



CAMPUS REOPENING PLAN

Fall 2020

SWEET
BRIAR
COLLEGE

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RETURNING TO SWEET BRIAR RESIDENTIAL LEARNING

The COVID-19 pandemic descended upon us with such rapidity in March that our response needed to be similarly rapid. Now, having made the move to remote teaching and learning for the second half of the spring 2020 semester, we look ahead to the fall. All areas of the college are involved in planning for having in-person instruction in the fall semester. This work is complicated by the ever-changing landscape of what is known about COVID-19 infectivity, impacts and best practices to combat the virus. In all of this work, we are guided by the desire to safeguard the health and wellness of the Sweet Briar community and to deliver an excellent education to Sweet Briar women with minimal disruption.

Sweet Briar leadership organized several groups focused on the areas of healthy living, healthy student mental and physical health and healthy learning. Each group is working hard to move forward with its work and efforts are expected to converge with a coordinated response that will safeguard faculty, staff, students and the local community. Each group is focused on developing a set of supportive and protective policies, plans and guidelines, as well as the supplies needed to safely be together on campus in the fall.

This plan outlines Sweet Briar's return to a living and learning community. An assumption is that Virginia is at least in Phase 3. However, certain precautions may still exist that are implemented but yet not mandated by the state. The landscape is changing daily.

The three primary teams involved in the Sweet Briar planning process are: Living (Marcia Thom-Kaley), Learning (Teresa Garrett) and Health Care (Luther Griffith). After these groups formed a framework, a Task Force group was created to address communication, implementation and coordination of the efforts. This group includes three faculty members as suggested by the Faculty Senate (Dr. August Hardy, Dr. Bethany Brinkman and Carrie Brown), Rich Meyer (Director of Physical Plant), and Dr. Mimi Fahs, a member of the Board of Directors. Dr. Jodi Canfield is the campus COVID-19 coordinator.

There are some general guidelines applied across students, faculty and staff. These will be addressed as needed in each section, as well as comprehensively, after discussion of each of the focus areas.

- Social distancing
- Increased cleaning and sanitization
- Increased signage
- Use (in some cases mandated) of personal protective equipment
- Effective communication to and from students, faculty and staff
- Health monitoring and contact tracing

THE SWEET BRIAR LIVING COMMUNITY

Campus Status

The campus is 2,840 acres and vast in size. Currently, there is limited access to campus, allowing faculty, staff, contractors, invited guests and visitors engaging in outdoor recreation only.

For the fall semester we anticipate that students will be allowed to depart campus and return. The gatehouse will be staffed 24-hours-a-day and each student will have to check in and check out as to their whereabouts. Every visitor to campus will also have to go through the gatehouse check-in procedures.

General Protocol

1. All community members will exercise safe social distancing (6 feet) to the greatest extent possible.
2. All community members will wear facial coverings when physical distancing cannot be reasonably achieved.
3. Residence halls and communal bathrooms will be cleaned twice daily by Physical Plant staff.
4. All front gatehouse movement will be tracked and recorded on a daily basis (in and out).
5. All College events must be held in spaces that allow for social distancing, held virtually or canceled. The Student Leader COVID-19 Task Force is working with the Office of Student Life to ensure the safety and occupancy standards of all events.
6. Acceptance of norms that will allow for the community to “evolve” as CDC guidelines change and ease.
7. All community members will engage in educational sessions and utilize tools related to COVID-19 (Canvas courses, Virginia Department of Health speakers, residential hall informational sessions, campus bulletins and signage).

Orientation and Move-In Plans

(Staggered to optimize social distancing guidelines.)

Sweet Briar College is able to offer each student her own room at no additional cost for the 2020–21 academic year.

Student Life developed a staggered move-in plan for first-year and returning students to optimize social distance guidelines:

- A. Class of 2024 to check-in/move-in at assigned times on either Wednesday, August 5, or Thursday, August 6. Assigned times will be in one-hour increments and will correspond with each residence hall and floor to minimize the number of students and parent interaction at one time.

- B. Current students will be allowed to move back on either Saturday, August 8, or Sunday, August 9. New and returning international students will move in on Tuesday, August 4.
- C. Each student can have two guests to help with the move-in process. Immediately after new students have their rooms set up, guests will be expected to depart campus. All persons entering campus will be subject to the screening process at the front gatehouse. Anyone who does not meet the screening criteria will not be allowed on campus.

In addition, there will be significant changes to the orientation schedule:

- D. Certain components of orientation will be moved to a virtual format.
- E. Certain components of orientation will be moved to the “three-week” session.
- F. Enrollment growth may require the addition of more Orientation Leaders.
- G. A full orientation schedule is still in development to follow calendar changes.
- H. Please see Appendix F for the sample of the move-in calendar registration notification that was sent to all students.

The Offices of Student Life and Admissions are working closely with our international students. We currently house several international students who were not able to return home. For incoming students, we are monitoring the home country’s travel advisories as well as the CDC and US State Department, working with our members of Congress to assist with their return. We can have students arrive early for a 14-day quarantine or have them engage in remote learning if they are not able to travel.

Centra Health will provide COVID-19 education to the resident advisors, student officers and orientation leaders prior to all of the students arriving on campus. Centra Health will also provide this information session to faculty and staff. In addition, a formal COVID educational program will be delivered by Haley Evans, RN, BSN, District Epidemiologist, Central Virginia Health District. This in-person seminar will be mandatory for all students and available to faculty and staff. Both the sessions by Centra and VDH will include anti-stigma training. The incidence of stigma, because of its discriminatory behaviors, undermines the cohesion of shared values within a community. This can create an environment where the virus is more likely to spread because people fear being labeled or perceived as at fault. It is important to stress how to be supportive and helpful to individuals who have to quarantine or isolate. Anti-stigma training will also include guidelines on respecting and supporting employees and students who are at higher risk for serious illness from COVID-19 and who may need accommodations at some point during the semester. In addition, [CDC messaging regarding anti-stigma](#) will be added to community reminders.

Online educational modules will also be mandatory for all students. These modules will be delivered through our Canvas platform to track completion.

Residence Life

For the fall semester, Sweet Briar College will not allow guests in the residence halls, except for move-in and move-out purposes. Campus visitors can meet students in non-residential public or outside areas on campus but are not permitted in residence halls at any time. Residence hall parlors will either be closed, or occupancy limits will be posted. In the event of inclement weather, students may host guests in either the Vixen Den, Reid Pit, or Robertson Lounge in the Fitness and Athletic Center. All guests must maintain social distancing and wear facial coverings in public areas and inside all buildings. Facial coverings will be required outdoors when social distancing cannot be maintained.

We have completed an assessment of the bathroom facilities and have been able to achieve a 2.5:1 average occupancy with the toilets and showers. However, even with that low ratio, we will implement occupancy limits on the bathrooms and assign stalls, sinks and showers to students. To promote buy-in, students will create identifying occupancy systems for each of their floors.

Sweet Briar College also has common kitchen areas. Because of the changes to the dining services delivery system and the emphasis on limiting off-campus travel, we feel it is important for students to have access to a kitchen to prepare their own food. Students will be responsible for cleaning the area before and after use.

Sweet Briar College has an Honor Code as part of our community ethos. In addition to our century-old code, there is an COVID Community Pledge that has been implemented for the coming academic year. Please see Appendix I for the Sweet Briar College Community Pledge. The Student Government Association will designate student COVID Captains to assist with student buy-in and enforcement of new regulations and expectations. The judicial system will implement a “two strike” rule. This is to extend grace as the community adjusts to new norms.

Dining Services and Meriwether Godsey

Sweet Briar College has a contracted food service provider, Meriwether Godsey. The leadership team of MG has consulted with Sweet Briar and developed a comprehensive plan for the servery, the dining area as well as an emergency preparedness plan should one of their employees contract COVID-19. This plan can be found in Appendix A. There are certain other requirements that will be implemented. These include:

- A. Mealtimes will not be used for “meetings.”
- B. Students will not be allowed to place book bags, coats personal items on top of eating surfaces.
- C. Floor decals will be in place indicating social distancing requirements.
- D. Purchasing of picnic tables for lower quad and outside of dining commons.
- E. New protocol for staggered mealtimes:

- a. Breakfast: 7 a.m. continental; 7:30–10 a.m. hot breakfast (traditionally few students eat breakfast together)
- b. Lunch: 11–11:40 a.m.; 11:50 a.m.–12:30 p.m.; 12:40–1:20 p.m.; 1:30–2:10 p.m. (allows for cleaning time)
- c. Dinner: 5:30–8 p.m.

Student Activities and Events

The fall semester will need the flexibility and reconfiguration of many of our campus events and traditions. There will be restrictions on the number of students, changes in locations and emphasis on adherence to social distancing, facial coverings, and food service delivery during these events. Some events, like Families Weekend, have already been moved to the spring. Appendices B and C list the venues available, occupancy limits and modifications that will be implemented to achieve recommended guidelines for social gatherings.

Athletics

At this time, the status of athletics is unknown. The NCAA has implemented a Core Principles in Resocialization in Sport document. However, that guidance is very broad and does not address concerns like contact and travel. The NCAA has not canceled fall championships. Sweet Briar is a member of the Old Dominion Athletic Conference and the presidents and athletic directors will be voting on safety protocols developed by a working committee of athletic trainers. In addition, there will be voting on starting dates and organization of conference play. These votes will take place either the last week of June or first week in July.

LEARNING

The faculty demonstrated tremendous adaptability in being able to transition quickly to remote learning in the spring. They have planned their fall pedagogy considering the same adaptability. The day-to-day instruction needs to be flexible based upon the health status of each of the participants, students and faculty members. This has been a tremendous challenge.

Fall Planning Committee

Dean Garrett assembled a committee of four faculty to help plan the academic program for the fall. The faculty is representative of different faculty ranks: Professor, Associate Professor, and Assistant Professor, as well as Visiting Assistant Professor; and different divisions of the college: STEM, Arts, and Social Sciences and Humanities.

- John Morrissey, Professor of Biology
- Chris Penfield, Assistant Professor of Philosophy
- Erin Pitt, Visiting Assistant Professor of Archeology and Ancient Studies
- Joshua Harris, Associate Professor of Music

The group has been meeting once or twice a week since mid-April to discuss the options, policies, practices and needs of the academic program for in-person instruction in the fall semester. They have accomplished much in a short time including:

- Surveyed all faculty (April 27) to see what needs were out there and what classes needed attention or help for remote, hybrid or agile teaching in the fall.
- Developed list of needs for hybrid instruction that was shared broadly.
- Conducted outreach to science faculty regarding lab instruction.
- Conducted outreach to arts faculty regarding performance-based instruction.
- Consulted on policy and brought concerns from the broader faculty to the Dean's attention.
- Begun analysis of teaching spaces to determine where socially distanced capacity for spaces does not equal potential enrollment.
- Engaged CORE 110 faculty to create a workable plan for the fall.
- Considered changes to the academic calendar including the recent change to start early and end prior to Thanksgiving.

Academic Calendar Revision

There was a significant analysis of the academic calendar and various models were considered. The semester will start instruction on August 11, 2020 and will end in-person classes the Friday before Thanksgiving. Exams will be given online from Saturday through Tuesday before Thanksgiving. Please see Appendix D for the approved calendar.

Face Coverings Policy for Learning

All faculty, staff and students will be required to follow the College policy on face coverings. All students, faculty and staff must maintain social distancing and wear facial coverings inside all buildings. Space inside all buildings should be considered public, unless it is a student's own dorm room or faculty member's private office. Facial coverings will be required outdoors when social distancing cannot be maintained.

Students may seek medical accommodation to not wear facial coverings. They will follow the same well-established process that is in place to provide other academic accommodations. According to the [ADA](#), a reasonable accommodation could be "to allow a person to wear a scarf, loose face covering or full face shield instead of a face mask". This area has some conflicts with protecting the health of others versus the individual rights of the person. ADA acknowledges the "direct threat" exception, meaning an individual with a disability who does not wear a facial covering poses a direct threat to the health or safety of others. A direct threat is a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services. At this point, with the state of Virginia mandating facial coverings in public spaces, we opt for the

documented process, allowing for an accommodation if necessary, but if not, encouraging the student to seek an accommodation to learn remotely.

Instructional Space

Classroom spaces have all been assessed for capacity, and the committee has begun to relocate classes based upon enrollments and attaining social distance recommendations. Where possible, the number of desks and chairs will be reduced in the classroom to ensure that social distancing capacity is not exceeded. For classrooms with fixed seating, we will tape off chairs that should not be used to ensure distance among students.

Lecture and Seminar Classes

Lecture and seminar classes will be relocated to larger classroom spaces to allow for social distancing between students and faculty. If necessary, we will divide sections to generate smaller class sizes or use hybrid pedagogies to deliver instruction. For example, lectures might be delivered via Zoom, and small groups of students would attend in-person sessions to engage in discussion or problem solving with the instructor.

Faculty will be encouraged to have assigned seating in their classes to facilitate contact tracing.

Lab Classes

Lab protocols that previously involved multiple students working together on the same lab, using common equipment and supplies, will be done by a single student. We will provide the increased reagents needed to facilitate completion of individual labs. Some labs may be spread over multiple lab rooms to allow one student per bench and adequate social distancing. Student benches that are closer together will have plexiglass dividers installed to divide the bench into shielded spaces. PPE such as gloves and goggles will be provided when hazardous reagents are used, as is the usual protocol.

Students working independently in lab spaces will be required to wear masks and distance themselves from other students. Students and faculty will be required to sanitize shared equipment with provided wipes or cleaning materials before and after the lab class.

Computer Labs

Computer labs are being reconfigured by removing computers to ensure social distancing or installing plexiglass between the workstations. Students will be asked to clean the workstation keyboard and mouse before and after use with cleaning products provided by the College.

Performance-Based Classes

Singing: Community choir will be suspended for the fall semester. Applied vocal instruction will take place in a large space to ensure adequate social distancing, and facial coverings will be required.

Instrumental playing: Applied instruction will take place in a classroom large enough to ensure social distancing. As necessary, we will provide document cameras on a flexible arm to allow students and faculty to more closely observe and assess fingering or other positions necessary to improve performance.

Theatre: Classes will be held in spaces where social distancing is possible. Performances are being chosen that will allow for social distancing between performers and will be performed for audiences who are socially distanced or join remotely.

Dance: Students will be provided with KN95 masks for use only in dance classes. The dance floor will be sanitized using UV lights. Blackout curtains will be installed in those spaces to protect the community and environment during sanitation. Signs will clearly indicate that the lights are in use and that the space is off limits.

Library

The Mary Helen Cochran Library will only be open to Sweet Briar students, faculty and staff. The library will be closed to the general public and off-campus patrons. Special permission to come to the library can be requested by contacting the library at library@sbc.edu.

The number of chairs and seating areas will be decreased to ensure social distancing. Study rooms will be labeled with new capacities and chairs will be decreased to the new occupancy limits.

Computers from the Smith Computer Lab will be relocated throughout the library or removed to allow for social distancing. Students will be asked to clean the keyboard and mouse before and after use with products provided.

Additional printers will be activated for public use to reduce user overlap for individuals printing materials from their own computers or from library workstations.

The student worker desk where patrons check out books will have a plexiglass top installed on the marble table to ensure effective sanitation of that surface. The check-out process for books will be modified to not require exchanging the books between the patron and student worker. The barcode scanner will be reoriented so that users scan their own ID and materials for checkout.

When books are returned to the library, they will be placed by the patron in a bin that once every day will be moved by library staff to a secure location where it is left untouched for three days. After that time, the books will be restocked by staff. The same procedure will be used for

books removed from shelving by patrons. The book is not to be restocked by the patron but placed in the bin for re-stocking by staff after the requisite time.

Computer-Based Classes

Computer labs will be configured as described above. Group work around a single workstation will not be allowed.

Remote logins will be generated to allow for the use of specialized software from multiple workstations or an individual's computer.

Guidelines and Suggestions for In-Person or Hybrid Instruction

- Students and teachers must wear facial coverings in class.
- No one with symptoms (fever, coughing, sneezing) should attend class. Students should notify the instructor and Dean that they need a temporary accommodation for remote learning or extensions to deadlines (refer to Appendix H for the Health and Attendance Policy).
- In most classrooms, a student- and teacher-facilitated sanitization routine of student workspaces will be required before and after class. Refillable buckets of wipes will be in classrooms and labs to sanitize the space.
- Faculty should consider modifying group activities and assignments to support social distancing. Group work can be done remotely (e.g., using Canvas, Zoom, etc.) when possible or be modified to eliminate sharing of materials or close physical proximity.
- Assignments should be assigned and submitted via Canvas when possible to limit handling materials.

Guidelines for Office Space

- Place signage to indicate how you would like students and others to enter office space.
- Faculty should relate clearly in syllabi and on office door signage how students can easily schedule appointments with students (in-person or remotely).

Accommodations for Vulnerable Faculty

Faculty and staff who are [65 and over](#) or have [underlying health conditions or other vulnerability](#) to COVID-19 are asked to contact Human Resources for leave based upon the [FFCRA](#) and [FMLA](#) guidelines.

Faculty who want to use hybrid or remote instruction should contact the Dean of the College for consideration.

Student Remote Learning Accommodations

Students who need an academic accommodation to learn remotely will be handled through the current accommodations process. They will be asked to provide medical documentation to our Accessibility Coordinator that details a doctor's assessment that their health would be at risk if they were to return to campus. We will take all reasonable steps to accommodate their needs following our current policies.

Faculty are being asked to prepare to meet the needs of students both in-person and remotely. If a student is sick and needs to be quarantined, it is our aim to deliver instruction to them during that time. To that end, we have identified several technologies that would be helpful in making this as smooth a process as possible for both students and faculty.

Ten Meeting OWLs have been purchased to be installed in seminar-style classrooms to facilitate providing remote access to students who are quarantined or have been given an accommodation to learn remotely.

Video or document cameras will be provided as needed to faculty to record their classroom lectures to provide to students who are quarantined or have been given an accommodation to learn remotely.

Support for Fall 2020 Learning

- Technology provided to support fall 2020 learning:
 - Zoom upgrades for faculty.
 - Internet upgrades in classrooms, as needed.
 - Hardware available in classes to support delivering instruction to students who are quarantined or have been given an accommodation to learn remotely.
 - Support for VPN into campus computer labs to access software with limited licenses.

- Faculty development provided to support fall 2020 instruction:
 - Canvas training for faculty and students
 - Whiteboard functionality with Zoom
 - Gradebook
 - Assignment functionality
 - Discussion boards
 - Attendance tracking
 - Voice-over PowerPoint training

- Housekeeping protocols for academic spaces (in addition to the regularly scheduled cleaning by housekeeping staff):

- Refillable buckets of sanitizing wipes will be provided in academic spaces. Students and faculty will be asked to clean the space before and after using the space.
- Shared equipment will be sanitized using similar protocols that are appropriate for each piece of equipment.

HEALTH CARE

Facility

Construction and planning are underway for the re-establishment of a campus health clinic. The location will be the lower level of the chapel, where Horizon Behavioral currently sees clients. Please refer to Appendix G for the layout and specifications of the clinic.

Advanced discussions with Centra Health for oversight and staffing of the clinic is also occurring. Centra will provide medical staff and oversight for the clinic in addition to general COVID-19 health care guidance.

Symptom-Tracking

In addition to general health care, we will be implementing symptom-tracking in the community. There are currently three application-based products under consideration: LiveSafe (community safety application), Willow Tree (app partnership with UVA) and Qualtrics (survey software). Students, faculty and staff will be instructed to respond to the app push notifications, report their symptoms and then be notified whether they can attend class, report to work or go to the clinic or health-care provider for testing.

The Office of Campus Safety is using Envoy as a screening and recording software for visitors to campus. The system keeps track of who, when and why the person is on campus and has the person report their symptoms. Persons who report symptoms or having been exposed to someone who is COVID-19 positive are not allowed access to campus.

Testing

This landscape is ever evolving. Sweet Briar College is reviewing the [Virginia Department of Health guidelines for colleges and universities](#) and in consultation with both Centra Health and Dr. Kerry Gately, District Director for the Virginia Department of Health, will be testing students who indicate symptoms of COVID-19. At this time, VDH does not recommend campus-wide testing of students or faculty and staff upon arrival or at certain set intervals. (5/27/2020)

The emphasis will be to test any student who is showing positive symptoms of COVID-19.

Our health care partner, Centra Health will manage the testing process in terms of test administration, lab analysis and reporting.

Sweet Briar College has two primary contacts with the Virginia Department of Health. Our first point of contact is Haley Evans, RN, BSN, District Epidemiologist. She is with the Central Virginia Health District. We have her email, office phone and cell number. Our next point of contact is Dr. Kerry Gately, MD, MPH, CPE, District Health Director for Central Virginia. We have access to both of these individuals for questions, programming and reporting. In addition, Centra Health is also headquartered in the Central Virginia Health District and has the same two contacts.

Student Health Services

At the conclusion of the 2016 academic year, Sweet Briar College discontinued its on-campus health services. In 2018–19, we partnered with Blue Ridge Medical for on-site mobile care. In 2019–20, we relied on transporting students to either Centra Amherst Medical Center or Centra Lynchburg General Hospital for evaluation and treatment. With our growing enrollment and to address the level of surveillance needed for COVID, Sweet Briar College is reestablishing an on-campus clinic. This will be a formal partnership with Centra Health.

Construction is currently underway, with the anticipated start date of the first week in August. Sweet Briar will work with Centra on facility considerations such as the layout of the waiting room, signage, environmental management and cleaning, and technology resources. This is an outsourced, contracted service with Centra Health.

Centra Health will be responsible for its own administrative and staff considerations such as providing its employees PPE and managing its employee health program protocols, billing and charges, and staff scheduling. Sweet Briar College will provide medical-grade PPE to its employees who need it. These employees include Campus Safety and Student Life staff, the athletic trainer and custodial personnel who would respond to a student or staff issue.

The delivery of mental health services will still be provided by Horizon Behavioral Health. This partnership is in its third year, and Horizon has a counselor on campus five days a week with emergency crisis counselors available. The location chosen for the Centra clinic is in the same area as Horizon, so we are hoping to create a one-stop location for accessing wellness services.

Monitoring of Health Conditions to Detect Infection

We will be implementing a daily symptom self-check system to all students, faculty and staff. Students, faculty and staff will be instructed to respond to the app push notifications, report their symptoms and then be notified whether they can attend class, report to work or go to the clinic or health care provider for testing. The decision on a vendor and delivery are still in discussion. However, systems like LifeSafe, Qualtrics and WillowTree are being considered. The

key aspects of the delivery system need to be ease of access (app versus email), clear instructions for persons who indicate positive symptoms and data management to see compliance with daily check-ins.

All athletes will be given an additional screening test prior to every practice. This involves a symptom check through our sports medicine platform SportsWare and a temperature check by our athletic trainer.

All persons on campus will have access to thermometers for temperature checks. Thermometers will be available in all divisions of the college.

Temperature checks are mandatory for entering the Fitness and Athletic Center and are part of the screening procedure for visitors at the front entrance.

Containment Measures

Sweet Briar College has set aside Patteson House—which has 10 bedrooms, five bathrooms, a full kitchen and a washer/dryer unit—as the isolation area for students. In addition, Green Village 5 (A, B and C) are also available for quarantine and isolation. These individual townhouses can each house four people in singles with two full baths and their own kitchen (total capacity of 12 students). The decision of whether to quarantine students (symptomatic, but not confirmed positive) in their own room will be determined by Centra and the Virginia Department of Health. If the decision is made to quarantine the student somewhere other than her room, then the student will move to Patteson House until a decision is made to return the student to her room or remain isolated due to a positive test result. All positive COVID-19 tests will be isolated in Patteson House for the period of stated in the [CDC guidelines](#). These guidelines include: three days with no fever, symptoms improved and 10 days since symptoms first appeared.

The student's health care while in isolation will be managed by Centra, our health service provider. The physician will also be in consultation with the student and relevant family members to determine if it is best for the student to remain in isolation on campus or to recover at home. Should the student remain on campus, the final determination of release from isolation will be by physician oversight in consultation with the Virginia Department of Health. All cases of quarantine and isolation will be handled in consultation with the agencies above. Coordination of the student's basic needs during this time will take place through communication with the student and the offices of Student Life, Dining Services and Campus Safety.

Contact Tracing

The [contact-tracing protocols](#) will be coordinated through the Virginia Department of Health. However, in conversations with the district director, Dr. Kerry Gately, he indicated a good

arrangement would be to have Sweet Briar staff trained as contact tracers for our community. Jodi Canfield as the COVID coordinator and Marcia Thom-Kaley, Dean of Students, have agreed to undergo training.

Shutdown Considerations

Sweet Briar College will follow its [Communicable Disease and Pandemic Plan](#) to address a potential shutdown. Key aspects of the decision will be informed by the CDC, the Commonwealth of Virginia, the Virginia Department of Health and the Central Virginia Health District. The criteria for consideration will include: the number of confirmed cases on campus; the percentage of students and employees who have tested positive for COVID-19; the level of contact tracing undertaken; the quarantine and isolation capacity on campus; the capacity of essential services on campus (dining services, facilities, residence life) to support severe conditions; the impact of confirmed cases on delivery of academic instruction (faculty and student absences); the timing of severe conditions as it relates to the academic calendar; the current conditions in Amherst County and the region; the surge capacity in the local health care system; and the impact of a campus outbreak on the community surrounding the campus.

In addition, the Dean of Students will identify students who may be unable to leave campus (international students, homeless, home is in a higher risk area, etc.) to assess our capabilities for allowing them to remain on campus. For those students who need to remain, Green Village and House 5 are the designated housing options. Patteson House would still remain as the isolation housing. Our dining service is outsourced through Meriwether Godsey. The method of assuring food access to the remaining students would depend upon the number of students and the staffing impacts with Meriwether Godsey. Each of the housing locations have full kitchens, so in the event that we are not able to provide formal food service options, students will have access to grocery services for their own food preparation.

In the event of a shutdown, the Dean of the College will work with the faculty to determine the delivery of instruction. For the fall semester, all faculty have been advised to create a syllabus that can be flexible to remote delivery.

In the event of a shutdown, the leadership team will meet to discuss essential versus nonessential functions and staffing needs. The leadership team will work with each of their divisions to identify staff who would be required to be on campus as essential to the operation of the College. These areas could include Campus Safety, facilities (maintenance, cleaning), mail services, and Student Life staff needed to attend to remaining students. All essential employees and remaining students will continue to adhere to the community standards of wearing PPE and practicing social distance, as well as to follow any guidance from the VDH and CDC. The continued staffing of other positions would be evaluated for the capability to work remotely and the requirements of the position. The campus would be closed to outside visitors with the exception of essential contractors. All visitors to campus would continue with the Envoy check-in procedures through campus safety.

HUMAN RESOURCES

Navigating the employment issues related to COVID-19 have been difficult. Sweet Briar College abides by FMLA, FFCRA and ADA applications of the law. In cases where an employee's specific request does not seem to be covered under these applications, a discussion between the employee and the supervisor, in consultation with Human Resources, needs to occur and be documented.

Accommodations for Vulnerable Faculty and Staff

Employees who are [65 and over](#) or have [underlying health conditions or other vulnerability](#) to COVID-19 are asked to contact Human Resources to learn about their options, which can include leave based upon the [FFCRA](#) and [FMLA](#) guidelines.

Faculty who want to use hybrid or remote instruction will consult with the dean of the College.

Staff should speak with their supervisor to discuss considerations based upon the job description and setting to mitigate exposure risk.

Accommodations may include, but are not limited to:

- Permission to work remotely.
- Modification of shifts; early or late arrival; early or late departure.
- Provision with enhanced PPE such as KN95 masks.
- Modifications to the workplace such as installation of plexiglass barriers.

Staff may choose to use accrued paid leave (sick, vacation or floating) as appropriate and per Sweet Briar College policy. Faculty and staff may also choose to request emergency paid sick leave under the [Families First Coronavirus Response Act \(FFCRA\)](#) or request leave without pay with supervisory approval and HR guidance.

FFCRA is a federal paid sick leave requirement for coronavirus-related needs. It expands the Family and Medical Leave Act (FMLA) to include a paid leave component for employees of small employers who are caring for children whose schools or childcare facilities were closed because of the virus outbreak.

Reasons for employees to be entitled to this leave:

- A. They are subject to a federal, state, or local quarantine or isolation order ("isolation order") related to COVID-19;
- B. They have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 ("quarantined employee");
- C. They are experiencing symptoms of COVID-19 and seeking a medical diagnosis;

- D. They are caring for an individual who is subject to an isolation order or is a quarantined employee;
- E. They are caring for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of the son or daughter is unavailable, due to COVID-19 precautions;
- F. They are experiencing any other substantially similar condition as specified by the Secretary of Health and Human Services.

The decisions on returning to work after taking a leave described above and the scope of this work will be informed by the relevant leave policy and discussions between Human Resources, the employee, the supervisor and, if necessary, supported by the attending physician or the Virginia Department of Health.

Education of Faculty and Staff

Sweet Briar College will offer a faculty and staff training session provided by Centra Health and HealthWorks, the worksite health management division of Centra. This session will provide information on CDC guidelines, worksite best practices, the types of testing and pros and cons to each type.

GENERAL PRACTICES FOR THE CAMPUS ENVIRONMENT

We are working with Buildings and Grounds, Communications, Housekeeping, Human Resources, faculty and staff and Student Life to address hygiene safety and physical distancing best practices in six ways:

Social Distancing by Six Feet

By modifying shared spaces with staggered seating, buffered zone areas and physical barriers, people can continue to operate in the workplace while still maintaining a healthy physical distance from colleagues, community members and visitors.

Increased Sanitization

We have implemented heightened cleaning measures to ensure the health and wellbeing of our members. We are disinfecting common areas more frequently and are providing complimentary sanitization products in our spaces. We have applied continually disinfecting sticker products to high-traffic doors. Housekeeping and building personnel should provide feedback as to the adequacy and special needs of their areas.

Behavioral Signage

New cleaning standards and capacity protocols will be reinforced with strategically placed signage and traffic directionality where implemented. These are consistent reminders to community members and guests that the well-being of our community depends on all of us to do our part. This signage will include details on wearing PPE and following hygiene practices. We have currently arranged for over 500 signs with appropriate messaging for locations and general reminders.

Personal Protective Equipment and Hygiene

Good hand hygiene and the use of appropriate personal protective equipment, including masks or face coverings, will be essential to prevent person-to-person transmission of COVID-19 in our community. Students, faculty, staff and visitors are required to wear facial coverings in areas where social distancing cannot adequately be achieved.

Consistent Communication

Sharing of timely, accurate and pertinent information will be essential to engaging our community in measures to prevent the spread of COVID-19 within our campus community. Regular evening discussion groups with Q&A sessions are currently being scheduled throughout the fall.

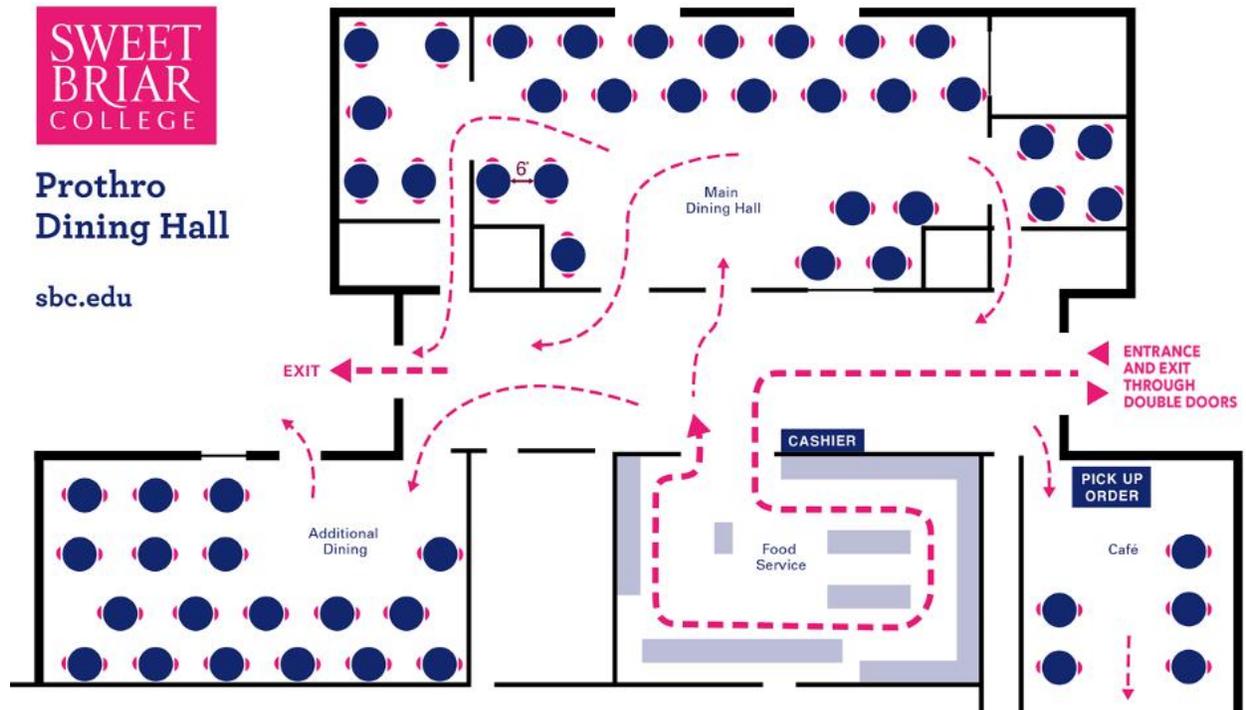
Health Monitoring and Contact Tracing

Students and employees will be required to check in daily when on campus to attest that they have no symptoms of COVID-19. In the event of an outbreak on campus, the Virginia Department of Health will be responsible for contact tracing, although the College will also take proactive measures to assess where, when and with whom the individual may have been in the previous 14 days as it relates to our campus community.

APPENDICES

Appendix A: Prothro Dining Hall Configuration and Meriwether Godsey Policies

Prothro Dining Hall configuration:



Meriwether Godsey policies:

- [Dining Services Health and Wellness Policy](#)
- [Employee Health Self Check](#)
- [Tasks - Workspace - Daily COVID Checklist](#)
- [Tasks - Workspace - Weekly COVID BOH Station Log](#)

Appendix B: Student Life Campus Events

COVID-19 Event Guidelines

Here are the general COVID-19 Event Guidelines for campus events hosted by either the Campus Events Organization or Inter-Tap Club Council:

1. All individuals at an event must wear a face covering at all times.
2. All individuals must make a valiant effort to maintain at least six feet apart from any other individual.
3. All individuals must complete event registration prior to attending the event.
 - a. Event registration must **take place on a time frame.**
 - b. Event registration must be done online through LibCal. The form will moderate the maximum number of individuals that may attend, based on the event venue.
4. All individuals must check in for an event at the designated check-in station.
 - a. If an individual's name is not on the registration list and the list is full, then the individual may not be permitted into the event.
 - b. If an individual's name is not on the registration list and the list is not full, then the individual may be permitted into the event.
5. An individual may be removed from an event if she is violating any social distancing policies or is not permitted in the event.
6. All events must be regulated by a **COVID Captain.**
 - a. The **COVID Captain** must ensure that all participants at an event are following all COVID-19 Event Guidelines
 - b. The **COVID Captain** is required to report any individual who is violating COVID-19 Event Guidelines to Campus Safety.
7. If events are not catered by Meriwether Godsey, all food and drinks at events must be served in individual servings, meaning that food may not be served from communal bowls, bags, containers or two-liter poured drinks.
8. If events are catered by Meriwether Godsey, event attendees and organizers must follow the food service guidelines set forth by MG.
9. Individuals who feel that they are experiencing any symptom of COVID-19 or have been in contact with someone who has tested positive for COVID-19 may not attend any event and must report themselves to the **designated person.**

Room Capacity

(Occupancy rates have been adjusted for COVID-19. The confirmation of social distancing capacity is subject to the physical layout and will be reassessed for each space.)

Prothro

- Main
 - Regular: 206
 - 50% capacity: 103
 - 30% capacity: 61
- Johnston
 - Regular: 45
 - 50% capacity: 22
 - 30% capacity: 13
- Small Side Room 1
 - Regular: 23
 - 50% capacity: 11
 - 30% capacity: 6
- Small Side Room 2
 - Regular: 23
 - 50% capacity: 11
 - 30% capacity: 6
- Josey
 - Regular: 144
 - 50% capacity: 72
 - 30% capacity: 43

Venue Options

- 1948 Theatre
 - Regular: 88
 - 50% capacity: 44
 - 30% capacity: 26
- Heuer Auditorium
 - Regular: 180
 - 50% capacity: 90
 - 30% capacity: 54
- Babcock
 - Regular: 526
 - 50% capacity: 263
 - 30% capacity: 157
- Tyson
 - Regular: 82
 - 50% capacity: 41
 - 30% capacity: 24

- Upper Chapel
 - Regular: 40
 - 50% capacity: 20
 - 30% capacity: 12
- Lower Chapel
 - Regular: 260
 - 50% capacity: 130
 - 30% capacity: 78

Wailes Center

- Patio D (with set-up)
 - Regular: 30
 - 50% capacity: 15
 - 30% capacity: 9
- Boxwood
 - Regular: 120–135 (15 round tables)
 - 50% capacity: 60–67
 - 30% capacity: 36–40
- Wailes
 - Regular: 96
 - 50% capacity: 48
 - 30% capacity: 28
- Lobby
 - Regular: 50-60
 - 50% capacity: 25–30
 - 30% capacity: 15–18
- Elston Lounge
 - Regular: 32
 - 50% capacity: 16
 - 30% capacity: 9

Den

- Main
 - Regular: 80
 - 50% capacity: 40
 - 30% capacity: 24
- Den
 - Regular: 57
 - 50% capacity: 28
 - 30% capacity: 17

FAC

- Lower Field House (Winter)
 - Regular: 3,235
 - 50% capacity: 1,617
 - 30% capacity: 970
- Lower Field House (Summer)
 - Regular: 1,400
 - 50% capacity: 700
 - 30% capacity: 420
- Running Track
 - Regular: 226
 - 50% capacity: 113
 - 30% capacity: 67
- Classroom
 - Regular: 33
 - 50% capacity: 16
 - 30% capacity: 9
- 1948 Theatre
 - Regular: 88
 - 50% capacity: 44
 - 30% capacity: 26
- Lounge
 - Regular: 105
 - 50% capacity: 52
 - 30% capacity: 13
- Bistro
 - Regular: 58
 - 50% capacity: 29
 - 30% capacity: 17
- Game Room
 - Regular: 45
 - 50% capacity: 22
 - 30% capacity: 13

Library

- Media Lab
 - Regular: 31
 - 50% capacity: 15
 - 30% capacity: 9
- Nelson Seminar Room
 - Regular: 15
 - 50% capacity: 7
 - 30% capacity: 4

- Browsing Room
 - Regular: 49
 - 50% capacity: 24
 - 30% capacity: 12
- Haskell Classroom
 - Regular: 49
 - 50% capacity: 24
 - 30% capacity: 14
- M32 Seminar Room
 - Regular: 15
 - 50% capacity: 7
 - 30% capacity: 4
- Reahard Gallery
 - Regular: 156
 - 50% capacity: 78
 - 30% capacity: 47
- Reading Room
 - Regular: 300
 - 50% capacity: 150
 - 30% capacity: 90
- 24-Hour Gallery
 - Regular: 15
 - 50% capacity: 7
 - 30% capacity: 4

Appendix C: Class Presidents and Class Event Guidelines

Tradition	Classes Involved	Suggested Changes	Notes
Step Singing	All	<ul style="list-style-type: none"> ▪ Keep in upper quad; provide mics (for distancing) ▪ Have separate groups (for distancing) and mics 	<ul style="list-style-type: none"> ▪ Social distancing must be maintained within classes
Big/Little Bonding	First-Year and Junior	<ul style="list-style-type: none"> ▪ Similar to roommate selection ▪ Having it outdoor, six feet apart, like speed dating but six feet apart with facial coverings ▪ Virtual format 	<ul style="list-style-type: none"> ▪ They would be offered 10 people to choose from ▪ Try to keep it as normal as possible, and the selection itself could be online but the bonding event would be in person with all participants adhering to social distance guidelines
Founder's Day	All	<ul style="list-style-type: none"> ▪ Move to Field House or outside ▪ Move outside or in several inside venues adhering to occupancy limits and social distancing guidelines 	
Rock and Hitching Post Fight	First-Year, Sophomore, and Junior	<ul style="list-style-type: none"> ▪ Water guns ▪ Water guns filled with paint 	<ul style="list-style-type: none"> ▪ Fundraiser idea for juniors: white masks that can be dyed with the class colors (similar to the class shirt)

Sweet Briar College Campus Reopening Plan

Lantern Bearing	All	<ul style="list-style-type: none"> ▪ All participants maintaining social distance guidelines; outdoor space 	
Faculty Show	All	<ul style="list-style-type: none"> ▪ Multiple showings so students could break into groups 	
Opening Convocation	All	<ul style="list-style-type: none"> ▪ Move to Field House or outside ▪ Rent a space that's been approved then livestream on campus 	<ul style="list-style-type: none"> ▪ Virtual
Junior Banquet	Junior and Senior	<ul style="list-style-type: none"> ▪ Held outdoors or in the Field House where it can be spread out 	<ul style="list-style-type: none"> ▪ May apply to a potential 2021 banquet as well
Ring/Key/Scroll Games	Senior	<ul style="list-style-type: none"> ▪ Held in the upper quad 	

Appendix D: Academic Calendar

	Revised Calendar Dates	Original Calendar Dates
New students arrive	Wednesday, Aug. 5	Saturday, Aug. 15
Returning students arrive	Saturday–Monday, Aug. 8–10	Sunday–Thursday, Aug. 16–18
3-week session begins	Tuesday, Aug. 11	Thursday, Aug. 20
3-week session ends	Friday, Aug. 28	Wednesday, Sept. 9
3-week exams	Saturday, Aug. 29	Thursday, Sept. 10
12-week session begins	Monday, Aug. 31	Monday, Sept. 14
12-week session ends	Friday, Nov. 20	Tuesday, Dec. 15
Reading day	Saturday–Sunday, Nov. 21–22	Wednesday, Dec. 16
Exams	Sunday–Wednesday, Nov. 22–25	Thursday–Saturday, Dec. 17–19
Winter break begins	Wednesday, Nov. 25	Saturday, Dec. 19

Appendix E: FAQ for Faculty Advisors

The FAQ document below was prepared by Dean Garrett and sent to Faculty Advisors:

This information has been assembled to help answer questions that students might have. It is meant as a resource for faculty and, at this time, we are not sharing it directly with students. Of course, not all the questions that students have will be represented here. If others come up, please let me know and, as you know, I am always willing to talk with students directly about any concerns that they have, including if they have anxiety about coming to College due to COVID-19 or any other reason.

Orientation

1. **Will new student orientation be in-person or online?** In-person, although there are Canvas courses that students are required to complete. Orientation activities may be spread out over the three-week term.
2. **Will I have to quarantine when I get to campus?** Currently no, but this is still under discussion. Students that are arriving from certain locations (as dictated by the CDC or the Virginia Department of Health) may be required to quarantine.
3. **Who should students/parents contact with questions about orientation?** The Office of Student Life: 434-381-6134.

Classes

1. **How will my classes be held in the fall 2020 semester?** We are planning for in-person instruction in the fall. Many classes will have changes to accommodate social distancing and support safety for faculty and students. We are still working out the details for the fall while social distancing guidelines are in effect.
2. **For classes or labs, how will physical distancing be maintained?** We have reviewed the enrollments for all of our classes and ensured that their delivery will be done in a way that adheres to social distancing guidelines. For example, some courses will be divided into two lab spaces to space students effectively, or plexiglass barriers will divide benches to separate students.
3. **What will Sweet Briar do to maintain the quality instruction and engagement Sweet Briar is known for while social distancing is required?** Sweet Briar faculty are experienced educators and are always working to develop new pedagogical skills. We have an on-going faculty development program that provides training for faculty. That program will continue and focus on how to best deliver an effective and engaging educational experience using a variety of tools and modalities.

4. **What if I prefer to take all my classes online/remotely?** The Sweet Briar College educational model is one that values personalized instruction in a residential environment. The option to take all classes online or remotely is not available at Sweet Briar College. For students that have a documented medical reason that learning on-campus is not possible, we will work with them to provide reasonable accommodation to learn remotely. This will be handled through our well-established academic accommodation policy. Please contact the Accessibility Coordinator at accessibility@sbcc.edu for more information on how to begin that process.
5. **Am I required to have my own computer?** All students will need to have access to a laptop, desktop or iPad in order to do their course work. While on campus, students may utilize Benedict and Cochran Library computer labs.
6. **Will Sweet Briar provide any training, technology or equipment to students who need to learn remotely?** We provide training for students to use our learning management system called Canvas and other technologies necessary to navigate the academic program (ex. mySBC). Students are responsible for purchasing equipment and software though we have licenses for several often-used software suites available for students. Please contact our Academic Computing staff prior to purchasing software to be sure that we don't have it available free of charge. In addition, the Academic Computing staff has identified several equipment options for students and their families to consider. They are available at help@sbcc.edu or by calling 434-381-6282.
7. **Where and when can/should I get my class books?** Sweet Briar has an online bookshop that allows students to pick from a variety of textbook options, including used materials and e-books. You may access the bookshop from mySBC under the "Welcome" tab or at sbcc.textbookx.com and should order required books and materials after receiving registration confirmation from their advisor in July.
8. **Are academic support services available?** All students may utilize the Academic Resource Center (ARC) services at no cost, including Sweet Briar's tutors, Peer Academic Mentors (PAM), and study halls. All of these resources will be available via remote sessions by appointment and walk-in hours with the tutors. Campus-wide events will be offered online as well as in-person following proper safety procedures.
9. **How do I arrange for accessibility services and learning accommodations?** Please email Dean Garrett at dean@sbcc.edu to request support services. She will contact you to arrange a meeting to discuss your needs and implement appropriate accommodations.
10. **How can I use library services?** The Mary Cochran Library will have posted hours for you to access the library while here on campus. There are also options to access library resources remotely. Visit library.sbcc.edu to find links to contact a librarian and get help to access resources or request materials.

11. **If I have additional questions regarding academics, who should I contact?** The Office of the Dean should be your first point of contact via email (dean@sbcc.edu) or by phone (434-381-6205).

Health and Wellness

1. **What if I get sick?** If you are sick you should contact Student Life and they will assist you in accessing health services. We anticipate a robust partnership with Centra Medical Group that will include in-person and telehealth options to serve the health needs of students.
2. **If I am sick, will I be able to continue/finish my classes?** If you are sick, you should not go to class and should contact the Dean of the College immediately. She will help you to work with your faculty to continue your course work. Your professors will work with you to assist you to continue or complete your classes remotely if necessary. If you have COVID symptoms and/or test positive, you will be placed in isolation for 14 days.
3. **What will happen if there is an outbreak of COVID-19 on campus?** Students who exhibit COVID-19 symptoms and/or test positive will be moved to Patteson House, our designated isolation space on campus that offers individual rooms with private bathrooms. Meals will be delivered, and health status will be monitored. The Virginia Department of Health is notified of all positive cases and will be involved with discussions regarding the severity of the extent of the outbreak.

If a cluster of cases is identified, the College will immediately notify the local health department (LHD) and work with the LHD to identify the at-risk population. Depending on the situation, the LHD may develop a plan for testing within the defined group of potentially exposed individuals. Based on discussions with the LHD, we will develop a tolerance threshold for continuing operations.

4. **In the event that courses need to move online before the fall semester begins, can I defer my admission to the spring semester and/or to whenever all classes are back in-person?** You do have the option to defer enrollment to Spring 2021 or beyond.
5. **In the event that campus has to close after the semester has begun, will I be able to continue and finish my classes?** If the campus has to move classes online, all students will be able to continue courses remotely. We will work with students to ensure that they have access to adequate resources, such as internet access and a computer while learning remotely.

6. **If courses are online in fall, will there be a discount on tuition?** No.
7. **Will having courses online impact my financial aid package?** No. However, if your financial aid is with an outside lender, you should check with them regarding rules and regulations regarding residential versus online stipulations.

Activities on Campus

1. **How do we define “social distancing?”** We define social distancing as being six feet from another individual. By modifying shared spaces with staggered seating, buffered zone areas and physical barriers, people can continue to operate in the workplace while still maintaining a healthy physical distance from colleagues, community members, and visitors.
2. **Who should students/parents contact with questions about housing, bathrooms, dining, and student activities?** The Office of Student Life: 434-381-6134.
3. **How will meals in the dining hall be organized with social distancing?** Sweet Briar Dining Services is preparing a detailed plan that will ensure that safe distance guidelines are adhered to for all meals.
4. **Will I be able to get a work-study job?** Available student positions will be posted on the [HR website](#) and are open to all students, with preference given to those on work-study.
5. **Will Sweet Briar traditions still be celebrated as they have been in the past?** Student leaders are working with Student Life staff to organize and host traditional activities, making modifications as necessary.
6. **Will we still be able to participate in clubs/organizations and host events?** You will still be able to participate in clubs and organizations; however, the meeting structure may need to be remote or in a space that permits social distancing. Social distancing requirements may limit the size and scope of events that are planned on campus.
7. **Will I be able to have visitors/guests on campus? In my room?** Currently, visitors and guests will be permitted to visit you on campus but will not be allowed in the residence halls for any reason. Students may host guests in either the Vixen Den, Reid Pit or Robertson Lounge in the FAC or any outside area. All guests must maintain social distancing and wear facial coverings in public areas and inside all buildings.

8. **Will I be able to go off campus to go shopping or attend other events?** Yes. We expect that all students will take safety precautions when they leave campus to safeguard their health and the health of all students, faculty and staff, some of whom may have a greater susceptibility to illness. Students are expected, at a minimum, to follow all guidance from the Governor of Virginia, the Virginia Department of Health and the CDC at all times when off campus.
9. **Will I be able to go home on weekends?** We expect that all students will take safety precautions when they leave campus to safeguard their health and the health of all students, faculty and staff, some of whom may have a greater susceptibility to illness. Students are expected, at a minimum, to follow all guidance from the Governor of Virginia, the Virginia Department of Health and the CDC at all times when off campus.

Health and Safety on Campus

1. **Who is overseeing COVID-19 arrangements for the campus?** Director of Athletics Jodi Canfield is providing oversight and direction for Sweet Briar. She may be reached via email (jcanfield@sbc.edu) or phone (434-381-6730).
2. **Will I be required to wear a facial covering and gloves on campus?** Yes, all students, faculty and staff will be required to wear facial coverings and maintain social distance in public areas and inside all buildings when social distancing can't be maintained. Facial coverings will be required outdoors when social distance cannot be maintained. Gloves are not required except for activities that require protection from chemical exposure (such as cleaning or work in laboratories).
3. **Will facial coverings and gloves be provided?** Students, faculty and staff will be provided with one washable and reusable facial covering from Sweet Briar College but will need to have more than one in their possession to use them correctly. If anyone has problems procuring facial coverings, they should contact Jodi Canfield (jcanfield@sbc.edu). Guidance for other types of facial coverings that will be acceptable will be provided. Disposable masks, in limited quantities, will be available for emergency use. If anyone needs gloves they will be provided for work or cleaning related activities.
4. **How will health care be provided on campus?** We anticipate a robust partnership with Centra Medical Group that will include in-person and telehealth options to serve the health needs of students.
5. **Will I have access to COVID-19 and antibody testing?** We will have the ability to do molecular testing for SARS-Cov-2 to identify individuals that have an active infection. We are still determining the protocols to determine who gets tested and when, following guidance from the Virginia Department of Health and the CDC.

6. **How often will public spaces and classrooms be cleaned and disinfected?** All public spaces and classrooms will be cleaned at least once a day. We will be asking students, faculty and staff to support safe living by cleaning tables and other equipment that they touch. For example, students might be asked to clean keyboards and mice in computer labs prior to use.

7. **What is the plan for cleaning restrooms and contact surfaces in residence halls?** The current plan is that restrooms will be cleaned twice a day, and high contact surfaces will be cleaned at least once a day. Many door handles will be covered with long-lasting antimicrobial cover.

Appendix F: New Student Move-In

(Sample of the calendar registration notification sent to all students.)

When Wed Aug 5, 2020 8am – 9:30am Eastern Time - New York

Where Carson 1XX (Adjust to Room Number) (map)

Move-In will be done strictly by appointment, and all students are expected to adhere to social distancing while on campus. Appointments are limited to one student per floor, per building. Students without confirmed appointments will not be permitted past the gatehouse. Students who arrive prior to their assigned time will be asked to return once the appointment begins. Sweet Briar staff will be present to direct traffic, but due to COVID-19 safety practices, students are expected to move their own belongings. We are not able to provide carts/dollies.

Expectations for Students and Families:

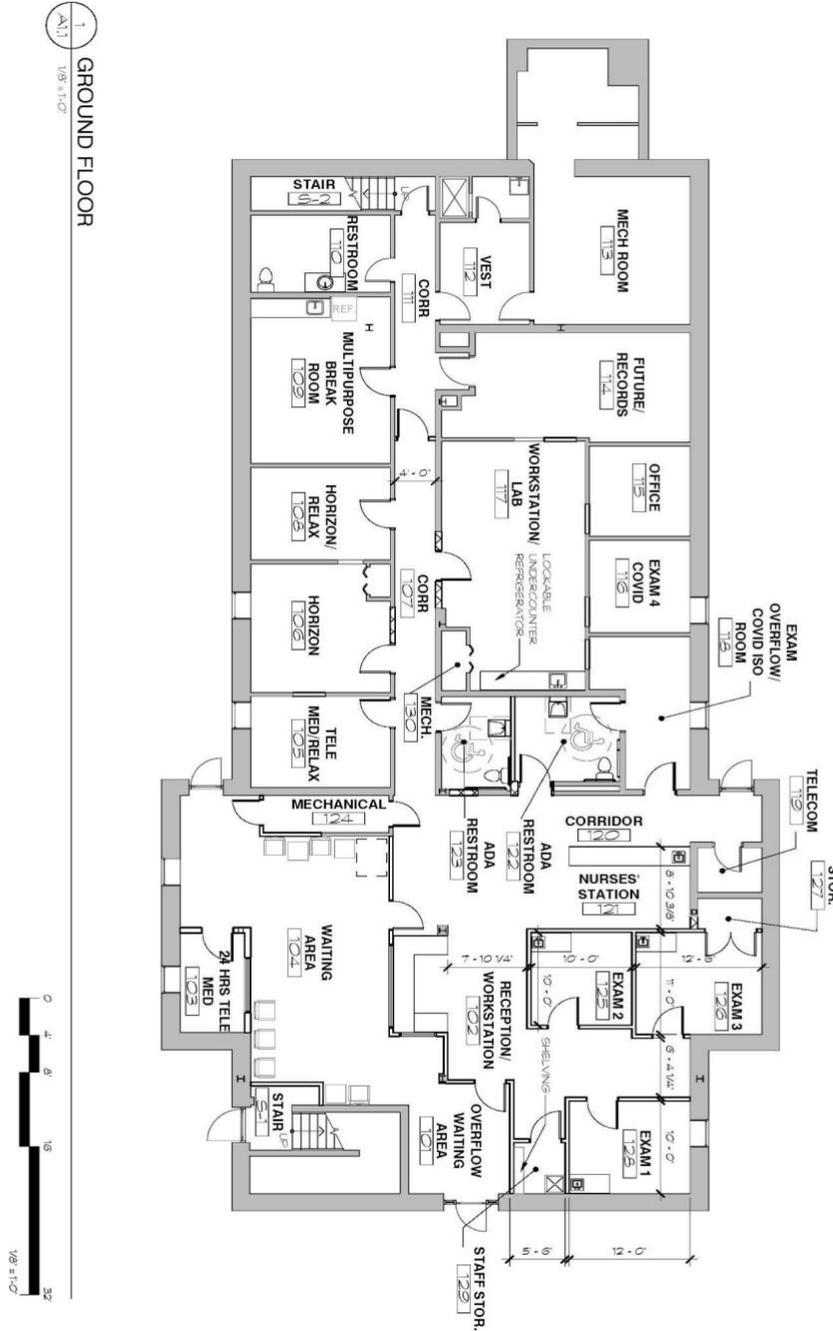
1. Access is limited to your confirmed appointment. Please plan to arrive within the first 30 minutes.
2. Prior to arrival, students should have completed all mandatory forms in Canvas and made appropriate arrangements/payments toward their fall bill.
3. During your appointment you will check-in, receive your student ID, keys, and informational packet and then proceed to your residence hall to unload and move-in.
4. Students are limited to bringing two family/friend helpers and no more than two vehicles. Additional guests (young siblings, grandparents, etc.) and pets should not come to campus at this time.
5. Everyone should bring their own face covering and gloves to be worn at all times.
6. Do not come to campus if you are, or could be, ill.
7. Please complete any shopping trips (Walmart, Target, etc.) prior to your arrival on campus.

8. Sweet Briar staff will be present to direct traffic, but students are expected to move their own belongings. We are not able to provide carts/dollies.
9. Elevator use is limited to one student/family at a time. Some doors and stairwells may be labelled as one-way to assist in social distancing.
10. All helpers are expected to depart campus within a reasonable time frame after the conclusion of your move-in appointment. Following your appointment, students should limit time in public areas (hallways, parlor, etc.) to ease move-in for other students.

If your schedule changes, please delete your previously scheduled appointment and choose a new time from those available. Please contact Marcia Thom-Kaley (mthomkaley@sbc.edu or 434-851-6221) if you have questions or concerns about your move-in process.

Appendix G: Chapel Configuration for the Health Clinic

06/24/2020



Appendix H: Health and Attendance Policy

We can't be too careful when it comes to the health of our community. The following policies are intended to keep us all healthy and safe, without compromising the good work we're going to accomplish together this semester. Remember that these policies are non-negotiable and adhering to them faithfully is your duty as a student under the Sweet Briar Honor Code.

Health and Attendance Policies

1. **Take your temperature daily.** Doing so will establish a baseline, which will help you notice any spikes or changes. The CDC considers anything over 100.4 degrees a fever.
2. **Don't come to class if you have a fever, cough or any other symptoms of illness.** Avoid all public areas on campus until you've been evaluated by a health care professional. See the "What to Do If You Are Sick" section for complete instructions.
3. **Wear a mask.** Masks are required on campus this semester. Students without masks will not be allowed to enter the classroom. Wearing a mask is your responsibility, and absences related to masks will not be excused.
4. **Wash your hands.** Upon entering the building, visit the restroom to wash your hands before entering the classroom. If you need to go back outside for any reason, wash your hands upon reentering the building.
5. **Maintain six feet of social distance.** We are meeting in a classroom large enough to accommodate social distancing. Please leave six feet of space between you and all other people in the room at all times.
6. **Leave all personal items on the floor.** Besides class materials (notebooks, pens, laptops, books, magazines), keep classroom tables and desks clear of bags and all other personal items.
7. **No food or drink.** Eating and drinking requires you to remove your mask, so neither will be allowed during class. Feel free to keep your own water bottle outside the door.
8. **Practice good personal hygiene.** Shower on a daily basis. Wash your masks, bedding and clothes regularly. We know viruses don't do well against soap and water and practicing good hygiene will go a long way for the health of our community.

What to Do If You are Sick

1. **Don't come to class.** Plain and simple: avoid all public areas on campus until you've been evaluated by a health care professional.
2. **Email your professor.** Your absence will only be excused if you email your professor before class. Your professor will report your absence and illness to Dean Garrett, who will be in touch to help with anything you need and to schedule an appointment with a health care professional.
3. **See a health care professional right away.** It's important that you schedule an appointment right away, even if your symptoms seem minor. A cough or fever can worsen quickly, and it isn't worth the risk to wait and see if they do.
4. **Complete any missed work online.** In anticipation of health-related absences, classes are supplemented with online materials and course content. Check the syllabus, check Canvas and check in with your instructor to keep yourself on task if you have to learn remotely for any period of time.
5. **Feel better soon!** It's so important to us that you take time to rest and recuperate. Stay in touch, but make sure you are getting plenty of sleep, fluids and food. Let us know what you need, and we'll find a way to get it to you.

Appendix I: Sweet Briar College Community Pledge

Sweet Briar College Community Pledge

Being a part of the Sweet Briar community means that each of us must take extraordinary steps to stay well and protect each other, both on campus and in the community. Members of our community are reminded that in their conduct, whether on campus or off, they are representatives of Sweet Briar. It is the responsibility of each community member to adhere to this pledge to protect our on-campus community and the community at large.

I pledge to take responsibility for my own health and the protection of others, and I pledge to help keep the Sweet Briar community safe from the spread of COVID-19 and other infections. As a member of the Sweet Briar College community, I pledge to:

PROTECT MYSELF

- Monitor for the symptoms of COVID-19 through the daily symptom checking app and follow the prompts for seeking medical attention if necessary.
- Wash my hands often with soap and water. Use hand sanitizer when it is available.
- Seriously consider getting vaccinated for the flu in the fall.

PROTECT OTHERS

- Maintain appropriate social distancing both indoors and outdoors.
- Stay home if I feel ill or after exposure to someone who is ill or has tested positive for COVID-19.
- Wear an appropriate facial covering and other protective gear in public areas and inside buildings, as well as outdoors when social distancing cannot be maintained.
- Be positive, attentive, and helpful to anyone who may need support.

PROTECT OUR COMMUNITY

- Greet without shaking hands.
- Respect personal space and practice the six-foot physical distancing.
- Practice good hygiene.
- Disinfect my living space and personal items regularly.
- Work to mitigate spread of germs on frequently touched surfaces and objects.

The College expects all members of our community to adhere to this pledge both on- and off-campus. Students who don't adhere to this pledge have violated the Honor Code and may be subject to judicial sanction. Faculty and staff violating this pledge may be subject to a performance evaluation by a supervisor or the Office of Human Resources.

Appendix J: Horizon Preparedness Documents

[Horizon Behavioral Health Safety Policies and Procedures: Exposure Control Plan](#)

[Horizon Clinical Policies and Procedures: Infection Control Plan](#)

Appendix K: Sweet Briar College Communicable Disease and Pandemic Plan

[Sweet Briar College Communicable Disease and Pandemic Plan](#)

Appendix L: Key Contacts

STUDENT LIFE

Phone: 434-381-6134

Email: studentlife@sbc.edu

HUMAN RESOURCES

Phone: 434-381-6140

Email: hr@sbc.edu

DEAN'S OFFICE

Phone: 434-381-6205

Email: dean@sbc.edu

CAMPUS SAFETY

Emergency Phone: 434-381-6111

Non-Emergency Phone: 434-381-6144

HORIZON BEHAVIORAL HEALTH

Phone: 434-477-5000

Email: horizonbehavioralhealth@sbc.edu

CAMPUS REOPENING PLAN

Fall 2020

