

oneVCU | RESPONSIBLE
TOGETHER

Virginia Commonwealth University Return to Campus Plan

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Higher Education for Virginia



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Overview

One VCU: Responsible Together is Virginia Commonwealth University's (VCU) plan for a measured, phased and agile return to campus. This plan establishes how we teach, interact and conduct daily life on campus, as well as multiple contingencies for how we will continue to carry out the mission of our university and academic medical center under various conditions. This plan was developed through collaboration between VCU and VCU Health System and will continue to be updated as additional information becomes available.

Guiding principles

Our priority is safely executing the university's mission, which is the basis for the guidelines established for our return to campus:

- We will follow applicable CDC, state and VCU Health System guidance.
- We will evaluate and implement, where appropriate, personal protective equipment (PPE), face coverings, supplies, policies, procedures, education, screening, tracing and testing protocols to support a phased plan for our return.
- We will continue physical distancing practices.
- We will clean and sanitize facilities in line with CDC guidelines.
- We will support accommodations or provide flexibility for members of the VCU and Richmond community when applicable.
- We will be flexible to address new situations, including anticipated waves of COVID-19 and changes in requirements, guidelines and best practices.
- We will monitor the health of our community and respond promptly to any increase in infection rates consistent with the advice of medical and science professionals.

COVID-19 Response Team

In response to the COVID-19 pandemic, VCU identified a response coordinator and deployed an Incident Coordination Team (ICT) consisting of university and health system leadership as well as health, safety, and science experts. The team and its various subcommittees meet regularly. The ICT allows for a collaborative and coordinated response and a decision-making structure to plan and address pressing needs. The following ICT structure is in place:

- COVID-19 Response Coordinator
- Executive Committee
- Subcommittee Chairs
 - Subcommittees:
 - Communications and Government Relations
 - VCU Health System Advisors
 - Safety and Health
 - Faculty and Staff HR, Employee Health Team
 - Research and Animals
 - Institutional Equity
 - Academic Affairs Teams
 - Student Services

- Instructional Continuity
- International
- Strategic Enrollment Management
- Community Engagement
- Communications

In addition to the Incident Coordination Team, a Public Health Response Team has been established to monitor health conditions across the university and make recommendations for the appropriate response.

The return to campus process for students and employees is also supported by other groups, including:

- HR professionals – In collaboration with school/division leadership, each HR professional will complete a staffing plan identifying the status of each employee relative to return to campus. The ICT Executive Committee will monitor staffing plans and coordinate the availability of health and safety supplies for those returning to campus.
- Return-to-campus coordinators – Return-to-campus coordinators will work with their deans/department heads/vice presidents, building managers and the staffing plan to coordinate the application of safety and health protocols and availability of supplies for those returning to campus.
- Building managers – Building managers will assist with starter supply kit distribution, supply inventory and facility signage and readiness.

Resources

Fostering the safety of our students and employees takes a team effort and each of us has a role to play. The university will provide the following resources to support the well-being of our community:

- Starter supply kits for on-campus students and employees that include washable cloth face coverings, hand sanitizer and disinfectant spray
- Facilities cleaned at an increased schedule with focus on high-touch surfaces in common areas
- Cleaning supplies in numerous locations
- Hands-free temperature screening stations in high-traffic areas
- Website and/or app for daily health monitoring reminders
- Required training for students, employees and managers
- Communications campaign and signage with a focus on responsibility of students and employees
- Guidance for managers and employees on telework, leave and resources

Responsibilities

Before returning to campus, all students and employees (faculty and staff) will be required to complete a return-to-campus training so they have a better understanding of the steps being taken by the university to promote their health and safety, as well as an understanding of their expected contributions to the health, safety and success of the VCU community. Students and

employees will sign an attestation indicating training completion and a commitment to personal compliance with safety protocols. The topics covered in the training include the following:

- Maintaining physical distance, wearing face coverings and handwashing
- Holding the community mutually accountable to health guidelines
- Caring for others' health and well-being

In addition to completing the return-to-campus training and acknowledging the requirements and consequences, all students and employees are expected to:

1. Monitor health daily. Testing will occur according to protocols.
2. Wear a face covering or mask in common areas.
3. Abide by physical distance guidelines to all settings.
4. Clean and disinfect personal and shared spaces before and after use. Cleaning supplies will be available in numerous locations.
5. Report symptoms associated with COVID-19 to VCU Student Health Services or Employee Health. A call center hotline will be available later in the summer.

The academic calendar

VCU's fall semester will now run from Aug. 17 to Nov. 24, with no fall break or reading days included. Final exams will be conducted remotely after the Thanksgiving holiday — from Nov. 30 to Dec. 4 for those on the MCV Campus, and from Nov. 30 to Dec. 7 for Monroe Park Campus students. Note: VCU health sciences and other students may be returning after Thanksgiving to resume their clinical placements and similar activities to which they are committed. Residence halls will remain open for students completing remote academic activities.

These changes, based on recommendations from public health experts, are designed to reduce the amount of travel to and from campus, and to help avoid the height of flu season.

Phased return timeline

Returning to campus will be in phases, and the plans follow Centers for Disease Control and Prevention, state and VCU Health System guidance.

JUNE

Employees: Designated employees and those supporting clinical operations and rotations; limited research faculty, staff and trainees are on campus; others telework

Students: Limited number of students return for clinical placements; limited number of student-athletes return.

JULY

July 1-15

Employees: Approx. 25% of non-designated employees who cannot work well remotely return to campus; others telework.

Students: Limited number of students return for clinical placements; limited number of student-athletes return.

July 16-31

Employees: Approx. 50% of non-designated employees who cannot work well remotely return to campus; additional research faculty, staff and trainees return to campus.

Students: Limited number of students return for clinical placements; limited number of student-athletes return.

AUGUST

August 1-16

Employees: Approx. 75% of non-designated employees who cannot work well remotely return to campus; additional research faculty, staff and trainees return to campus.

Students: Begin returning to campus.

August 17 - Fall semester begins

Employees: Approx. 100% of non-designated employees who cannot work well remotely return to campus. All positions needed to support in-person student experience return to campus.

All other employees continue teleworking.

SEPTEMBER

Sept. 7

Labor Day - University closed

OCTOBER

Classes continue

NOVEMBER/ DECEMBER

Nov. 24

Last day of classes

Nov. 30 - Dec. 7

Monroe Park Campus online final exams

Nov. 30 - Dec. 4

MCV Campus online final exams

Health sciences and other students may be returning after Thanksgiving to resume their clinical placements and similar activities to which they are committed.

Safety protocols

We each have roles and responsibilities to promote safety in our learning, work and living environments. Students and employees returning to campus will be required to comply with the following safety protocols.

Daily health screening

Students and employees are required to complete a daily health check survey. This survey will initially be sent via alert/email. The survey asks respondents if they have symptoms consistent with COVID-19. Symptoms in the survey are based on CDC-published COVID-19 symptoms.

Students and employees with symptoms are directed to self-isolate and avoid going to work, class or other in-person community or clinical engagements and to contact their personal health care provider immediately. Students with symptoms are directed to notify VCU Student Health Services, and employees with symptoms are directed to notify VCU Employee Health Services.

- Students will receive reminders for daily health monitoring. The dean of Student Affairs will be notified after repeated non-compliance. Failure to comply may result in exclusion from university activities, including suspension.

- Employees receive reminders for daily health monitoring. Managers are notified after repeated non-compliance. Disciplinary action for employees who fail to comply may be up to and including termination.

Face coverings

The use of face coverings is required in common areas, including building entry areas, conference rooms, hallways, elevators, restrooms and parking decks while on campus. Face coverings are recommended but may be removed when outside as long as individuals comply with the current physical distancing guidelines. Face coverings include masks, bandannas, scarfs or any other cloth material that covers the nose and mouth. Face shields are not considered face coverings.

Employees do not have to use face coverings in private offices with at least 6 feet of distance to the nearest hallway if the door is closed. Residential students must wear face covering while navigating residence halls outside of their room, suite or apartment.

Face coverings must also be used by faculty in classrooms. As an additional safety measure, if the faculty member cannot maintain 6 feet of physical distancing, plexiglass podiums may be installed.

As with all health and safety protocols, non-compliance with the use of face coverings is subject to disciplinary action for students and employees.

Cleaning and disinfecting procedures

VCU's cleaning and disinfecting guidelines are based on guidance from the CDC, state and VCU Health System. The university's custodial staff will frequently (i.e., at least twice daily) clean and disinfect high-touch surfaces (i.e., frequently touched surfaces), such as door handles, light switches, elevator buttons, restroom surfaces, railings, water fountains and tables, in common areas of occupied buildings.

- Cleaning and disinfecting is conducted per the CDC guidance.
- Custodial staff use industrial-grade cleaning equipment and disinfectant cleaners, such as Virex® II 256 (a disinfectant cleaner concentrate), that kill 99.9% of microorganisms on contact and are certified by the U.S. Environmental Protection Agency (EPA) as effective against coronavirus.
- Custodial staff cleaned and applied disinfectant to high-touch surfaces in unoccupied facilities that will remain locked and inaccessible until VCU community members can safely return to campus.
- Unoccupied residence hall rooms have been cleaned, treated with disinfectant and locked. This process will continue when current rooms that are occupied are vacated prior to occupancy.
- University common areas and offices and labs to which custodial staff have access will be cleaned and treated with disinfectant prior to the return to campus per CDC guidelines.

Students and employees are responsible for applying disinfectant to their personal work spaces, rooms and belongings before and after use. For instance, employees are responsible for

treating their computers and workstations with disinfectant, and students will be responsible for cleaning personal electronics, residence hall rooms and classroom work areas.

To the extent possible, VCU will minimize shared computers and use dedicated student supplies. Where not possible, VCU will provide disinfectant so that individuals can clean the materials before and after use.

Cleaning and disinfecting supplies

VCU Facilities Management will provide disinfectant supplies, including hand sanitizer and disinfectant spray stations, throughout campus based on supply. VCU will provide returning students and employees with a personal starter supply kit that includes launderable face masks, disinfectant spray, hand sanitizer and information about cleaning and physical distancing.

Each major business unit (MBU) will identify centrally located distribution areas for cleaning supplies, disinfectants and supply kit refills, as supplies are available. In addition, each MBU identified a return-to-campus coordinator to maintain the inventory at their distribution area as well as assist with the distribution of starter supply kits for those returning to campus.

Public health testing, screening, monitoring and response

Public Health Response Team

VCU established a Public Health Response Team (PHRT) of which membership includes key leadership from across the university and VCU Health System. The Public Health Response Team (PHRT) serves as the principal liaison with the Virginia Department of Health. A memorandum of understanding is being developed with the Virginia Department of Health.

Primary contact:

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The PHRT seeks to identify trends and outbreaks and recommend actions through the following activities:

- Monitor prevalence testing data, protocols and daily health acknowledgements

- Develop protocols for response to rise in incidence rate, call center operations and contact tracing team
- Manage response to local outbreaks of COVID-19
- Make recommendations to VCU administration regarding local and general closure

The VCU Public Health Response Team membership includes:

- Tom Briggs, assistant vice president for safety and risk management (co-chair)
- Anton Kuzel, chair of the Department of Family Medicine (co-chair)
- Tilahun Adera, Division Chair and Professor, Division of Epidemiology
- Gonzalo Bearman, Richard P. Wenzel Professor of Medicine Chair, Division of Infectious Diseases, hospital epidemiologist
- Mike Cimis, director of environmental health and safety
- Jeff Collins, director of sports medicine
- Lori Dachille, director of emergency preparedness
- Mike Porter, associate vice president for university public affairs
- Gavin Roark, director of residential life and housing
- Margaret Roberson, director of University Student Health Services
- Susan D. Roseff, professor and vice chair, Department of Pathology, vice chair, Division of Clinical Pathology
- Frank Tortorella, director of employee health services
- Suzie Weaver, executive director of the life safety office at VCU Health System

Screening and testing procedures

The screening and testing of the VCU community continues to evolve based on the availability and efficacy of viral testing protocols as well as guidance from the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH), the state and the VCU Health System.

Entry Testing

Entry testing refers to testing students and employees prior to their return to campus. At this time the CDC does not recommend entry testing for the purpose of establishing that a particular population is free of COVID-19, citing the limited usefulness of a single administration of testing (single administration could miss cases in the early stages of infection or subsequent exposures resulting in transmission, and would only provide COVID-19 status for individuals at that specific point in time). However, to help mitigate COVID-19 positive individuals returning to campus housing and anticipate the potential prevalence of COVID-19 among non-residential students, VCU will test all residential students and 2% of non-residential students prior to their return to campus. This purpose and approach is consistent with current CDC guidance on the use of testing to determine whether any additional actions are needed based on test results.

Prevalence Testing

Prevalence testing at VCU will be conducted daily and will include up to approximately 5 percent of the residential students and up to approximately 2 percent of all other community members.

This testing will be at no cost, is voluntary and will be conducted by VCU Health System. Prevalence testing will begin in August after students return to campus.

Testing Options

Testing for those within the VCU community who are experiencing symptoms (both on-campus and off-campus) will be conducted by VCU Medical Center at accessible locations at no direct cost to students or employees. In addition to the no-cost voluntary prevalence testing, VCU anticipates making “at-will” testing available for asymptomatic students and employees at a cost to be determined. More detail to come later in the summer.

Reporting process

A central COVID-19 hotline/call center will provide a central point of response to reported COVID-19 cases and distribution of information. The call center will be a shared service with VCU Health System. Notification to the hotline can be made by students or employees who identify health concerns during daily health checks; who have been diagnosed with COVID-19; or who have been exposed to someone with COVID-19.

If the hotline/call center health care providers determine that students or employees may have COVID-19, the following courses of action may be followed:

- The call center will refer an employee to their personal health care provider or the hospital as appropriate and notify Employee Health. The case will be considered as a presumptive positive until determined otherwise.
- The call center will refer a student to their personal health care provider or the hospital as appropriate and notify Student Health. The case will be considered as a presumptive positive until determined otherwise. University housing will coordinate with residents to quarantine or isolate within the residence halls, as needed.
- The call center will notify the Facilities Management Operations Center of the location of potential exposure (no names or identifying information will be used). Facilities Management will clean and treat with disinfectant VCU facilities as appropriate.
- Contact tracing to determine individuals and locations that may have been exposed will be conducted by a contact tracing team in consultation with Employee Health and Student Health, the Richmond Department of Health and the Virginia Department of Health.

Contact tracing

A memorandum of understanding is being developed between VDH and VCU which allows VCU to run a contact tracing team. Five full-time VCU employees will go through VDH training for the medical reserve corps first to have a cadre of trained contact tracers. VDH will then hire 10-20 contract employees, train them, and provide them computers and phones, but they will

ultimately be under VCU managerial control. This collaboration allows VCU contact tracers to use the VDH software management tool for contact tracing.

The VCU contact tracing team will be responsible for administering a contact tracing questionnaire to all individuals associated with VCU who report positive test results.

Quarantining and isolating

Students and employees who test positive for COVID-19 or who are diagnosed as having COVID-19 by a health care provider will not return to work, class, or other community or clinical engagements until cleared by Employee Health or Student Health.

- Students can contact Student Health 10 days from the date of their positive test to discuss when to return to any in-person university activity, including class. Student Health will send them an email formally authorizing their return.
- Faculty and staff can contact Employee Health 10 days after their symptoms clear for permission to return to campus or any other VCU location. Employee Health will send them an email formally authorizing their return.
- Students living off-campus and employees will isolate at home or other appropriate location.
- Students living on-campus may self-isolate in designated housing; basic needs will be coordinated with Dining Services, and medical case management will be facilitated by Student Health Services.

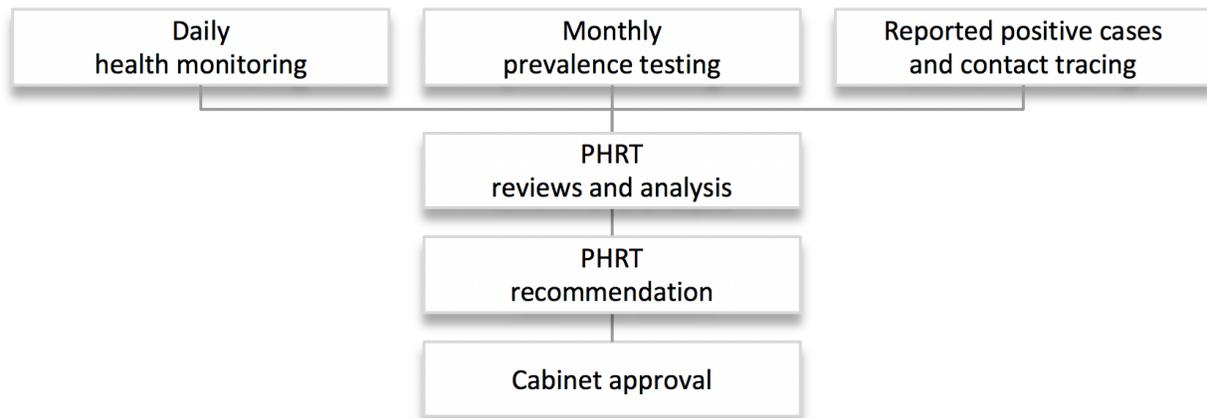
The current recommendation from the Public Health Response Team is for students who test positive to isolate in a residence hall set aside specifically for quarantine where they will receive medical case management and have their basic daily needs met. While students have the option to return home instead, it will not be a recommendation by the PHRT as it is a personal decision based on certain factors (for example, having a high-risk family member.)

Students and employees who are exposed to someone who has a positive viral test or a clinical diagnosis for COVID-19 shall self-quarantine for no less than 14 days after their last exposure or in accordance with CDC recommendations. If they have no symptoms after 14 days, they may return in person to work, class, or other community or clinical engagements.

Students and employees who travel to international locations with wide-spread transmission of COVID-19, as identified by the CDC at that time, will self-quarantine for no less than 14 days after their return. If they have no symptoms after 14 days, they may return to in-person work, class, or other community or clinical engagements.

Campus outbreak management

VCU's Public Health Response Team will review testing data, monitor positive cases and clusters, and make recommendations to the President's Cabinet regarding outbreak management.



Monitoring and response

The Public Health Response Team will monitor COVID-19 cases on campus. There are three ways to determine a need for an isolated or partial shutdown: daily health checks; prevalence testing; and reports of positive cases.

If a cluster of cases occurs in one of our residence halls, for example, then the Public Health Response Team will work to determine if the hall needs to be closed and how infected students will be isolated. VCU has 50+ beds for quarantine/isolation of resident students. If 50% of the quarantine beds are occupied with positive COVID-19 cases, then the PHRT will consider recommending some form of closure; either of the dorms or of portions of the campus. The same would be true if a cluster were in specific classes, labs, buildings, etc.

If prevalence testing for the community shows an increase disproportionate to the prevalence in the greater Richmond community, the epidemiologists at VCU Health and VDH will be tasked with determining potential causes and making recommendations. Again, if a significant portion of our student body is affected, then partial campus closure may be the recommendation.

VCU will consult with VDH before taking any action.

Reducing campus activity

In the same way that VCU returns to campus using a phased approach, reducing campus activity will follow the same use of phases. If we are in Phase 4, VCU will reduce staffing and in-person instruction to Phase 3 and, if necessary, Phase 2.

Phase I

Employees: Designated employees and those supporting clinical operations are on campus; all others telework

Phase II

Employees: Employees supporting clinical rotations and research return to campus (see Research and HS campus plans)

Students: Students for clinical placements; limited research graduate students

Phase III

Employees:

- Approx. 25% of non-designated employees that cannot work well remotely return to campus
- Approx. 50% of non-designated employees that cannot work well remotely return to campus
- Approx. 75% of non-designated employees that cannot work well remotely return to campus

Students: Student athletes; full research graduate students

Phase IV

Employees:

- Approx. 100% of non-designated employees that cannot work well remotely return to campus. All positions needed to support the in-person student experience return to campus.
- All others continue teleworking.

Considerations regarding student health and safety on campus versus leaving campus will be determined on a case-by-case basis by Student Affairs.

Communications plan for dismissals/shutdowns

The communications plan for dismissals/shutdowns follows our emergency communications protocols with amplification so that messages are received and understood by students, faculty, staff and parents.

- Mass mail to the entire university community (students and employees) from the Office of the President; posted on president's blog
- One VCU: Responsible Together website home page posting; university homepage website posting; VCU Alert text message and posting; VCU mobile app alert; VCU News posting
- VCU social media postings: Facebook, Twitter, Instagram
- One VCU: Responsible Together student update and faculty staff update (emailed)
- Provost email and website updates each to students and faculty
- VP Administration email and website update to university employees
- Individual school and college digital communications to their students and employees (email, social media, websites) that reiterate university messages and are customized for school/college situations
- Professor communications to students through email, Blackboard, social media
- Student Affairs email advisory/website posting to parents

Collaboration with VCU Health

VCU and VCU Medical Center will collaborate fully in this endeavor. Our COVID-19 call center and contact tracing team will be shared, and VCU Medical Center will provide epidemiology support for the PHRT. Also, a VDH representative will advise the PHRT in the event of an outbreak.

Communications

VCU deployed the following communications strategy to effectively keep the VCU community up-to-date on COVID-19 and reopening plans. VCU's messaging principles include clear, consistent, timely, transparent and relevant communications that address the needs and concerns of all community members. VCU provides a website as a source of current information as well as an email address for questions from the VCU community. Communications are managed per VCU emergency protocol: universitywide, high-level messages developed and coordinated by University Relations with units contributing information specific to their audiences. Return messaging and communications assets are established at the university level, with units customizing for their appropriate use. The VCU Incident Command Team Executive Committee approves universitywide messages.

The One VCU: Responsible Together campaign builds trust, engages students and employees, manages expectations, and raises awareness. It is the umbrella under which VCU establishes a return to operations under new, changing circumstances and creates acceptance that we are all in this together to promote a safe, healthy environment. See the full website at <https://together.vcu.edu/>.

Key messages

- The health and well-being of our students, faculty, staff and patients is critical in conducting the missions of our university and its academic medical center.
- It will take each of us acting responsibly together to live, learn and work.
- This is a phased return that is thoughtfully planned and conducted following applicable CDC, state, city and VCU Health System guidance and with gathering ongoing input from students and employees.

Tactics

- One VCU: Responsible Together website: together.vcu.edu
- One VCU: Responsible Together email address: together@vcu.edu
- Broadcast/mass email
- VCU social media
- Safety protocol signage throughout campuses branded with One VCU: Responsible Together
- Individual school and department communications to their students and employees (email, social media, websites) that reiterate university messages and are customized for school/college situations

External community engagement

The Community Engagement and Service team coordinates outreach and communications to area neighborhood associations regarding university return-to-campus plans. The planning team includes Student Affairs, VCU Police, University Relations and Government Relations. The purpose is to update area residents on university re-entry planning, and hear feedback and concerns that will enable the university to address issues proactively and responsibly. This initiative includes development of a process and protocols for responding to concerns.

The campus experience

Classes

VCU will offer in-person, in-person blended learning, and exclusively online course offerings. On-campus courses may be smaller because of physical distancing requirements, and some classes may require groups of students to alternate in-person attendance. In addition, more online courses will be available.

VCU will promote physical distancing as a means to limit the spread of infectious disease. At this time physical distancing guidelines include maintaining at least 6 feet between individuals and limiting large meetings or other gatherings to no more than 10 people in meetings or 50

people in a classroom environment. These guidelines will be reviewed and adapted based on applicable CDC, state and VCU Health System guidance.

Specific guidance is as follows:

- Occupancy is based on reduced density with an absolute minimum of 36 square feet per person in classroom environments. Libraries and lounge areas are further limited to one-third code occupancy, and research labs are limited to 250 square feet per researcher.
- Elevator occupancy, generally, will be no more than two people per elevator.
- Teleworking for staff and remote learning for students will continue to be used as necessary or advisable,
- Physical distancing in VCU-owned or -operated transportation will be maintained.

In areas where physical distancing is not possible, the use of engineering controls (such as barriers, filtration, etc.), floor markings to identify waiting locations or path of travel (e.g., “stand here” signage or arrows), or personal protective equipment for higher-risk individuals (such as N95 respirators, face shields or gloves) is recommended. Students and employees are required to wear face coverings in all VCU buildings.

Outside the classroom

Plans related to student services and activities include changes to building operations, environmental adjustments, and changes in occupancy/capacity to promote appropriate physical distancing and programming. Building density, group gatherings and events are restricted based on directives from the CDC, the state and VCU Health System. Examples include:

VCU Libraries

Campus libraries will reopen with limited services, spaces and hours. For instance, open study space and computing at both libraries will operate with reduced numbers of seats and computers. Main service desks at both libraries will be open for lending of materials and assisting users with use of library spaces and collections. VCU Libraries will reduce staff/patron contact with circulating materials, including potentially closing stacks and pulling materials through a paging system, and/or implementing new procedures at service desks that do not require staff to touch materials being borrowed.

University Student Commons and activities

There will be limited access points for the University Student Commons, which will be restricted to VCU students, faculty, staff and contractors. The VCU community may host events in compliance with applicable health and safety precautions without advance approval; however, non-university events are generally prohibited while restrictions are in place. Safety protocols include hand sanitizer available at access points and appropriate signage throughout facilities, website and traditional media regarding physical distancing, hand washing, face masks, activity zones and the latest CDC guidelines.

VCU Recreational Sports

VCU will segment open floor space using stanchions, floor tape, and signage. Density for recreational sports activities will be controlled by having users reserve time and space in advance. VCU Rec Sports will offer group exercise classes at reduced capacity and expanded virtual programming. To minimize contact with high-touch points, VCU Rec Sports will prop open restroom and locker room doors as long as privacy can be maintained. Water fountains will be deactivated; however, touchless water bottle fillers will remain available. There will be no contact or team-based sports available.

On-campus housing

Given the early semester start date with classes beginning on Aug. 17, VCU Residential Life and Housing modified the housing move-in calendar to assist with safely moving our residents to campus while practicing physical distancing. To maintain proper physical distancing and other precautions, VCU will provide a scheduled move-in approach for all residence halls. While in the past this has been a one-day event, it will now be a multiple-day process with various move-in blocks. Residents will only be allowed to bring two guests to help them move in. Residents moving in, as well as those assisting them, are required to wear face coverings throughout the move-in process.

All residents must follow VCU's safety protocols. Residential Life and Housing is working with partners across VCU to assist with the transition back to campus and minimize the spread of COVID-19 with the following measures:

- Sanitizer stations installed in the halls.
- Housekeeping staff will clean common areas, bathrooms and other high-traffic areas more frequently. This is a team effort, and students will be asked to do their part on keeping these areas clean. For example, students will be required to wipe down any surfaces in common areas before and after touching them.
- Some common areas will be closed off, and other common area spaces may be modified to allow for appropriate physical distancing. For example, plexiglass barriers will be installed in certain high-traffic areas. This allows for closer interaction between residents and staff through the barrier.
- Residential Life and Housing set aside approximately 50 rooms for potential isolation and quarantine needs.

The standard guest policy is suspended for the 2020-21 academic year. Resident assistants will work with residents to create physically distant interactions for the hall communities to connect and support one another during this time. Residential students will only be able to access their assigned residence hall using their VCU ID card.

Dining Services

VCU Dining Services will limit to 50% occupancy load per fire code or 6 feet of separation between guests, whichever is less. Staff will use counters to monitor reduced occupancy loads.

Dining Services will monitor occupancy thresholds to promote safe physical distancing. Mobile ordering will be available with a mixed model of dine-in and take-out options. To further limit exposure to high-touch points, VCU Dining Services will also implement the following:

- Contactless payment solutions
- A visible “X” on particular items such as drink dispensers, napkins, silverware, etc. to indicate this is not a self-serve option and will be staffed by a VCU Dine associate.
- Customers will not be allowed to fill personal drinking cups and mugs. Disposable flatware and cups will be distributed. Single-use condiments will be implemented or may be served by staff depending on location. Additional trash receptacles will be placed in strategic locations to help with additional overflow of single-use items.
- “Commit before you choose” messaging to avoid unnecessary touching of food options
- Customers will be encouraged to modify times when they eat so they may avoid large crowds during traditional breakfast, lunch and dinner times. Customers will receive time-to-dine notifications and be made aware of peak customer counts by 30-minute intervals throughout the day to avoid crowds.

VCU Dining Staff will participate in a rigorous eight-hour safety and sanitation food handlers certification prior to re-opening and will be required to test for knowledge. Certification will be granted upon completion. Staff will participate in daily training on pandemic plan hygiene standards and will be included in all pre-service meetings. Individuals in temporary positions will be trained on all standards before working at any location.

VCU Dining Staff will be screened prior to beginning their shift. Staff who are experiencing any symptoms of respiratory illness are not permitted to work. Staff will be given timers to wear as reminders to stop and wash hands. Timers will also be used for those responsible for cleaning and sanitizing high-touch points as a constant reminder.

Staff will be placed at strategic locations throughout dining locations to provide additional cleaning and sanitizing of door handles, stair rails, tables, chairs and other areas and items considered high-touch points every hour during operating hours. Safety ambassadors will be selected for each of our locations and will be the point person for those who may have questions about food safety and sanitation.

Student health

Student Health Services

University Student Health Services will continue to offer standard (non COVID-19) health services. COVID-19 testing will not be available at Student Health; however, they will assist in the reporting of positive COVID-19 cases, providing support to students as needed. Students will be directed to their personal health care provider or VCU Health System for COVID-19 testing.

Student Health will provide "telehealth" appointments for students if their medical issue does not require an in-person visit. If an in-person visit is necessary, students will be called on their cell

phones to enter the waiting area when their clinician is available for their appointment. Students will not be allowed to bring additional visitors for appointments, and students will be screened before entering each clinic with temperature checks and health questionnaires.

Immunizations will change from walk-in hours to scheduled appointments on each campus due to physical distancing requirements. These clinics will need to be off-site to allow adequate space for physical distancing. With the return of students in the fall, it will be challenging to differentiate between viral illnesses including influenza vs. COVID-19. For this reason, flu shots will be strongly encouraged.

University Counseling Services

University Counseling Services will continue to offer the standard counseling services, promoting telemental health as the primary mode of treatment. In the event that a student has limited access to a private space once they return to campus, UCS plans to make several offices available to students for telemental health appointments.

In-person visits will be limited to those students who would most benefit from such interactions, including crisis counseling, counseling for individuals unable to access telemental health, or other circumstances for which the mental health professional believes an in-person visit carries significant benefit.

The student's well-being will be assessed via asking basic questions before meeting with a clinician. Any student who is experiencing symptoms related to COVID-19 such as a fever will be asked to speak to their treating physician before meeting in person with a UCS clinician. Students advised against in-person sessions will continue to have access to telemental health services.

Both University Student Health Services and University Counseling Services will take the following extra precautions to help contain the spread of COVID-19:

- Plexiglass will be added as necessary to front desks to increase safe interaction between staff and students who may need an in-person appointment.
- Floor decals will be placed to remind students to maintain physical distancing.
- All paper products such as magazines and brochures have been removed from each clinic's waiting area.
- Seating has been replaced with plastic chairs on each campus to allow for disinfection.
- Transition to electronic payments will decrease touch points for staff.
- Both clinical and administrative staff have received additional training on PPE, cleaning protocols and physical distancing.
- Work schedules have been staggered or rotated to promote telecommuting.
- PPE and disinfection supplies remain limited, and the partnerships with VCU Facilities and the VCU Health System will continue.

Orientations

Orientations will be online for summer 2020.

Student and family orientation

Orientation will consist of a series of modules released over the summer for students to complete at their own pace. There will also be three required virtual meetings and multiple opportunities for connecting with other students. We recognize the important role of families and will provide a virtual Family Orientation experience at no cost to families.

International student orientation

To promote the safety of students and practice physical distancing, VCU's International Student Orientation will be held online this year. Beginning in mid June, the Global Education Office will launch a series of online modules covering campus safety, health insurance, living in Richmond, getting involved on campus and more.

International students

VCU recommends that all students who travel or arrive from outside of the United States follow CDC guidelines and self-quarantine for 14 days upon arrival in the U.S.

New and returning international students should arrive in the U.S. no later than Aug. 1 in order to complete 14 days of self-isolation before classes begin on Aug. 17. A student arriving less than two weeks before the start of classes must contact their faculty no later than Aug. 12 to discuss options for remote learning during the quarantine.

Students must be prepared to self-quarantine immediately upon arriving in the U.S. Those without permanent housing arranged before arriving should make plans for appropriate temporary housing. Students should plan to seek permanent housing only after completing self-isolation.

Travel

University-sponsored travel

University-sponsored international travel for students, faculty and staff remains suspended until further notice. University-sponsored domestic travel out of state for clinical and research purposes is permissible with the approval of the senior vice president for health sciences or the provost.

Members of the VCU community are encouraged to limit personal travel. Travel guidance will be reviewed periodically and updated based on guidance from the CDC and U.S. Department of

State. VCU encourages community members to refer to these guidelines to be fully informed of potential health risks and travel restrictions that may be in place.

Students and employees who travel to international locations will self-quarantine at their home or other appropriate location for no fewer than 14 days after their return. If they have no symptoms after 14 days, they may return to in-person work, class, or other community or clinical engagements. Residential students will self-quarantine consistent with protocols developed by Residential Life and Housing.

On-campus travel

VCU shuttle service (RamRide and RamSafe) will enhance daily cleaning and install hand sanitizing stations. VCU partners with the Greater Richmond Transit Company (GRTC) to provide travel options for students and employees including intra-campus travel. GRTC will enhance daily cleaning, install sanitizer dispensers on all vehicles, redistribute buses to high-ridership local routes and require cloth face coverings. Additionally, VCU will provide a temporary physical distancing shuttle beginning in August.

Events

No large extracurricular or group gatherings will be hosted on campus at this time. VCU will follow applicable CDC, state and VCU Health System guidance as they evaluate when and how to begin hosting events on campus.

Psychological readiness

VCU Institutional Equity, Effectiveness and Success, in partnership with VCU Human Resources, developed an additional complementary psychological readiness and return-to-campus training course to support a safe and healthy learning and work environment. The training addresses psychological (i.e., mental and emotional) awareness and readiness as we return to campus, and emphasizes the university's commitment to inclusion, nondiscrimination and equity.

The workplace

Employees will return to work in phases. Employees who can telework successfully and who are not required to be on campus will continue to telework.

Face coverings or masks are required in all common areas. Face coverings or masks do not need to be worn in an individual office with a closed door and at least 6 feet from a common space. Employees will wipe down personal workspaces using sanitizing spray at the beginning and end of each workday.

Shared equipment and appliances must be wiped down before and after use. Meetings will be conducted virtually as often as possible; a virtual option for individual employees is strongly

encouraged. For meetings that cannot be conducted virtually, conference rooms must allow for 36 square feet per participant, no more than 50 percent capacity. Rooms, tables and chairs must be wiped down with disinfectant by meeting participants after usage.

Occupancy of break rooms and use of coffee makers, microwaves, etc. will be limited (or eliminated) to promote appropriate physical distancing and sanitization. Usage of shared refrigerators is discouraged. Employees will only be permitted to eat or socialize together if at least 6 feet apart.

Hallways, pathways, queuing areas and restrooms will have signage indicating protocols for physical distancing compliance. Plexiglass shields will be installed in welcome centers, direct customer service centers and other high-contact areas. High-touch items such as magazines, common pens, etc. will be removed.

Accommodations

For students

The university recognizes that some students who previously did not need Section 504 Academic Accommodations, and who have a qualifying condition or disability, may need support or assistance during the return-to-campus process. VCU will also consider a university absence policy for students for the fall semester.

- A modified approach for the temporary and more permanent need for accommodation has been developed and implemented to provide students with full access to programs and activities related to their academic majors.
- Because every case is different, student requests are evaluated on a case-by-case basis. Students should share their need for an accommodation with the Student Accessibility and Education Office, or for MCV Campus students, the Division for Academic Success, after having worked directly with their faculty member.

For employees

Employees at increased risk for severe illness according to the CDC and the Virginia Department of Health, and who also have been informed that they need to return to campus for work, may request flexibility in work arrangements through the university ADA/504 coordinator. Employees should discuss with their manager and their HR professional any other alternative work arrangements.

Managers should demonstrate flexibility in developing return-to-campus staffing plans, particularly for those caring for others or who have concerns about returning to campus.

Management options include:

- Continued telework if this has been a successful arrangement
- Alternative schedules to limit contact with other employees

- Usage of leave if there is no work or limited work that can be performed remotely. Employees may request up to 30 days of leave without pay if leave balances are exhausted.

Faculty will work with their department/unit on their return-to-campus plan.

Sick leave policies and practices

Additional forms of state and federal leave are available to faculty and staff whose work is affected by COVID-19 either as a direct result of the virus or as a result of the need to find accommodations for child care due to school, camp and daycare closures due to the virus. Available state and federal leave hours may be used continuously or intermittently.

- Families First Coronavirus Response Act (FFCRA) – Federal emergency leave through Dec. 31, 2020
- Public Health Emergency Leave (PHEL) – State emergency leave during the public health emergency
- FFCRA Emergency Family and Medical Leave (EFML) – Emergency family and medical leave through Dec. 31, 2020