



On-Campus Reopening Plan

University of North America
12750 Fair Lakes Circle, Fairfax, VA 22033 USA
Tel: (571) 633-9651 Fax: (703) 703-890-3372 www.uona.edu

This plan is under review by the State Council of Higher Education for Virginia (SCHEV).

Overview

The University of North America (UoNA) is a commuter campus, which was established to serve a non-residential, adult-student population. Verified student data confirms 90 percent of the population are between 25 to 39 years of age, and concurrently work full- or part-time while studying at UoNA. Students, in addition to majority of faculty, arrive on campus shortly before his/her class session begins and leave at the end of his/her class session(s). Classes are conducted Wednesday through Saturday or online. Based on severe restrictions of the COVID-19 pandemic, the university received approval from its regulatory agencies to temporarily offer all of its academic and non-academic services by remote or online delivery, through the end of its summer quarter, September 12, 2020, and the ability to request an extension of this temporary format through the end of 2020.

In accordance with its mission, UoNA fully intends to reinstitute its blended delivery system for all academic and non-academic services, as established at its inception in 2008. To achieve this objective, UoNA has created a two (2) phase approach for reopening its physical campus and repopulating its on-site courses, fall quarter 2020 (September 28 – December 12, 2020). Several Phase I activities have officially started on July 1, 2020. In anticipation of reestablishing all on-site operations pending state and governing agency guidance, Phase II preparation will begin fall 2020, and be applied in early 2021.

Phase I strategies for transitioning to on-campus reopening and repopulation are described in this plan.

Phase I (Transition to Reopen and Repopulate the Campus)

Described within this section of the plan are the three (3) Phase I activities— (1) Get Ready; (2) Set Final Steps; and (3) Go Forward (**Ready, Set, Go**), to reopen/repopulate the campus. The activities and supporting actions, which are aligned with the Commonwealth of Virginia's mandates and guidance for higher education institutions, will be followed to ensure the health and safety of UoNA students, employees, and the public. The purpose of Phase I is to support the ability of UoNA to accommodate its forecasted fall quarter enrollments while phasing-in on-campus services, including on-site courses, as it establishes the new normal for its blended delivery environment.



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1. **Get Ready to repopulate the campus (July 1 – September 12, 2020)**

Status of On-campus Operations on July 1:

Following the Virginia Governor's executive orders and updates since late-March 2020, UoNA continues to remain operational by offering all student academic/non-academic services remotely, including the delivery of all scheduled summer quarter 2020 courses online. To ensure students and faculty receive essential support from UoNA administrative staff throughout this time, all campus personnel have continued to work remotely with greatly reduced on-campus presence. On-site work groups are scheduled for congregates of no greater than 10 staff members, with all members given the option to work 100 percent remotely and collaborate utilizing technology.

Mr. Gary Rucker, Facilities Coordinator, has been assigned the title and responsibilities of **COVID-19 Coordinator**. His responsibilities include oversight of campus repopulation processes under the direction of Ms. Jill Martin, President. Together, Mr. Rucker and Ms. Martin, with staff support, have taken the following actions in preparation for transitioning to on-site academic and non-academic services:

- Post preopening plan narrative on the UoNA website under disclosures on July 6, 2020; submit copy to SCHEV for review and approval. Development of a web page on the UoNA site with easy to use navigation for each section of this report; to be live no later than July 27, 2020.
- Department manager assessment of (1) staff transition to on-site services, (2) staff who are willing and non-vulnerable to provide on-site services, and (3) interdepartmental collaboration to schedule on-site staff, including phasing in of on-campus courses. Managers have been directed to be accommodating without stigma or prejudice to allow staff/faculty members to have blended on-site/remote schedules or to continue working remotely, as appropriate within an environment best suited for the health and safety of UoNA students, faculty, staff, and the public. Departmental personnel schedules for fall quarter due no later than July, 27, 2020.
- Fall quarter schedule matrix developed, provided with this narrative, and posted on the website July 6, 2020. The matrix illustrates the strategy for offering 50 percent of courses with limited class size to on-site delivery. Specific fall course schedule will be posted on the plan's web page and all campus communication media no later than July 27, 2020.
- Fall quarter new student orientation agenda modified to include COVID-19 prevention guidance and university policies and restrictions for the fall term. Included in the new student orientation and continuing student registration processes, the option for any student to enroll in or continue to be enrolled in all online courses fall term will be presented. If any student elects to exercise this option, the university will accommodate this election with no stigma or prejudice, including complete confidentiality and non-disclosure of why a student has elected to take all courses online during the transition period of repopulating the campus.



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- International student recruiting and admissions training, which includes a review of restrictions for fall quarter students, who are eligible to receive an I-20 and entrance to the US and Fairfax, VA. The training and communications with all potential applicants, including reiteration during student orientations, are based on US ICE restrictions for F1-Visa holders during the COVID-19 pandemic, which includes the following information will be provided to all international student applicants:
 - Restrictions to enter the US from a range of identified countries that is not currently permissible and may not be rescinded until December 2020.
 - International citizens, who hold a current F1 Visa and an authorized I-20 to study in the US, and currently reside in Virginia or a nearby District of Columbia metropolitan area, or will be arriving in Virginia to study at UoNA, will be required to attest to being self-quarantined for a minimum of two weeks in the Virginia before the first day of fall quarter 2020. The notarized attestation must be on record prior to the student being allowed to take on-site courses at the university.
 - International citizens who are unable to meet the self-quarantine restriction, will be limited to taking online courses only for the temporary period of fall quarter 2010.

- Facilities coordinator, Mr. Rucker and facilities staff, are preparing the physical campus environment for a safe transition to on-campus delivery of services. UoNA is a commuter campus, which serves a non-residential population. Majority of students/faculty will be scheduled for a minimum of one (1) on-site course and/or a maximum of (3) on-site courses, which meet once a week, Wednesday through Saturday. Based on the commuter environment and class schedules, daily cleaning protocols will be followed at the beginning and ending of **each** school day, in between class sessions if a classroom will be utilized for more than one session within the same day, and before and after an on-site campus activity. Daily cleaning protocol includes sanitizing all equipment, furniture, and non-disposal supplies throughout the campus. To ensure the timeliness of the cleaning, limited common areas and classrooms will be confined to the 3rd and 4th floors of the campus facility.

- Limited on-site educational and career by invitation only events may be scheduled during fall quarter 2020. These events will be restricted to congregates of less than 50 participants who will be required to follow social distancing and preventative hygiene practices. Total number of participants include all students, faculty and staff members, and guests. The UoNA President and COVID-19 Coordinator will provide health and safety guidance to staff/faculty leaders who request conducting such events. Each leader will be required to submit a written request for approval at least two weeks before the scheduled activity, which includes a health and safety plan to be followed during the event.



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2. **Set Final Steps to repopulate the campus (September 13 – September 27 2020)**

The following actions have been established to be taken no later than within two weeks of the start of fall quarter, to confirm readiness for reopening/repopulation:

- **Confirmation of the continued relationships with the Fairfax County Health Department and Virginia Department of Health to provide student health services and guidance on referring UoNA students to these agencies.** As previously stated, UoNA is a commuter campus with an adult-student population, who are on-site for a very limited time each week. Based on this environment the university does not have, and does not have plans to develop, the capacity or capability to offer on-site health services for its students and employees. Therefore, the university's relationship with local and state health departments is critical.

- Confirmation of Fairfax County Health Department contact information, protocols for reaching the local health department, and continued collaboration with the department for student referrals by Mr. Rucker and Mr. Culver Fortna, UoNA International Student Office Manager/DSO are scheduled. Specifically, with the following agencies and the services they provide:
 - Fairfax County Health Department located at 10777 Main Street in Fairfax, VA. Health care administrative services and information offered at this location during regular business hours 8 a.m. to 4:30 p.m., Monday – Friday, by telephone 703-246-2411 | TTY 711, and though its website <http://www.fairfaxcounty.gov/health>
 - Effective July 6, 2020: the Fairfax County Health Department is expanding essential services to three clinic locations. Clients in need of essential services offered by the health department can make an appointment at the [Herndon-Reston District Office](#), [Joseph Willard Health Center](#) and [Mount Vernon District Office](#).
 - The Joseph Willard Center is located the closest to UoNA; at 3750 Old Lee Highway in Fairfax, VA, <https://www.fairfaxcounty.gov/health/clinics/joseph-willard-health-center>, JosephWillard.Center@fairfaxcounty.gov. Clinical services offered by appointment only, which must be made by telephone: 703-246-7100 | TTY Relay 711.
 - COVID-19 testing sites located in Fairfax, VA, listed on the following web page <https://www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites/>.
 - Mr. Rucker continues to check with these agencies' contacts and review their web sites, as the hours at each facility and availability of services, including COVID-19 testing, are subject to change. Beginning in mid-September, Mr. Rucker will check these sites daily, and then weekly after the first two weeks of fall quarter. Current listings and information will be posted at UoNA entrance/reception areas of the campus, including updates, as applicable.



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- Finalized version of the Screening Questionnaire for COVID-19, which must be completed by any individual before being allowed to enter the campus **each** day of fall quarter 2020. The COVID-19 coordinator is currently drafting a version to be completed by July 21, 2020, which is an enhanced version of the brief questionnaire currently being used by the limited, and by appointment only individuals, who have been allowed to enter the campus on a case-by-case basis.
- Final check of the operating “contact-free” thermometers that will be utilized to test the temperature of all individual before being allowed to enter the campus **each** day.
- Operational check of each hygiene station that are located at the reception area, outside of each classroom, and restrooms that will be utilized for fall quarter 2020. Station supplies include hand sanitizer in a pump or touchless dispenser, disposable masks, and disposable gloves.
- Final check of all common areas, classrooms, and one large assembly room that are scheduled for on-site courses, including the following inspections:
 - Social distancing of 6 feet between each individual marked by blue tape between any seating or open floor space in all common areas and limited break areas.
 - Student desks, and all student desks and the faculty member’s podium, in classrooms arranged with 6 feet in between each desk and marked by blue tape.
 - Seating and congregate areas in one large assembly room will be arranged with 6 feet in between each chair and marked by blue tape.

2. Go Forward with re-opening/repopulation of the campus (September 28 – December 12, 2020)

The following actions, elements of which were established in preparation for fall quarter 2020, will be implemented during the transition to reopening/repopulating the on-campus delivery of academic and non-academic services:

- All essential student academic and non-academic services will be offered both remotely and on-campus, as appropriate, to ensure protection of vulnerable populations as on-site services are being phased in September 28 – December 12, 2020.



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- COVID-19 prevention education, which was started prior to the first day of the fall term during student orientations and course registration, will continue throughout the term via the following practices and activities:
 - Required completion of self-disclosure questionnaire and temperature check before entering the campus **each** day by all students, employees, and guests prior to being allowed to enter the facilities.
 - Communication of current preventative health and safety practices through all UoNA social media channels, including video presentations; announcements on its learning management system, Moodle, and website, and in non-electronic publications.
 - Printed placards and notices based on, and including available, CDC resources posted at the entrance to the campus facility, reception and administrative office areas, and entrance to each classroom that will be utilized during the term.
 - Monitoring and reinforcement of individual hygiene practices, wearing a face mask, hand washing/use of hand sanitizer or wearing disposal gloves, and social distancing.

- Traffic control in congregate areas in between class sessions based on the scheduling strategy exhibited by the matrix provided on Page 9 of this report, limiting on-site sessions to small class sizes, and no greater than 2 sessions concurrently scheduled at any give time on any given day.

- Scheduled fall quarter 2020 courses to ensure a safe transition to repopulating the campus will be as follows:
 - On-campus courses will be held on site for eight weeks through November 21, 2020; the last class session and finals week will be held online, ending on December 12, 2020.
 - Online courses, including finals week, will be held through December 12, 2020.
 - Limiting on-campus courses to an eight-week, on-site schedule concluding with two weeks of online delivery will help ensure the university's ability to prepare for resuming full on-campus operations in 2021. (Note: The week of November 23 is a holiday break with no class sessions scheduled.)
 - Scheduling 30 courses for fall quarter; 15 on campus and 15 online.
 - Limiting on-campus course enrollments to class sizes of ≤ 15 students, with no greater than 2 courses held on site at any given time each day (matrix provided).
 - Limiting 15 online course enrollments to the normal capacity of 40 students per section.
 - Flexibility to offer additional online sections if necessitated by higher than anticipated enrollments.



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- Monitoring of health conditions to detect infection to include the following practices:
 - The COVID-19 coordinator will manage the entry of all data collected **each** day on the self-disclosure questionnaires in the campus management system, Campus Café, and generate weekly reports or as needed, for the president's review. The UoNA system ensures the confidentiality of all students. Electronic records are kept for each student and employee, and will be cross-checked against the daily sign-in required to complete the questionnaire. Guests will have a record generated by completing the questionnaire.
- Coordination by Mr. Rucker with contacts at the COVID-19 testing sites located in Fairfax, VA, <https://www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites/>.
 - Mr. Rucker and several staff will attend the workshops on usage of the COVIDWISE application, which is the software utilized by the VHD and will be used by UoNA under the direction of the VHD.
 - Beginning in mid-September, Mr. Rucker will check these sites daily as they are subject to change hours and accessibility and reiterate updates with agency contacts. He will check the sites weekly after the first two weeks of fall quarter.
 - Current listings and information will be posted at UoNA entrance/reception areas of the campus, including updates, if applicable.
- As stated throughout this plan, UoNA does not have housing or residential services for its students, staff, and faculty. The university does not have the capacity or capability to quarantine or isolate individuals for any period of time based on its lack of safe or healthy sleeping and individual personal hygiene conditions and no food services.
 - If an outbreak should occur during scheduled activities, UoNA would have no other option than to discontinue all on-site academic and non-academic services for fall quarter 2020.
 - The university does have the capacity and a strategy to complete all essential services remotely or online, as evidenced by its ability to do so since late-March 2020, for the remainder of the fall term should a campus outbreak occur. This strategy will be included in the student orientations and during the registration process communications.
 - Communication of an outbreak would be immediate through all of the university's media channels and its website.
 - Communication with the local and state health agencies for self-quarantine, contact tracing, and other follow-up for students, staff, and faculty under the direction of the agencies' contacts would be implemented by the university.



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- In recognition of its capacity and capability to respond to severe conditions, and with respect to its 8-week schedule of on-site class sessions ending on November 21, 2020, UoNA would have no other option than to complete its fall term utilizing remote and online delivery. Following this option would help ensure the university could best protect the immediate health and safety of its students, staff, and faculty. Further, this option would ensure prevention of further spread to the public and allow the university to implement complete sanitation of its facility before its scheduled winter term in 2021.

Phase II

Preparation for reinstating the full capacity of all campus operations and services will begin no later than September 21, 2020, in order to complete anticipated implementation in 2021, pending updated state and governing agency guidance.



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Scheduling Matrix

Fall Quarter 2020: Phase 1 of UoNA's Campus re-opening plan													
The data presented below shows the capacity of UoNA to accommodate its anticipated fall quarter campus re-opening for 360 - 375 students by phasing-in offering approximately 50% of its courses on campus. The exhibited classroom capacity demonstrates adherence to the Commonwealth of Virginia's restrictions for higher education institutions fall re-opening; including limiting congregates to ≤ 50. Forecasted class size is based on previous enrollment data and the university's strategic plan for re-opening.													
Course	MAX CLASS SIZE		WED mid day	WED late day	THURS mid day	THURS late day	FRI mid day	FRI late day	SAT am 1	SAT am 2	SAT pm 1	SAT pm 2	
1	≤10	On Site	1										
2	≤10	On Site	2										
3	≤10	On Site		3									
4	≤10	On Site			5								
5	≤10	On Site				7							
6	≤15	On Site		4									
7	≤15	On Site			6								
8	≤15	On Site				8							
9	≤15	On Site					9						
10	≤15	On Site					10						
11	≤15	On Site						11					
12	≤15	On Site							12				
13	≤15	On Site								13			
14	≤15	On Site									14		
15	≤15	On Site										15	
16	40	Online											
17	40	Online											
18	40	Online											
19	40	Online											
20	40	Online											
21	40	Online											
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23	40	Online											
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