student their own set of hand tools, server, laptop, and cable for the semester. These items will need sanitation after the semester is over but will reduce the risk of contamination in the fall. Students will also have access to videos and online resources demonstrating procedures in order to reduce the amount of actual hands on activities needed to understand the content.

ELE/HVAC/Mechatronics - The laboratories have been evaluated and can accommodate small groups in both programs. All of the trainers are mobile and can be distanced to reduce proximity while working in the lab. The college has units inside and outside of the building which will allow students to space out during lab activities. The installation of actual units will be done in a stud wall that is over 10' in length with students working on each end to reduce contamination. Each lab will have liquid sanitizer on hand for disinfecting.

Administration of Justice - All activities and labs that involve personal contact between students and the instructor will be prohibited while social distancing is a concern. Instructors will utilize videos to cover the same material and learning outcomes in the COVID-19 environment.

The remainder of the COT disciplines do not have any additional or unique needs or characteristics that require restrictions or precautions other than those that the college is following.

Humanities, Social Sciences and Business (HSB):

The HSB division does not face the same considerations for hands-on learning as does the COT division for technical courses and the NAN division for science labs and nursing courses. However, students who self-select into seated courses do so for a reason, so as classroom capacity and ability to meet disinfecting/sanitation guidelines can be met, HSB proposes to offer a seated version of all courses that were originally scheduled as such. Class capacities, allowing for social distancing, have been determined for every classroom. An “at-home” Zoom section will be added for those students who prefer synchronous learning but who want to do so from the comfort and safety of their own home or other location of their choice, and for class demand once in-person seating

capacities have been reached. As has become standard practice in the division, Zoomed class sections will be recorded and made available to students who have selected the online version of the course. In some cases, courses are offered only as an online option. For all seated classes, established protocols for face protection and sanitation will be followed.

Nursing, Allied Health and Natural Science (NAN):

The NAN division requires extensive hands-on learning. Taking this into consideration, all Nursing and EMS courses will utilize a hybrid method of instruction. Lecture will be provided via Zoom and recorded and all lab/clinical will be completed face-to-face following appropriate social distancing guidelines as well as appropriate disinfection and PPE protocols. Additionally, Nursing and EMS students will be required to have proctored testing either at a distance or utilizing one of the college computer labs in accordance with cleaning and disinfection procedures and social distancing as noted in the room capacity document.

All health courses will be taught fully online, or in certain cases where a face-to-face skills check is required by the certification standards, hybrid. For hybrid courses, any face-to-face instruction will comply with cleaning and disinfection procedures, PPE, and social distancing as noted in the room capacity document.

Due to limited lab space with social distancing, all chemistry, biology, geology, and physics labs and lectures will be online through Zoom and Canvas either synchronous or asynchronous as determined by the faculty member. Students will be notified by the faculty member regarding which format the course will be conducted.

Dual Enrollment Nurse Aide on campus will meet face-to-face utilizing social distancing as noted on the room capacity document and will comply with cleaning and disinfecting procedures.

Workforce (WF) Training

The Workforce training classes at SVCC will follow the same safety guidelines as the credit programs adhering to Governor Northam's guidelines as well as those issued by the CDC and local and county public health officials in our service area. In addition, each credentialing program will also adhere to industry standards and requirements during the COVID-19 pandemic.

Based on current predictions, we believe conditions will allow us to begin fall WF classes starting the week of August 24.

All Workforce classrooms have been marked off by our Safety Team to ensure proper social distancing. Students and instructors will wear facemasks at all times and gloves when needed for labs and field work. Disinfectant and hand sanitizer will be widely available for each classroom. In addition, classrooms and labs will be cleaned after each class.

A quarantine room has been designated for each of our campus locations which includes the Occupational Technical Center at Pickett Parker, the South Boston Truck Driver School, the Estes Community Center in Chase City, the LPN facility in Farmville, the Southside Virginia Education Center (SVEC) in Emporia and the Lake Country Advanced Knowledge Center (LCAKC) in South Hill.

Many of our WF programs such as Nurse Aide, Mediation Aide and Phlebotomy require clinical work and SVCC's instructors/students will also follow all guidelines required by the clinical agency. Other WF programs such as Solar and Power Line Worker training are primarily conducted on an outside range while programs such as HVAC and Welding are conducted in an inside lab.

All of our WF classes require hands-on training and/or lab/clinical work and the majority of the content is delivered face-to-face. If classes are halted due to the pandemic or a local COVID-19 outbreak, students will be notified and plans will be made to continue instruction and lab/clinical work once it is safe to return to class.

Below are program specifics:

SOLAR - The classroom and outside lab has been evaluated and can accommodate small groups. Each classroom and lab will have hand sanitizer and disinfectant available for instructor and student use. Students and instructors will wear masks, wash hands as often as possible and wipe down equipment at the end of each class. The classroom will be sanitized after each class.

PLW - The Power Line classrooms at the Occ-Tech Center have been marked off and can accommodate up to 30 students split between three classrooms. Teams will be broken down into smaller groups with an instructor leading each smaller cohort for class and range work. Each classroom will be equipped with hand sanitizer and disinfectant. Students and instructors will wear masks, wash hands as often as possible and wipe down equipment at the end of each class. The classroom will be sanitized after each class.

DIESEL - The Diesel classrooms at the Occ-Tech Center have been marked off and can accommodate up to 25 students split between three classrooms. Teams will be broken down into smaller groups with an instructor leading each smaller cohort in class and lab work. Each classroom will be equipped with hand sanitizer and disinfectant. Students and instructors will wear masks, wash hands as often as possible and wipe down equipment at the end of each class. The classroom will be sanitized after each class.

NURSE AIDE & MEDICATION AIDE - The classrooms at each of SVCC's Nurse Aide and Medication Aide sites have been evaluated and can accommodate small groups based on social distancing guidelines. Instructors will move between the two classrooms on lecture days with groups split between lab and classroom work. Each lab will be equipped with hand sanitizer and disinfectant. Students and instructors will wear masks, wash hands as often as possible and wipe down equipment at the end of each class. The classrooms at each location will be sanitized after each class.

PHLEBOTOMY - The classrooms and labs at the Estes Community Center, the LPN Trailer, the SVEC and LCAKC have been evaluated and can accommodate small groups based on social distancing guidelines. Instructors will move between the classrooms on lecture days with groups split between lab and classroom work. Each classroom and lab will be equipped with hand sanitizer and disinfectant. Students and instructors will wear masks, wash hands as often

as possible and wipe down equipment at the end of each class. The classrooms at each location will be sanitized after each class.

WELDING - The Welding classroom and lab at the SVEC in Emporia has been evaluated and can accommodate a small group of students. The classroom and lab have been marked off for correct social distancing. The classroom and lab will be equipped with hand sanitizer and disinfectant. Students and instructors will wear masks, wash hands as often as possible and wipe down equipment at the end of each class. The classroom will be sanitized after each class.

COMMERCIAL DRIVER'S LICENSE - The classrooms and outside labs at Pickett Park, Emporia TDS and South Boston TDS have been evaluated and can handle small groups. The classrooms and labs have been marked off for correct social distancing. Student drivers will wear masks and gloves at all times while in the truck and the cab will be disinfected after each student use. The classroom and lab will be equipped with hand sanitizer and disinfectant. Students and instructors will wear masks, wash hands as often as possible and wipe down equipment at the end of each class. The classroom will be sanitized after each class.

EMT - The classroom and lab at the SVEC in Emporia has been evaluated and can accommodate small groups based on proper social distancing guidelines. Instructors will move between the classroom on lecture days with groups split between lab and classroom work. Each classroom and lab will be equipped with hand sanitizer and disinfectant. Students and instructors will wear masks, wash hands as often as possible and wipe down equipment at the end of each class. The classroom will be sanitized after each class.

MASSAGE THERAPY - The classroom and lab at the Estes Center in Chase City has been evaluated and can accommodate small groups based on proper social distancing guidelines. Instructors will move between the classroom on lecture days with groups split between lab and classroom work. Each classroom and lab will be equipped with hand sanitizer and disinfectant. Students and instructors will wear masks, wash hands as often as possible and wipe down equipment at the end of each class. The classroom will be sanitized after each class.

HVAC - The HVAC classroom and lab at the LCAKC in South Hill has been evaluated and can accommodate a small group of students. The classroom and lab have been marked off for correct social distancing. The classroom and lab will be equipped with hand sanitizer and disinfectant. Students and instructors will wear masks, wash hands as often as possible and wipe down equipment at the end of each class. The classroom will be sanitized after each class.

Appendix 4

SVCC Contagious Diseases Policy

1. Scope

The policy applies to all members of the College community, including students and employees, as well as all visitors to the College's campuses and facilities, including contractors, vendors, and guests.

2. Policy Statement

Southside Virginia Community College is committed to maintaining, to the extent reasonably possible, a safe environment for all students and employees (the "College community"). The purpose of this policy is to help prevent the spread of contagious diseases through measures that focus on safety, prevention, and education. As needed, Southside Virginia Community College will make available to its College community information about the transmission of diseases and precautions that infected persons should take to prevent the spread of disease. Southside Virginia Community College will rely on information and guidance issued by the Centers for Disease Control and Prevention ("CDC"), the Virginia Department of Health ("VDH") and local public health officials.

An [infectious disease](#) (such as influenza, measles, tuberculosis, COVID) is transmitted by contact with an infected individual or infected bodily discharges or fluids (such as respiratory droplets), by contact with a contaminated surface or object, or by ingestion of contaminated food or water.

This policy is not intended to cover common illnesses, such as colds and viruses, or upper respiratory infections.

3. Definitions

Contagious disease: an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic and threaten the health or safety of the Campus community. These diseases include but are not limited to: tuberculosis (TB), measles or German measles (rubella), certain strains of hepatitis and meningitis, as well as SARS and certain strains of influenza. Other potentially less serious infectious diseases, such as chicken pox, seasonal flu, and pneumonia will be addressed on a case-by-case basis.

Epidemic: the occurrence in a community or region of cases of an illness clearly in excess of normal expectancy.

Pandemic: a disease epidemic that has spread across multiple continents or worldwide.

4. Procedures

Persons who know or have reason to believe they are infected with a contagious disease that, according to public health officials, creates a risk of death or significant injury or impairment, must stay home and notify appropriate College personnel, e.g., instructor(s) or immediate supervisor. They also should contact their healthcare provider and advise the local health department. They must follow the directions of the local health department to prevent the spread of infection and to protect their own health. The Vice-President of Finance and Administration or designee will serve as the point(s) of contact between the local health department and the College.

4.1. Students

Students who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others, i.e., creates a risk of death or significant injury or impairment, must stay home and notify the Vice-President of Finance and Administration or designee and/or their instructor(s).

Faculty or staff who suspect a student is exhibiting symptoms of a contagious disease shall report what they have observed to Vice-President of Finance and Administration or designee but may not take any other direct measures with respect to the student. The Vice-President of Finance and Administration or designee may send students home if they exhibit or report experiencing symptoms of the contagious disease. Failure to follow instructions from the Vice-President of Finance and Administration or designee will be considered a violation of the student code of conduct and may result in disciplinary action.

Before returning to the College, students who reported having, or have been diagnosed as having a contagious disease must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis, or as otherwise recommended by a healthcare provider, the VDH, CDC, or other public health officials. The College may require students to provide written documentation from a healthcare provider or local health department that the student may return to campus safely, unless state officials advise agencies to not make such requests, in which case students may return after the appropriate period as established by public health officials.

Students have a responsibility to stay in contact with faculty/instructors regarding their absence and missed class assignments and should contact the Vice-President Academic and Workforce Programs if they have any difficulties or concerns. The College will provide reasonable accommodations as requested and required by law.

4.2. Employees

Employees who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others must notify their immediate supervisor and the Director of Human Resources that they have symptoms associated with the disease. Employees should stay home or leave the workplace if symptoms occur while already present at work. Supervisors have the authority to send employees home if they exhibit symptoms of a contagious disease while at the workplace. If an employee is sent home, supervisors will immediately advise Human Resources in order to coordinate

follow-up communications and actions. Employees will be charged sick or other appropriate, available leave if sent home.

Before returning to the College, employees who have been diagnosed as having a contagious disease as listed above must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis or as otherwise recommended by a healthcare provider, the CDC, or other public health officials. Employees must provide written documentation from a healthcare provider that the employee may return to work safely, unless state officials advise agencies to not make such requests, in which case employees may return following the appropriate period as established by public health officials.

Employees must comply with all policies and procedures related to sick leave and/or Virginia Sickness and Disability Program, as well as supervisor notification regarding their ability to return to work. The College will provide reasonable accommodations as requested and required by law.

An employee's failure to follow a supervisor's instruction or comply with written policy is subject to formal disciplinary action for misconduct under the Department of Human Resource Management's ("DHRM") Standards of Conduct or faculty human resource policy.

When the State Health Commissioner and the Governor of the Commonwealth of Virginia declare a Communicable Disease of Public Health Threat as defined in Section 32.1-48.06 of the *Code of Virginia*, employees, pursuant to DHRM Public Health Emergency Leave Policy (Policy No. 4.52), are permitted or required to attend to the medical needs of themselves and immediate family members and will be afforded up to the maximum hours of paid leave per leave year as established by DHRM for this purpose.

4.3. College

Should any disease reach a pandemic stage, the College will rely on information and guidance from local and state health officials to provide appropriate information to the College community. College officials may temporarily close the College or its campuses, if such closure serves the best interest of the College community.

Southside Virginia Community College will inform the College community of plans to provide continuity of operations that will minimize disruption to campus operations. Such continuity measures may include requiring and/or permitting employees to transition to temporary telework through a telework agreement; modifying or shifting responsibilities and duties based on College needs and access to the campus; or modifying or altering normal working hours and schedules. Other measures may include implementing new safety and sanitary measures at the workplace based on current and applicable recommendations by the VDH, CDC or any other state or federal agency, and in compliance with any Executive Orders issued that would require such measures. Students and employees will be notified of specific measures and may be asked to acknowledge receipt and understanding of those measures as well as agreement to abide by them.

The College will consult with local and state health officials to provide any specific instructions for individuals returning to the College following infection of a contagious disease.

4.4. Visitors, Guests, Contractors, and other Third Parties

The College reserves the right to limit access to its facilities to any third parties (visitors, guests, contractors, etc.), in the event of an epidemic, pandemic or any outbreak of a contagious disease that alters normal business operations. The College may institute additional safety measures based on the recommendations of public health officials that would be applicable to third parties visiting or working on campus.

4.5. Confidentiality

No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required or allowable under state and/or federal law. Furthermore, all medical information relating to contagious diseases of students and will be kept confidential, according to applicable state and federal law. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible college officials on a need-to-know basis.

4.6. Non-Discrimination/ Harassment

Discrimination or harassment of employees having or regarded as having a contagious disease is prohibited.

4.6. Sanctions

Students who fail to comply this policy and applicable state and federal laws are subject to sanctions in accordance with the Student Code of Conduct.

Employees who fail to comply with all applicable Southside Virginia Community College, VCCS, and DHRM policies and procedures, and applicable state and federal laws are subject to formal disciplinary action.

5. Authority

DHRM Policy 4.52, Public Health Emergency Leave
VCCS Policy 6.0.8.1, Contagious Diseases

Social Stigma associated with COVID-19



A guide to preventing and addressing social stigma¹

Target audience: Government, media and local organizations working on the new coronavirus disease (COVID-19).

WHAT IS SOCIAL STIGMA?



Social stigma in the context of health is the negative association between a person or group of people who share certain characteristics and a specific disease. In an outbreak, this may mean people are labelled, stereotyped, discriminated against, treated separately, and/or experience loss of status because of a perceived link with a disease.



Such treatment can negatively affect those with the disease, as well as their caregivers, family, friends and communities. People who don't have the disease but share other characteristics with this group may also suffer from stigma.

The current COVID-19 outbreak has provoked social stigma and discriminatory behaviors against people of certain ethnic backgrounds as well as anyone perceived to have been in contact with the virus.

WHY IS COVID-19 CAUSING SO MUCH STIGMA?

The level of stigma associated with COVID-19 is based on three main factors: 1) it is a disease that's new and for which there are still many unknowns; 2) we are often afraid of the unknown; and 3) it is easy to associate that fear with 'others'.

It is understandable that there is confusion, anxiety, and fear among the public. Unfortunately, these factors are also fueling harmful stereotypes.

WHAT IS THE IMPACT? Stigma can undermine social cohesion and prompt possible social isolation of groups, which might contribute to a situation where the virus is more, not less, likely to spread. This can result in more severe health problems and difficulties controlling a disease outbreak.

Stigma can:

- Drive people to hide the illness to avoid discrimination

- Prevent people from seeking health care immediately
- Discourage them from adopting healthy behaviors

¹ This checklist includes recommendations from Johns Hopkins Center for Communication Programs, READY Network.

HOW TO ADDRESS SOCIAL STIGMA

Evidence clearly shows that stigma and fear around communicable diseases hamper the response. What works is building trust in reliable health services and advice, showing empathy with those affected, understanding the disease itself, and adopting effective, practical measures so people can help keep themselves and their loved ones safe.

How we communicate about COVID-19 is critical in supporting people to take effective action to help combat the disease and to avoid fueling fear and stigma. An environment needs to be created in which the disease and its impact can be discussed and addressed openly, honestly and effectively.

Here are some tips on how to address and avoid compounding, social stigma:

1. [Words matter](#): dos and don'ts when talking about the new coronavirus (COVID-19)
2. [Do your part](#): simple ideas to drive stigma away
3. [Communication tips and messages](#).

WORDS MATTER:

When talking about coronavirus disease, certain words (i.e suspect case, isolation...) and language may have a negative meaning for people and fuel stigmatizing attitudes. They can perpetuate existing negative stereotypes or assumptions, strengthen false associations between the disease and other factors, create widespread fear, or dehumanize those who have the disease.

This can drive people away from getting screened, tested and quarantined. We recommend a 'people- first' language that respects and empowers people in all communication channels, including the media. Words used in media are especially important, because these will shape the popular language and communication on the new coronavirus (COVID-19). Negative reporting has the potential to influence how people suspected to have the new coronavirus (COVID-19), patients and their families and affected communities are perceived and treated.

There are many concrete examples of how the use of inclusive language and less stigmatizing terminology can help to in control epidemics and pandemics from the HIV, TB and H1N1 Flu.²

DOS and DON'TS

Below are some dos and don'ts on language when talking about the new coronavirus disease (COVID-19):

DO - talk about the new coronavirus disease (COVID-19)

Don't - attach locations or ethnicity to the disease, this is not a "Wuhan Virus", "Chinese Virus" or "Asian Virus". The official name for the disease was deliberately chosen to avoid stigmatization - the "co" stands for Corona, "vi" for virus and "d" for disease, 19 is because the disease emerged in 2019.

2

[UNAIDS terminology guidelines](#): from 'AIDS victim' to 'people living with HIV'; from 'fight against AIDS' to 'response to AIDS'.



DO - talk about “people who have COVID-19”, “people who are being treated for COVID-19”, “people who are recovering from COVID-19” or “people who died after contracting COVID- 19”

Don’t - refer to people with the disease as “COVID-19 cases” or “victims”

DO - talk about “people who may have COVID-19” or “people who are presumptive for COVID-19”

Don’t - talk about “COVID-19 suspects” or “suspected cases”.

DO - talk about people “acquiring” or “contracting” COVID-19

Don’t talk about people “transmitting COVID-19” “infecting others” or “spreading the virus” as it implies intentional transmission and assigns blame.

Using criminalizing or dehumanizing terminology creates the impression that those with the disease have somehow done something wrong or are less human than the rest of us, feeding stigma, undermining empathy, and potentially fueling wider reluctance to seek treatment or attend screening, testing and quarantine.

DO - speak accurately about the risk from COVID-19, based on scientific data and latest official health advice.

Don't - repeat or share unconfirmed rumors, and avoid using hyperbolic language designed to generate fear like "plague", "apocalypse" etc.

DO - talk positively and emphasize the effectiveness of prevention and treatment measures. For most people this is a disease they can overcome. There are simple steps we can all take to keep ourselves, our loved ones and the most vulnerable safe.

Don't - emphasize or dwell on the negative, or messages of threat. We need to work together to help keep those who are most vulnerable safe.

DO - emphasize the effectiveness of adopting protective measures to prevent acquiring the new coronavirus, as well as early screening, testing and treatment.

DO YOUR PART:

Governments, citizens, media, key influencers and communities have an important role to play in preventing and stopping stigma surrounding people from China and Asia in general. We all need to be intentional and thoughtful when communicating on social media and other communication platforms, showing supportive behaviors around the new coronavirus disease (COVID-19).

Here are some examples and tips on possible actions to counter stigmatizing attitudes:

- **Spreading the facts:** Stigma can be heightened by insufficient knowledge about how the new coronavirus disease (COVID-19) is transmitted and treated, and how to prevent infection. In response, priorities the collection, consolidation and dissemination of accurate country- and community-specific information about affected areas, individual and group vulnerability to COVID- 19, treatment options and where to access health care and information. Use simple language and

avoid clinical terms. **Social media** is useful for reaching a large number of people with health information at relatively low cost.³

- **Engaging social influencers**⁴ such as religious leaders on prompting reflection about people who are stigmatized and how to support them, or respected celebrities to amplify messages that reduce stigma. The information should be well targeted and the celebrities who are asked to communicate this information must be personally engaged, and geographically and culturally appropriate to the audiences they seek to influence. An example would be a mayor (or another key influencer) going live on social media and shaking hands with the leader of the Chinese community.
- **Amplify the voices**, stories and images of local people who have experienced the new coronavirus (COVID-19) and have recovered or who have supported a loved one through recovery to emphasize that most people do recover from COVID-19. Also, implementing a “hero” campaign honoring caretakers and healthcare workers who may be stigmatized. Community volunteers also play a great role in reducing stigma in communities.
- **Make sure you portray different ethnic groups.** All materials should show diverse communities being impacted and working together to prevent the spread of COVID-19. Ensure that typeface, symbols and formats are neutral and don’t suggest any particular group.
- **Ethical journalism:** Journalistic reporting which overly focuses on individual behavior and patients’ responsibility for having and “spreading COVID-19” can increase stigma of people who may have the disease. Some media outlets have, for example, focused on speculating on the source of COVID-19, trying to identify “patient zero” in each country. Emphasizing efforts to find a vaccine and treatment can increase fear and give the impression that we are powerless to halt infections now. Instead, promote content around basic infection prevention practices, symptoms of COVID-19 and when to seek health care.
- **Link up:** There are a number of initiatives to address stigma and stereotyping. It is key to link up to these activities to create a movement and a positive environment that shows care and empathy for all.

COMMUNICATION TIPS and MESSAGES

An “infodemic” of misinformation and rumors is spreading more quickly than the current outbreak of the new coronavirus (COVID-19). This contributes to negative effects including stigmatization and

3

Nigeria successfully contained the 2014 Ebola outbreak that affected three other countries in West Africa partly through employing targeted social media campaigns to disseminate accurate information and correct hoax messages circulating on Twitter and Facebook. The intervention was particularly effective because international non-governmental organizations (NGOs), social media influencers, celebrities and bloggers used their broad platforms to forward and share information and opinions on the health communication shared. Fayoyin, A. 2016. Engaging social media for health communication in Africa: Approaches, results and lessons. *Journal of Mass Communication and Journalism*, 6(315).

4

The term “Angelina Jolie effect” was coined by public health communication researchers to account for increased Internet searches about breast cancer genetics and testing for several years after 2013 actress Angelina Jolie underwent a much-reported preventative double mastectomy. The “effect” suggests that celebrity endorsements from trusted sources can be effective at influencing the public to seek health knowledge, their attitudes towards and uptake of healthcare services for Covid-19.

discrimination of people from areas affected by the outbreak. We need collective solidarity and clear, actionable information to support communities and people affected by this new outbreak.

Misconceptions, rumors and misinformation are contributing to stigma and discrimination which hamper response efforts.

- Correct misconceptions, at the same time as acknowledging that people's feelings and subsequent behavior are very real, even if the underlying assumption is false.
- Promote the importance of prevention, lifesaving actions, early screening and treatment.

Collective solidarity and global cooperation are needed to prevent further transmission and alleviate the concerns of communities.

- Share sympathetic narratives, or stories that humanize the experiences and struggles of individuals or groups affected by the new coronavirus (COVID-19)
- Communicate support and encouragement for those who are on the frontlines of response to this outbreak (health care workers, volunteers, community leaders etc).

Facts, not fear will stop the spread of novel coronavirus (COVID-19)

- Share facts and accurate information about the disease.
- Challenge [myths](#) and stereotypes.
- Choose words carefully. The way we communicate can affect the attitudes of others (see do's and don'ts above).