



# ***Transition to Campus: COVID19 Reopening Plan***

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

*(This plan is subject to change based on the emergence of further information.)*

## TABLE OF CONTENTS

<b>Introduction.....</b>	<b>4</b>
<i>PHASE 1 .....</i>	<i>4</i>
<i>PHASE 2 .....</i>	<i>5</i>
<i>PHASE 3 .....</i>	<i>5</i>
<b>SECTION A: Repopulation of the Campus.....</b>	<b>6</b>
<i>1. Establishment of a COVID-19 coordinator/campus team.....</i>	<i>6</i>
<i>2. Contact information and procedures for reaching the local health department.....</i>	<i>6</i>
<i>3. Students' initial return to campus (such as initial screening). .....</i>	<i>7</i>
<i>4. Education/training of students: consider COVID-19 prevention education as part of student orientation. (hand washing, staying home if ill, etc.) .....</i>	<i>7</i>
<i>5. Physical distancing, according to CDC guidance.....</i>	<i>9</i>
<i>6. Hygiene practices and cleaning/disinfecting protocols. ....</i>	<i>14</i>
<i>7. Housing. ....</i>	<i>20</i>
<i>8. Consideration of vulnerable individuals.....</i>	<i>20</i>
<i>9. International student considerations.....</i>	<i>21</i>
<i>10. Partnership and communication/information sharing with the local community, health systems and other stakeholders.....</i>	<i>21</i>
<i>11. Face coverings .....</i>	<i>22</i>
<i>12. Student Health Services (SHS):.....</i>	<i>24</i>
<i>13. Large events, including athletic events, and others such as ceremonies or performances. ....</i>	<i>24</i>
<i>14. Communications strategy.....</i>	<i>25</i>
<i>15. Orientation and education/training, including anti-stigma training.....</i>	<i>26</i>
<b>SECTION B. Monitoring Health Conditions to Detect Infection.....</b>	<b>27</b>
<i>1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population .....</i>	<i>27</i>
<i>2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible. ....</i>	<i>29</i>
<i>3. Establishment of a testing strategy. Testing strategies should consider testing for all students, faculty or staff with symptoms and access to testing for close contacts of cases as recommended by public health. Institutions may consult with their local health department, local health systems and other relevant partners. ....</i>	<i>29</i>
<b>SECTION C. Containment to Prevent Spread of the Disease When Detected.....</b>	<b>29</b>
<i>1. Partnership with VDH for contact tracing.....</i>	<i>29</i>
<i>2. Quarantining and isolating .....</i>	<i>29</i>
<i>3. Campus case management.....</i>	<i>30</i>

4. Partnership with local health systems to assure care for symptomatic individuals as needed. (e.g. a local health system representative could serve on the COVID-19 team) .....31

**SECTION D. Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance ..... 31**

1. Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials. ....31

2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance. ....31

3. Considerations regarding student health and safety on campus versus returning home. ....32

4. Communications plan for dismissals/shutdowns.....32

**Attachments ..... 33**

**Attachment A ..... 34**

**Attachment B ..... 36**

**Attachment C ..... 39**

**Attachment D ..... 41**

**Attachment E ..... 44**

**Attachment F ..... 47**

**Attachment G ..... 49**

**Attachment H ..... 51**

**Attachment I ..... 54**

## INTRODUCTION

Virginia Highlands Community College (VHCC) will follow Governor Northam's Forward Virginia Blueprint and its three-phase approach. However, it is possible that Virginia will move back and forth between phases based on evidence of rebound of COVID-19. VHCC is committed to compliance with all directive of the Centers for Disease Control (CDC) and the Virginia Department of Health (VDH).

Contact Information Regarding VHCC's Reopening Plan:

Lead Contact Person

Christine Fields, Vice President of Finance & Administration

[cfields@vhcc.edu](mailto:cfields@vhcc.edu)

276-274-5663

Secondary Contact Person

Kevin Widener, Chief of Police

[Kwidener2@vhcc.edu](mailto:Kwidener2@vhcc.edu)

276-739-2582

VHCC's Reopening of Campus plan will be posted on our website at [www.vhcc.edu/ReopeningPlan](http://www.vhcc.edu/ReopeningPlan).

VHCC heeds the CDC advice for people to use simple cloth face coverings in the absence of manufactured facemasks. Masks and face coverings, as with all Personal Protective Equipment (PPE), reduces the risk of spreading COVID-19 but does not guarantee that a person will not spread or become sick with COVID-19. *VHCC will require masks indoors for interpersonal interaction, classroom and laboratory instruction and other places where six feet of social distancing cannot be maintained.*

***No guarantees of safety are implied in this plan.*** All measures taken by VHCC represent an attempt to prevent the spread of COVID-19 during this public health crisis. *Every person on VHCC's campus should cooperate with the guidance, protocols, and procedures established in this plan.*

## PHASE 1

- VHCC will continue to be open for business remotely.
- During Phase 1 of Governor Northam's Forward Virginia Blueprint, all course instruction will continue to be delivered online.
- VHCC employees should not report to campus until informed to do so by the College President.
- VHCC employees are to continue teleworking under the VHCC Temporary Telework Agreement.
- All in-person, on-campus activities are cancelled until further notice.
- Based on social gathering and distancing restrictions, no on-campus extracurricular activities will be scheduled during Phase 1.
- People are allowed to come to campus and remain in their vehicles to use VHCC's Wi-Fi hotspots located in Parking Lot 5.
- In the event that faculty or staff have been given permission by the President and the Vice President of Financial and Administrative Services to come on campus in preparations for reopening, they must maintain social distancing of at least 6 feet (about 2 arms' length) from other people.

- *VHCC will require masks indoors for interpersonal interaction, classroom and laboratory instruction and other places where six feet of social distancing cannot be maintained.*
- Enhanced cleaning, sanitizing and disinfecting protocols as described herein.

## PHASE 2

- With proper social distancing and modified schedules, VHCC will allow Allied Health, Career and Technical Education (CTE) and Workforce programs to resume for some face-to-face instructions.
- Labs for workforce and technical programs will be scheduled on campus with strict social distancing enforcement and labs modified as described herein. Other classes will continue to be delivered online.
- Classrooms and laboratories will be arranged to comply with social distancing to allow for six feet of physical distance.
- At no time will more than 50 people be allowed to gather during Phase 2 of the re-opening during this time.
- *VHCC will require masks indoors for interpersonal interaction, classroom and laboratory instruction and other places where six feet of social distancing cannot be maintained.*
- Enhanced cleaning, sanitizing and disinfecting protocols as described herein.
- Employees who self-identify as being high-risk for severe illness from COVID-19 should notify their supervisor, and arrange with Human Resources to continue teleworking, if feasible. Contact Laura McClellan at [lmcclellan@vhcc.edu](mailto:lmcclellan@vhcc.edu).

## PHASE 3

- During Phase 3 of Governor Northam's Forward Virginia Blueprint, VHCC classrooms will retain the social distancing configuration to allow for six feet of physical distance.
- There is not a state ban on social gatherings; however, VHCC will comply with the limit on social gatherings limiting to 50% occupancy of the space, if applicable, or 250 participants, whichever is less.
- In this phase, student services and administrative personnel should be allowed to move from teleworking to on-campus operations following the transition steps described herein.
- *VHCC will require masks indoors for interpersonal interaction, classroom and laboratory instruction and other places where six feet of social distancing cannot be maintained.*
- Enhanced cleaning and disinfecting protocols as described herein.
- Employees who self-identify as being high-risk for severe illness from COVID-19 should alert their supervisor, and arrange with Human Resources to continue teleworking, if feasible. Contact Laura McClellan at [lmcclellan@vhcc.edu](mailto:lmcclellan@vhcc.edu).
- President's Cabinet must decide on the sequence and rationale of who comes back during this phase forward.

## SECTION A: REPOPULATION OF THE CAMPUS

### 1. ESTABLISHMENT OF A COVID-19 COORDINATOR/CAMPUS TEAM.

Virginia Highlands Community College will continue to operate with caution as it follows the latest guidelines from the Governor of Virginia, the Centers for Disease Control and Prevention and the Virginia Department of Health. In addition, VHCC will follow all mandates issued by the federal government, the Commonwealth of Virginia, and the Chancellor of the Virginia Community College System.

To plan for the re-opening of instructional spaces, VHCC established a **Pandemic Task Force** to aid the leaders of the college in re-opening campus. The members are listed below:

Stan Barringer, Sponsored Programs Coordinator	Michael McBride, Academic Counselor; Student Development Program Lead
Ben Bullen, Faculty Senate President, Associate Professor of Accounting/Business Management	Laura McClellan, Human Resource Manager
Kellie Crowe, Coordinator of Public Relations & Marketing	Beth Page, Dean of Professional & Technical Studies
Ken Fairbanks, Director, Learning Resources Division	JoAnn Price ( <b>Chair</b> ), Associate Professor of Nursing
Johnnie Keen, Assistant Professor of Precision Machining	Mary Snead, Finance Manager
Paige Kelly, Coordinator of Admissions and Records	Kevin Widener, Campus Police Chief
Julie Little, Associate Professor of Biology	Karin Widener, Office Manager, Arts & Sciences Division

The VHCC Cabinet will continue to engage the task force as they move forward. To experience a systematic, safe return to campus, all Virginia Highlands Community College employees, students, and guests, as applicable, must adhere to the following guidelines.

### 2. CONTACT INFORMATION AND PROCEDURES FOR REACHING THE LOCAL HEALTH DEPARTMENT.

VHCC will contact the Mount Rogers Health District upon notification of a potential or positive COVID-19 case on the campus. The Vice President for Finance & Administration will notify the following individuals:

Nurse Supervisor- Ms. Kelly Reed - 276-285-1943

Nurse Manager – Tricia VanHoy – 276-759-8298

Director Mount Roger’s Health District – Dr. Karen Shelton – 276-781-3887

VHCC will work closely with the local VDH office to assist with contact tracing and in determining the best course of action for a campus closure, when deemed necessary.

### **3. STUDENTS' INITIAL RETURN TO CAMPUS (SUCH AS INITIAL SCREENING).**

In accordance with Governor Northam's Guidance, VHCC began allowing CTE students to complete their courses in the Summer Semester 2020. VHCC is preparing the campus for return of all students beginning August 31, 2020.

VHCC will distribute a package of materials to all faculty, staff and students, via email and website, which will include a *Self-Check Guide* as well as COVID-19 information from VDH & CDC. The Self-Check Guide is included as Attachment A. The package will also include information about promoting hygiene, facial covering requirements, and social distancing. By registering for classes, students acknowledge their responsibility to comply with VHCC's COVID-19 social distancing measures while on campus.

Face coverings are *required* to be worn by all people in the event they are around others on VHCC's campus. *VHCC will require masks indoors for interpersonal interaction, classroom and laboratory instruction and other places where six feet of social distancing cannot be maintained.*

### **4. EDUCATION/TRAINING OF STUDENTS: CONSIDER COVID-19 PREVENTION EDUCATION AS PART OF STUDENT ORIENTATION. (HAND WASHING, STAYING HOME IF ILL, ETC.)**

Based on Governor Northam's recommendation, VHCC will require facial coverings for all faculty, staff, students, visitors and contractors while interacting with others on the VHCC campus. VHCC will require masks indoors for interpersonal interaction, classroom and laboratory instruction and other places where six feet of social distancing cannot be maintained.

VHCC will require all employee and students to participate in an on-line video that will be posted in VHCC's Knowledge Center and Navigate prior to returning to campus. The video was developed by George Mason University and shared with the Virginia Community College System Office that will allow each college to customize the video to their institution's plan. The video will be completed by mid-July and posted on VHCC's website.

Additional training resources for employees, students, visitors and contractors. Below are the links to additional resources to aid in the education and training of COVID-19:

- CDC – [What You Need to Know About Handwashing](#)
- CDC – [Can COVID-19 last on surfaces and in the air?](#)
- CDC – [How does COVID-19 spread?](#)
- CDC – [How to Wear a Cloth Face Covering](#)
- VDOLI – [COVID-19](#)
- VDH – [Slow the Spread of COVID-19](#)

## **HEALTH PROMOTION AND WELLNESS**

---

VHCC will provide access to on-line videos and handouts to all faculty, staff and students promoting hygiene. VHCC will also promote hygiene to include:

- Promote physical and social distancing with signage placed throughout the college and continued communications via website, and reminders by faculty, staff, and leadership.

- Place signs throughout the college reminding everyone to **frequently** wash their hands with soap and water for at least 20 seconds. Diagrams will show proper hand washing technique.
- Place trashcans, hands-free soap dispensers, and hand sanitizers (hung from the wall) just inside the bathrooms.
- Encourage the use of hand sanitizers placed at strategic points throughout the college.
- Discourage the use of others' equipment when entering a workspace. Remind students, faculty and staff to remain within their own workspace.
- Signage around campus will include reminders that all students, faculty, staff, visitors and contractors must cover nose and mouth when in the presence of others.
- **VHCC will require masks indoors for interpersonal interaction, classroom and laboratory instruction and other places where six feet of social distancing cannot be maintained.** Please note that facemasks are not a substitute for proper social distancing.
- VHCC will not provide facemasks/coverings for students, visitors or contractors.
- VHCC will provide two washable, re-usable facemasks/covering for each employee.
- If a student, faculty, or staff member does not have a facial covering, a disposable one will be provided to the extent possible allowed by current supply-chain limitations.
- A box of facial coverings and hand sanitizer will be available inside each division office and all resource centers throughout the college.
- If disposable facial coverings are not in stock, the person must not enter the facility until she/he acquires a facial covering.
- VHCC employees and campus police are encouraged to remind everyone on campus to maintain a distance of **at least six feet apart**.
- VHCC will communicate to employees, students, visitors and contractors to stay home if they feel sick, and to contact their health care provider immediately.
- VHCC will communicate to employees, students, visitors and contractors, to stay home if someone in their household has tested positive for the coronavirus, and to keep the entire household at home. They will be advised to contact their health care provider immediately.
- VHCC will promote practicing good hygiene.
  - Washing hands, especially after touching any frequently used item or surface.
  - Avoid touching your face.
  - Sneeze or cough into a tissue, or the inside of your elbow.
  - Disinfect frequently used items and surfaces as much as possible.
- VHCC will place signage across campus that will include reminders for all visitors, contractors, students, faculty, and staff that if they have a fever or feel ill to go home immediately.
- A space will be designated for students who become ill and do not have an immediate way home to remain in until their transportation arrives.

### **Travel**

VDH advises all Virginians to stay home as much as possible, especially if your trip is not essential. VDH recommends that you do not travel if you are sick or that you travel with someone else who is sick.

- VDH recommends that if you must travel to plan ahead to stay safe. For addition guidance from VDH, please visit the [Travelers](#) page on their website.
- CDC recommend that everyone avoid all nonessential international travel.
- CDC recommendations for traveling away from your local community can be found on their website at [Considerations for Travelers-Coronavirus in the US](#).

- Per CDC guidance, if you have traveled internationally, you must stay home for 14 days from the time you returned home from international travel.
  - Employees should notify their supervisor of any international travel.
  - Students must notify Dr. Stacy Thomas, Vice President of Instruction and Student services of any international travel.
  - During this time, please take the following steps to monitor your health and practice social distancing:
    - Take your temperature with a thermometer two times a day and monitor for fever. Also, watch for [cough or trouble breathing](#). Use this [temperature log](#) to monitor your temperature.
    - Stay home and avoid contact with others. Do not go to work or school.
    - Do not take public transportation, taxis, or ride-shares.
    - Keep your distance from others (about 6 feet or 2 meters).
  - If you get sick during the 14 days, stay home and contact your health care provider.

## 5. PHYSICAL DISTANCING, ACCORDING TO CDC GUIDANCE.

Social distancing can help decrease the spread of COVID-19, based on CDC findings that some people without symptoms may be able to spread the coronavirus.

Until further notice, everyone on VHCC's campus should practice social distancing, which means keeping space between yourself and other people. To practice social distancing VHCC will promote the following:

- Stay at least 6 feet (about 2 arms' length) from other people.
- A facemask/covering is *required* for all individuals while inside a building on VHCC's campus when social distancing cannot be maintained. Masks/coverings are *required* when in hallways, classrooms, indoor common spaces, and with all customer service interactions.
- Do not gather in groups larger than 10 people in Phase 1, 50 people in Phase 2, and no more than 250 in Phase 3. Social distancing requirements apply in these group settings.
- Stay out of crowded places and avoid mass gathering.
- Refrain from bringing along guests to face-to-face appointments, as much as feasible for your situation.
- Only one person will be allowed to use each VHCC elevator at a time, unless physical assistance is *required*. Signs will be posted on each floor by the elevators.
- Signage placed across campus informing all individuals of entry and exit points to each building, as well as directed traffic flow for stairwells.
- VHCC will limit seating in all common areas across campus.
- ***VHCC will require masks indoors for interpersonal interaction, classroom and laboratory instruction and other places where six feet of social distancing cannot be maintained.***

## ***VHCC'S FACILITY AND PHYSICAL MODIFICATIONS***

---

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

In places where students typically form lines for services at VHCC (admissions office, financial aid office, cashier's window, bookstore, etc.), decals will be placed on the floor separated by six feet each. All persons should use these decals to maintain proper social distancing. In addition, faculty, staff, students, and guests must maintain 6 feet or more of distance between themselves and other people regardless if the floor is marked or not.

Putting social distance between yourself and other people can help decrease the chance of spread of COVID-19, based on the CDC findings that some people without symptoms may be able to spread the coronavirus.

VHCC will post reminders across campus regarding social distancing of at least six feet apart to continually encourage people on campus to employ social distancing as long as necessary. The reminders will include:

- Posted signage about social distancing reminding people:
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Do not gather in groups larger than 10 people in Phase 1, 50 people in Phase 2, and no more than 250 in Phase 3. Social distancing requirements still apply in these group settings.
  - Stay out of crowded places and avoid mass gathering.
- Social Distancing Decals: In places where students typically form lines for services at VHCC (admissions office, financial aid office, cashier's window, bookstore, coffee shop, snack bar, etc.), decals will be placed on the floor separated by a minimum of six feet.
  - All persons should use these decals to maintain proper social distancing.
  - Faculty, staff, student, and guests must maintain 6 feet or more of distance between themselves and other people regardless if the floor is marked or not.

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

Regardless of the number of people allowed to socially gather, the recommended Post COVID-19 Transition, campus modifications will remain in effect until further notice for physical plant and building modifications.

### ***VHCC Student Services and Administrative Offices***

- Front-facing service counters or desks will be provided with portable, clear sneeze guards.
- Any staff offices in which students or guests enter for services will also receive portable, clear sneeze guards to act as a barrier between students and VHCC employees, where practical. If there is no practical way to social distance in these spaces, VHCC will assign rooms that will be available to hold meetings with a student or guest.

- In staff offices, chairs will be repositioned so that there are at least six feet between the employee and the student or guest.
- It is recommended that students schedule appointments in Navigate and that staff conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-COVID era, whenever possible. This will support a “hybrid set-up” to make more efficient, de-densified use of physical spaces by incorporating technologies.
- In larger offices where students form lines, distancing decals will be placed on the floor designating where students and guests should stand to maintain at least six feet of distance between.
- In larger office spaces (e.g., CCC, Administration Lobby, etc.) barriers will be used to designate where students should stop and wait until called to the service desk or counter.
- For administrative offices in which students and guests typically do not enter for services, chairs will be repositioned so that there are at least six feet between the employee and any visitor who may enter the office. These offices will not automatically receive clear sneeze guards to act as a barrier between visitors and VHCC employees.
- A facemask/covering is *required* for all individuals while inside a building on VHCC’s campus when social distancing cannot be maintained. Masks/coverings are *required* when in hallways, classrooms, indoor common spaces, and with all customer service interactions.

#### **VHCC Faculty Offices**

- VHCC recommends that students schedule appointments via email and that faculty conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-COVID era, whenever possible. This will support a “hybrid set-up” to make more efficient, de-densified use of physical spaces by incorporating technologies.
- If faculty must meet with students face-to-face, each building should have one designated office or repurposed space, offering privacy. The designated meeting space should be equipped with a computer on a desk for faculty or students to use, a portable, clear sneeze guard to provide a barrier between the two persons in the appointment, and chairs that are properly spaced at least six feet apart on opposite sides of the barrier.
- If it becomes necessary to meet with students in a faculty office, chairs should be properly repositioned, so that there are at least six feet between the faculty member and the student or guest.
- For faculty offices in which students and guests typically do not enter for advising or assistance, chairs should be properly repositioned, so that there are at least six feet between the employee and any visitor who may enter the office. These offices will not automatically receive clear sneeze guards to act as a barrier between visitors and VHCC employees.
- A facemask/covering is *required* for all individuals while inside a building on VHCC’s campus when social distancing cannot be maintained. Masks/coverings are *required* when in hallways, classrooms, indoor common spaces, and with all customer service interactions.

#### **VHCC Classrooms** (including, computer labs, large lecture halls, and auditoriums)

- All student seating at desks or tables must be arranged with at least six feet between each seat. This will mean that some desks or tables may need to be removed in order to reconfigure the classroom.

- Each seat should be facing in the same direction, rather than having students face one another for delivery of instruction.
- The student seat closest to the entrance must be at least six feet away from the door and from the pathway for student to get to their seats.
- The lectern, podium, or instructor seating must be at least six feet away from any entrance or pathway through which students walk to their seats.
- In cases where ADA accommodations need to be made for students, be sure to work with the ADA Accessibility Services office to arrange seating for any adaptive equipment needs.
- A facemask/covering is *required* for all individuals while inside a building on VHCC's campus when social distancing cannot be maintained. Masks/coverings are *required* when in hallways, classrooms, indoor common spaces, and with all customer service interactions.
- Large lecture halls or auditoriums with fixed seating should have seats sectioned off with caution tape, or an equivalent product such as rope, to indicate which seats should not be used in order to allow for at least six feet or more between seats. In some cases, this will also include sectioning off entire alternating rows in order to extend social distancing in all directions of a given seat.
- During Phase 1 of Governor Northam's Forward Virginia Blueprint, all course instruction will continue to be delivered online.
- During Phase 2 of Governor Northam's Forward Virginia Blueprint, social distancing requirements will remain. Classrooms will be reconfigured to meet the social distancing of at least 6 feet apart, even as teleworking continues.
- During Phase 3 of Governor Northam's Forward Virginia Blueprint and until further notice, classrooms will retain the social distancing configuration of at least six feet apart.

### **VHCC Laboratories**

- All student lab stations must be configured with at least six feet between each, where appropriate for instructional purposes. Some stations may not be usable in the laboratory.
- Whenever applicable, each seat should be facing in the same direction, rather than having students face one another for delivery of lab instruction.
- The lab station closest to the entrance must be at least six feet away from the door and from the pathway for student to get to their stations.
- The lectern, podium, or instructor seating must be at least six feet away from any entrance or pathway through which students walk to their stations.
- In cases where ADA accommodations need to be made for students, be sure to work with the ADA Accessibility Services office to arrange reconfiguration for any adaptive equipment needs.
- A facemask/covering is *required* for all individuals while inside a building on VHCC's campus when social distancing cannot be maintained. Masks/coverings are *required* when in hallways, classrooms, indoor common spaces, and with all customer service interactions.
- Before or during Phase 2 of Governor Northam's Forward Virginia Blueprint, labs will be reconfigured and stations sectioned off with caution tape, or an equivalent product such as rope, to indicate which stations should not be used in order to allow for at least six feet or more between stations.
- During Phase 2 of Governor Northam's Forward Virginia Blueprint, social distancing requirements will remain. Labs will retain the social distancing configuration.

- During Phase 3 of Governor Northam’s Forward Virginia Blueprint and until further notice, labs will retain the social distancing configuration of at least six feet apart.

**Learning Resources Center** (*Library Circulation Desk, Testing Center, Computer Labs*)

- Front-facing service counters or desks will be provided with portable, clear sneeze guards.
- Any staff offices in which students or guests enter for services will also receive portable, clear sneeze guards to act as a barrier between students and VHCC employees.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and the student or guest.
- VHCC recommends that students schedule appointments for tutoring or librarian assistance in Navigate and that staff conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-COVID era, whenever possible. This will support a “hybrid set-up” to make more efficient, de-densified use of physical spaces by incorporating technologies.
- All student seating at desks, tables, or study cubicles, including the Testing Center, must be arranged with at least six feet between each seat. This will mean that some desks, tables, or cubicles may need to be removed or sectioned off with caution tape, or an equivalent product such as rope, to indicate which seating should not be used in order to allow for at least six feet or more between seats.
- A facemask/covering is *required* for all individuals while inside a building on VHCC’s campus when social distancing cannot be maintained. Masks/coverings are *required* when in hallways, classrooms, indoor common spaces, and with all customer service interactions.
- Each seat should be facing in the same direction, rather than having students face one another.
- Until further notice, the LRC will retain the social distancing configuration.

**VHCC Bookstore**

- Front-facing service counters will need portable, clear sneeze guards.
- Any staff offices in which students or guests enter for services will also need portable, clear sneeze guards to act as a barrier between students and VHCC employees.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and any visitor.
- In the areas where students form lines, distancing decals will be placed on the floor designating where students and guests should stand to maintain six feet of distance between.
- A facemask/covering is *required* for all individuals while inside a building on VHCC’s campus when social distancing cannot be maintained. Masks/coverings are *required* when in hallways, classrooms, indoor common spaces, and with all customer service interactions.
- Crowd control ropes or retractable belt barriers will be used to designate where students should stop and wait until called to the checkout or counter.

**Collins Student Center**

- Indoor and outdoor seating must be reconfigured with at least six feet between each seat. This will mean that some tables and chairs may need to be removed or sectioned off with caution

tape, or an equivalent product such as rope, to indicate which seating should not be used in order to allow for at least six feet or more between seats.

- A facemask/covering is *required* for all individuals while inside a building on VHCC's campus when social distancing cannot be maintained. Masks/coverings are *required* when in hallways, classrooms, indoor common spaces, and with all customer service interactions.
- Due to the need to move tables and chairs for cleaning and sterilizing the floors, decals should be placed on the floor indicating a distance of at least six feet in all directions for seating. If the seating positions are marked, then tables can be placed in front of single chairs, offering students additional room for studying or taking breaks.
- VHCC recommends the removal of recreational games in the Student Center as the CDC recommends removing objects in common areas that may be shared.

### **Breakrooms and Conference Rooms**

- All seating at tables must be arranged with at least six feet between each seat. This will mean that some tables or seats may need to be removed in order to reconfigure the breakroom.
- The CDC suggests removing objects in common areas that may be shared, like coffee creamer containers, staplers, etc. Therefore, shared items should not be used in breakrooms or conference rooms.
- A facemask/covering is *required* for all individuals while inside a building on VHCC's campus when social distancing cannot be maintained. Masks/coverings are *required* when in hallways, classrooms, indoor common spaces, and with all customer service interactions.

### **Copy/Workrooms**

- Only one person at a time will be allowed in a copy/workroom or mailroom at a time to allow for proper social distancing.
- A facemask/covering is *required* for all individuals while inside a building on VHCC's campus when social distancing cannot be maintained. Masks/coverings are *required* when in hallways, classrooms, indoor common spaces, and with all customer service interactions.

## **6. HYGIENE PRACTICES AND CLEANING/DISINFECTING PROTOCOLS.**

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

Virginia Highlands Community College will make available the following supplies for cleaning and disinfecting spaces including –disinfectants proven effective against COVID-19, soap, paper towels, alcohol-based wipes for electronics, and disinfectant wipes for hard (non-porous) surfaces. Due to supply-chain demands, supplies are subject to availability. ***No guarantees of safety are implied in this plan.***

### **Definitions from the CDC**

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

### **Overnight Cleaning and Disinfection**

Overnight, VHCC's janitorial staff will continue to disinfect, sanitize and clean the following:

- Offices, classrooms, laboratories, restrooms and common spaces.
- Handrails, doorknobs, light switches, pencil sharpeners, classroom tables and desks, chairs, water fountains, vending machines, and other high touch areas.
- Restrooms will be cleaned and disinfected nightly with all supplies refilled as needed.

### **When Cleaning and Disinfecting**

VHCC staff will follow these guidelines when cleaning or disinfecting:

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

### **Business Hours Cleaning and Disinfection**

In order to maintain a clean and disinfected campus environment, during business hours the following procedures should be followed when transitioning any or all of VHCC's operations back to campus.

While the process of disinfecting, sanitizing and cleaning will occur overnight, VHCC employees will be asked to support the campus cleanliness of their personal workspace. For example, staff may clean items like office phones, keyboards, and sneeze shields. In cases where medical conditions prevent employees from being around cleaning products, the employees should notify their supervisors of any concerns so that reasonable accommodations can be arranged.

VHCC will hire four part-time wage employees that will be responsible for cleaning and disinfecting. At a minimum, these employees will clean areas across campus that are high touch likes restrooms, door handles, stair and elevator rails, common areas, circulation desks, elevators, water fountains, and classrooms as feasible throughout the daytime hours. ***No guarantees of safety are implied in this plan.***

### **VHCC Student Services Offices (including faculty offices where students visit)**

- Buildings and Ground housekeeping staff will clean rooms on a regular basis through the day with enhanced cleaning and disinfecting taking place in the evening.

- All spaces on campus where students meet with faculty or staff will be supplied with cleaning and disinfecting supplies, in the form of gloves, spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every office.
  - **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary.
  - **Disinfecting:** The spray disinfectant is to be used to disinfect surfaces.
- Employees with sneeze shields/barriers should inspect the surface throughout the day. If visibly dirty, the surfaces should be cleaned using the soap and water solution prior to disinfection.
- All hard (non-porous) surfaces the students may have touched should be disinfected using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, desks, doorknobs, light switches, countertops, handles, desks, etc.
- If surfaces are visibly dirty, contact Buildings and Grounds at 276-614-8383 for assistance in cleaning and disinfecting.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer’s instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- Wash hands immediately after removing gloves.
- The supervisor will coordinate with employees to support a clean and safe environment for students and guests. Employees are to contact Buildings & Grounds to secure additional supplies. (Ernest Nunley at 614-8383 or [enunley@vhcc.edu](mailto:enunley@vhcc.edu)) Due to supply-chain demands, supplies are subject to availability.

***VHCC Classrooms (including classrooms with computer labs)***

- Buildings and Ground housekeeping staff will clean rooms on a regular basis through the day with enhanced cleaning and disinfecting taking place in the evening.
- All spaces on campus where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every classroom or computer lab.
  - **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary.
  - **Disinfecting:** The spray disinfectant is to be used to disinfect surfaces.
- Wash hands immediately after removing gloves.
- The faculty or staff member should inspect the classroom. If surfaces are visibly dirty, contact Buildings and Grounds at 276-614-8383 for assistance in cleaning and disinfecting.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer’s instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- The division dean will coordinate with employees to support a clean and safe environment for students and guests. Contact Buildings & Grounds to secure additional supplies. (Ernest Nunley at 614-8383 or [enunley@vhcc.edu](mailto:enunley@vhcc.edu)) Due to supply-chain demands, supplies are subject to availability.

### **VHCC Laboratories**

- Buildings and Ground housekeeping staff will clean rooms on a regular basis through the day with enhanced cleaning and disinfecting taking place in the evening.
- All laboratories where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of gloves, spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every laboratory.
  - **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary.
  - **Disinfecting:** The spray disinfectant is to be used to disinfect surfaces.
- Wash hands immediately after removing gloves.
- The faculty or staff member should inspect the classroom. If surfaces are visibly dirty, contact Buildings and Grounds at 276-614-8383 for assistance in cleaning and disinfecting.
- Many labs already have protocols for cleaning equipment after student use. Remember that COVID-19 requires disinfection as well. Review any laboratory procedures and modify them to include disinfecting protocols.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol on a paper towel, wipe the electronic device and dry thoroughly.
- If the industry for which students in a laboratory session are preparing to enter will reasonably require employees to use specific protocols for cleaning and disinfecting, the VHCC faculty teaching the lab may incorporate cleaning and disinfecting objectives into the lab instruction.
  - Students should be first shown how to properly clean and disinfect any equipment or tools. Then, the student should be assessed to be certain they are performing the activities in a suitable manner. The lab instructor must observe students to be sure they continue to follow proper protocols.
  - In these cases, the instructor should provide students with the industry standards, and document when task training is complete with each student.
- The division dean will coordinate with employees to support a clean and safe environment for students and guests. Contact Buildings & Grounds to secure additional supplies. (Ernest Nunley at 614-8383 or [enunley@vhcc.edu](mailto:enunley@vhcc.edu)) Due to supply-chain demands, supplies are subject to availability.

### **Learning Resources Center**

- Buildings and Ground housekeeping staff will clean rooms on a regular basis through the day with enhanced cleaning and disinfecting taking place in the evening.
- The Learning Resources Center will be supplied with cleaning and disinfection supplies, in the form of gloves, spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, spray bottles for soapy water will be placed in the LRC.
  - **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary.
  - **Disinfecting:** The spray disinfectant is to be used to disinfect surfaces.
- Wash hands immediately after removing gloves.
- The faculty or staff member should inspect the classroom. If surfaces are visibly dirty, contact Buildings and Grounds at 276-614-8383 for assistance in cleaning and disinfecting.

- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer’s instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- The Director of Learning Resources will coordinate with employees to support a clean and safe environment for students and guests. Contact Buildings & Grounds to secure additional supplies. (Ernest Nunley at 614-8383 or [enunley@vhcc.edu](mailto:enunley@vhcc.edu)) Due to supply-chain demands, supplies are subject to availability.
- The Director of Learning Resources will coordinate with employees to support a clean and safe environment for students and guests.
- Contact Buildings & Grounds to secure additional supplies. (Ernest Nunley at 614-8383 or [enunley@vhcc.edu](mailto:enunley@vhcc.edu)) Due to supply-chain demands, supplies are subject to availability.

### **VHCC Bookstore**

- The VHCC Bookstore will be supplied with cleaning and disinfection supplies, in the form of gloves, spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in the bookstore.
  - **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary.
  - **Disinfecting:** The spray disinfectant is to be used to disinfect surfaces.
- The Manager can create a schedule to ensure that cleaning duties are assigned and cleaning is occurring throughout each day.
- Each morning, someone from the VHCC Bookstore should be designated to make sure supplies are available. Contact Buildings and Grounds to secure additional supplies. (Ernest Nunley at 614-8383 or [enunley@vhcc.edu](mailto:enunley@vhcc.edu)). Due to supply-chain demands, supplies are subject to availability.
- Approximately every hour, the bookstore employee should inspect the areas of the bookstore used by students. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- All hard (non-porous) surfaces the students may have touched should be disinfected using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer’s instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol on a paper towel, wipe and dry thoroughly.
- Wash hands immediately after removing gloves.
- The CDC has indicated that is currently no evidence that COVID-19 is being spread through mail and packages. However, Follett Bookstore will take every precaution for package delivery and distribution to include the following:
  - Individuals delivering mail and or packages must wear a face covering and gloves.
  - The person delivering will maintain a safe distance and instead of asking for a signature on the delivery form, they will ask for a name and write it on the form. They will leave mail or packages just inside the door of the office/classroom.

### **Collins Student Center**

- Buildings and Ground housekeeping staff will clean rooms on a regular basis through the day with enhanced cleaning and disinfecting taking place in the evening.
- The daytime housekeeping staff will clean and disinfect the Student Center throughout the business day.
- The cleaning staff will disinfect hard (non-porous) surfaces on a frequent basis. If surfaces are visibly dirty, the hard (non-porous) surfaces will be cleaned using soap and water prior to disinfection.
- All hard (non-porous) surfaces in the area students may have touched will be disinfected. These surfaces may include indoor and outdoor tables, chairs, doorknobs, light switches, countertops, handles, etc.

### **Wolf Grounds Coffee Shop**

- The Manager will be supplied with cleaning and disinfection supplies, in the form of gloves, spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, spray bottles for soapy water will be placed in the LRC.
  - **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary.
  - **Disinfecting:** The spray disinfectant is to be used to disinfect surfaces.
- The Manager can create a schedule to ensure that cleaning duties are assigned and cleaning is occurring throughout each day.
- Approximately every hour or more frequently as time allows, the employee(s) should inspect the areas of the Coffee Shop used by customers. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- All hard (non-porous) surfaces in the area customers may have touched should be disinfected using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- For electronics, such as card readers, items should be cleaned after each use.
- Each morning, someone from the Coffee Shop should be designated to make sure supplies are available. Contact Buildings and Grounds to secure additional supplies. (Ernest Nunley at 614-8383 or [enunley@vhcc.edu](mailto:enunley@vhcc.edu)). Due to supply-chain demands, supplies are subject to availability.
- Coffee Shop employees are to wear facemask/covering and gloves at all times.
- Wash hands immediately after using the restroom and after removing gloves.
- Coffee Shop will operating using the [Virginia Department of Health Guidance for Food Establishments Regarding COVID-19](#).
- Each employee will be given a printed copy of the CDC's [What Grocery and Food Retail Workers Need to Know about COVID-19](#) resource page.

### **Breakrooms and Conference Rooms**

- Buildings and Ground housekeeping staff will clean rooms on a regular basis through the day with enhanced cleaning and disinfecting taking place in the evening.
- It is recommended to have no shared items in any breakrooms/conference rooms (i.e., coffee machines, creamer, etc.). These spaces will be supplied with cleaning and disinfection supplies, in

the form of spray bottles and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be provided.

- It is recommended that any employee who uses a breakroom wear gloves to touch any surfaces, when feasible.
- If an employee notices supplies are running low, the employee should contact Buildings and Grounds to secure additional supplies. (Ernest Nunley at 614-8383 or [enunley@vhcc.edu](mailto:enunley@vhcc.edu)). Due to supply-chain demands, supplies are subject to availability.
- Employees should clean up after themselves by inspecting the area. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- All hard (non-porous) surfaces the employee touched should be disinfected using gloves, disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- Wash hands immediately after removing gloves.

## 7. HOUSING.

Not applicable to Virginia Highlands Community College.

## 8. CONSIDERATION OF VULNERABLE INDIVIDUALS.

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

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

VHCC **employees** who meet one or more of these criteria should be given flexible options for teleworking, when and if possible. Therefore, employees of VHCC who are considered at high-risk for severe illness from COVID-19 should alert their supervisor and work closely with Laura McClellan; Human Resources Manager to determine what alternate arrangement might be available. She can be reached at [lmcclellan@vhcc.edu](mailto:lmcclellan@vhcc.edu). All alternate arrangements will require the approval of the appropriate Vice President.

VHCC **students** who meet one or more of these criteria should develop an individualized education plan with their faculty member or academic advisor for continuing distance education.

Students with disabilities are eligible to receive academic accommodations. In order to receive accommodations, qualified students should contact the Office of Disability Services. Please contact the

ADA Coordinator, Karen Copenhaver, by calling 276-739-2404 or emailing [kcopenhaver@vhcc.edu](mailto:kcopenhaver@vhcc.edu) for more information. More information can also be found on VHCC's website at [Disability Services](#).

### **Additional Employee Protocols**

Each administrator/manager must determine how to safely provide on-site service while observing social distancing rules and facial covering requirements.

- Base staffing requirements for each area will be determined (the number of staff that must be on-site given business requirements and space). Staffing may be staggered by continuing telework and rotational scheduling.
- Appointments are encouraged versus walk-in interactions. For urgent situations, the department must have an on-call contact.
- Department meetings and other cross-discipline meetings will continue to be held via ZOOM or other technology whenever practical.
- Individuals who require accommodation (such as telework) must provide supporting healthcare documentation. The Human Resources Department will handle accommodation requirements for faculty and staff.
- Individuals who require accommodation for a family member or dependent must provide supporting healthcare documentation. When possible, telework may be an option. If telework or alternative work arrangements are not feasible, the employee may be eligible for leave under the Family Medical Leave Act (FMLA). The Human Resources Department will handle this.
- Social distancing is a requirement. Facial coverings are *required*. If an employee or faculty member does not observe those requirements, the manager/dean must address the issue immediately. If the employee or faculty member continues not to observe the requirements, the manager/dean will contact the Human Resources Office to address.

## **9. INTERNATIONAL STUDENT CONSIDERATIONS.**

VHCC will follow the CDC's Travel Guidance found on their website: [COVID-19 Travel Recommendations by Country](#). VHCC will require any international student or employee who has recently traveled abroad to self-quarantine and monitor for symptoms, for 14 days after coming back into the United States. The [sample log](#) (Attachment B) from CDC will be used as an example for how to monitor symptoms. According to the VDH on June 30, 2020, Virginia does not have any [quarantine requirements](#) upon arrival from travel within the US. VHCC will closely monitor any travel restrictions issued by the VDH and/or CDC and update the campus community accordingly.

## **10. PARTNERSHIP AND COMMUNICATION/INFORMATION SHARING WITH THE LOCAL COMMUNITY, HEALTH SYSTEMS AND OTHER STAKEHOLDERS.**

In the event a confirmed case has been identified on VHCC's campus, Virginia Highlands Community College will implement a short-term campus closure if a COVID-19 infected person has been on campus, regardless of the level of community spread. If an infected person has been on campus:

- Christine Fields, Vice President of Finance and Administration, is designated as the college official that will coordinate with Washington County health officials. Kevin Widener, Chief of

Police, is the secondary coordinator. Once learning of a COVID-19 case in someone who has been on campus, the Vice President or designee will immediately reach out to Mount Rogers Health District's Washington County Department of Health Nurse Supervisor. These officials will assist VHCC's Executive Cabinet to determine a course of action to take, including:

- Determining the scope of a short-term closure (for 2-5 days) of all campus buildings and facilities is needed;
- VHCC will communicate the closure through normal communication methods to include VHCCAlert, social media, and press releases.
- According to the CDC, this initial short-term class suspension allows time for the local health officials to gain a better understanding of the COVID-19 situation affecting VHCC and help VHCC determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.
- Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

The VHCC Executive Cabinet will communicate with students, staff, and faculty in coordination with local health officials. This coordinated effort will lead to the communication of dismissal decisions and the possible COVID-19 exposure. However, all VHCC employees must follow all VHCC policies regarding the dissemination of private information, in addition to all requirements related to the Family Educational Rights and Privacy Act (FERPA).

## 11. FACE COVERINGS.

All communication to employees, students, visitors and contractors will include information and reminders on the requirements for face coverings while on VHCC's campus. Signage about the importance of face coverings (Attachment C) and information how to properly wear one will be posted throughout the campus and posted on the VHCC website. All persons who are allowed on VHCC's campus will maintain social distancing practices and stay at least 6 feet (about 2 arms' length) from other people, where possible.

Face coverings are mandatory to be worn by all faculty, staff, students, visitors and contractor. VHCC will require masks indoors for interpersonal interaction, classroom and laboratory instruction and other places where six feet of social distancing cannot be maintained. *Every person on VHCC's campus should cooperate with the guidance, protocols, and procedures established in this plan regarding this precaution.* VHCC will provide two (2) washable facemasks to all employees.

A limited supply of face coverings will be available for those who do not have a face covering. Students are expected provide their own face covering. This will be *required* for class admissions until VHCC discontinues the requirement. Failure to wear a face covering and other *required* PPE while on campus may result in being asked to leave as well as possible dismissal from class.

VHCC will require facial coverings when for all customer service interactions as well as in hallways, classrooms, and other indoor common areas where social distancing may be difficult.

- Signage will include reminders that all students, employees, visitors and contractors must cover nose and mouth.

- If a student or visitor does not have a facial covering, a disposable one will be provided as supply allows.
- A box of disposable facial coverings and hand sanitizer will be available inside each division office and all resource centers throughout the college, to the extent possible allowed by current supply-chain limitations.
- If disposable facial coverings are not in stock, the person must not enter the facility until she/he acquires a facial covering.

VHCC heeds the CDC's advice for people to use simple cloth face coverings in the absence of manufactured facemasks. Masks and face coverings, as with all Personal Protective Equipment (PPE), reduces the risk of spreading COVID-19 but does not guarantee that a person will not spread or become sick with COVID-19. No guarantees of safety are implied in this plan. All measures taken by VHCC represent an attempt to prevent the spread of COVID-19 during this public health crisis. Every person on VHCC's campus should cooperate with the guidance, protocols, and procedures established in this plan.

Per the Virginia Department of Health, [cloth face coverings](#) should:

- fit snugly but comfortably against the side of the face;
- be secured with ties or ear loops;
- include multiple layers of fabric;
- allow for breathing without restriction; and
- be able to be laundered and machine dried without damage or change to shape

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

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

In all laboratory settings, VHCC employees must follow OSHA guidance in conducting any lab activities. Consult OSHA standards for further details. In the OSHA Publication, found online at [Guidance on Preparing Workplaces for COVID-19](#), OSHA recommends all types of PPE must be:

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

## 12. STUDENT HEALTH SERVICES (SHS).

VHCC does not provide student health services. However, the College will provide a list of local health departments and local COVID-19 testing sites in our service region on the website and materials distributed electronically to faculty, staff and students.

<b>Local Health Departments:</b>	
Bristol City Health Department 205 Piedmont Avenue Bristol, VA 24201 Phone: (276) 642-7335 Fax: (276) 642-7347	Smyth County Health Department 1st Floor, 201 Francis Marion Lane Marion, VA 24354 Phone: (276) 781-7460 Fax: (276) 781-7465
Washington County Health Department 15068 Lee Highway, Suite 1000 Bristol, VA 24202 Phone: (276) 676-5604 Fax: (276) 645-1994	

<b>Local COVID-19 Testing Sites By Appointment Only: (As of June 22, 2020)</b>	
Johnston Memorial Hospital 16000 Johnston Memorial Dr. Abingdon, VA 24211 Phone: 833-822-5523	SVCHS Administrative Offices 13191 Glenbrook Ave Meadowview, VA 24361 Phone: 276-944-3999
Washington County Health Department 15068 Lee Highway, Suite 1000 Bristol, VA 24202 Phone: 276-676-5604	Saltville Medical Center 308 W Main St. Saltville, VA 24370 Phone: 276-496-4433
Bristol City Health Department 205 Piedmont Avenue Bristol, VA 24201 Phone: 276-642-7335	Bristol Regional Medical Center 1 Medical Park Blvd. Bristol, TN 37620 Phone: 833-822-5523
Smyth County Health Department 201 Francis Marion Lane Marion, VA 24354 Phone: 276-781-7460	Smyth County Community Hospital 245 Medical Park Dr. Marion, VA 24354 Phone: 833-822-5523

## 13. LARGE EVENTS, INCLUDING ATHLETIC EVENTS, AND OTHERS SUCH AS CEREMONIES OR PERFORMANCES.

VHCC will follow Governor Northam’s Forward Virginia Blueprint in not allowing gathering in groups larger than 10 people in Phase 1; no more than 50 people in Phase 2; and no more than 250 in Phase 3 or no more than 50% of occupancy, whichever is lesser. Social distancing requirements still apply in these group settings. *VHCC reserves the right to cancel or postpone any event or performance.*

## **14. COMMUNICATIONS STRATEGY.**

### **Communication Scaffolding**

VHCC's principal external communication scaffolding will be the existing COVID-19 segment on the VHCC website, which is easily accessible via the homepage through a banner headline ("*Click here for information about VHCC's response to and operations during COVID-19*"). For employees, VHCC will utilize a secure intranet site to publish internal/confidential information, instructions, and reference documents. All communications via email, press releases, social media, etc. will reference and link back to these web and intranet repositories.

The friendly URL web segment can be found at [VHCC's COVID-19 Portal](#).

### **Engagement and Education**

There are a number of strategies that VHCC will use to thoroughly and creatively communicate with its students, employees, and stakeholders regarding a phased reopening. Some will involve using the mass communication framework described below to push out to various audiences. Others will be more nuanced to addressing the complex nature of a phased reopening – and helping VHCC's constituents understand the college's operational status, the scope of on-campus activity, and guidelines for participation. Examples include such things as:

- Real time and recorded messages (i.e. Facebook Live and YouTube) offering periodic updates that incorporate any changes or refinements to the openness of campus and resulting instructions/guidance;
- Town Hall videoconference to answer questions about reopening;
- Video messages from student ambassadors welcoming students back;
- Virtual "orientations" for new and returning students;
- Video tutorials for students, employees and the community about engaging safely in on-campus activities (i.e. best practices in personal wellness assessment and reporting, individual hygiene practices, personal protective equipment, circulation in common spaces, and social distancing).

### **Reporting and Guidance Disclosures**

VHCC will dedicate a portion of the COVID-19 web segment to post phased reopening plans and health/mitigation instructions – as well as relevant federal and state requirements, guidance, and best practices. VHCC recognizes that the COVID-19 pandemic is a fluid and evolving event, and will update these documents as needed.

### **Mass Communication Framework**

VHCC already has in place a robust mass communication framework that it has mobilized throughout the COVID-19 pandemic. After each communication cycle, VHCC has been producing a mass communique dossier, which documents and archives all components of each communication cycle. In the weeks leading up to a phased reopening, VHCC will continue this practice. Below is an overview of

“who” VHCC will communicate with (audiences/segments) “how” VHCC will disseminate information regarding its reopening plans and activities (channels):

Audiences/Segments

1. Employees
  - a. Faculty
  - b. Staff
  - c. Work Study
2. Students
  - a. Current
  - b. Prospective
  - c. Special Populations (i.e. Dual Enrollment; Four-Year Returning)
3. Community
  - a. VHCC College Board and VHCC Foundation Board
  - b. Partners (i.e. Clinical Sites, Transportation Partners, etc.)
  - c. High Schools (i.e. Career Coaches, Upward Bound, Gov. School, etc.)
  - d. Vendors and Contractors
  - e. Outside Organizations Using College Space
  - f. Regional Higher Ed Institutions (two and four year)
4. Media
5. VCCS
6. Emergency Management/Mount Rogers Health System (as needed)

Channels

1. Email
2. Web
3. Intranet (for VHCC Employees)
4. Social
5. Emergency Call/Text
6. Marquee
7. Print (though, likely not as frequently used)
8. Intercom System (on campus)

**Baseline Messaging (for COVID-19):**

1. Health and safety of the VHCC Family is of utmost importance.
2. VHCC has been preparing – and are prepared – to serve students and the community in the most open and safe way feasible.
3. VHCC is relying on appropriate authorities/resources to guide plans and operations.
4. VHCC is monitoring the situation diligently, will amend plans and operations as needed, and keep the college family updated.

**15. ORIENTATION AND EDUCATION/TRAINING, INCLUDING ANTI-STIGMA TRAINING.**

VHCC students will receive training in their Orientation classes as well as information being distributed via email and social media encouraging students in a friendly manner of the 6- foot requirement they are on campus.

VHCC will remind employees, students and visitors that it is a good time to be kind and not to shame people who are wearing face coverings or those who have tested positive for COVID-19. VHCC will post the [Reducing Stigma](#) (Attachment D) from the CDC website throughout campus and distribute electronically to all employees and students. Everyone can help eliminate stigma of COVID-19 by knowing the fact. The following links will be with the VHCC community for reducing stigma:

CDC – [How COVID-19 Spreads](#)

CDC – [How to Protect Yourself and Others](#)

CDC – [Know the Facts about coronavirus disease 2019](#)

Mayo Clinic – [COVID-19 stigma: What it is and how to reduce it](#)

Based on Governor Northam’s recommendation, VHCC will *require* facial coverings for all faculty, staff, students, visitors and contractors while interacting with others on the VHCC campus. VHCC will require masks indoors for interpersonal interaction, classroom and laboratory instruction and other places where six feet of social distancing cannot be maintained.

VHCC will require all employee and students to participate in an on-line video that will be posted in VHCC’s Knowledge Center and Navigate prior to returning to campus. The video was developed by George Mason University and shared with the Virginia Community College System (VCCS). This will allow each VCCS college to customize the video to their institution’s plan. VHCC’s video will be complete mid-July and posted to [VHCC’s COVID-19 Portal](#).

Additional training resources for employees, students, visitors and contractors will be encouraged to review the links listed below for additional education and training of COVID-19:

- CDC – [What You Need to Know About Handwashing](#)
- CDC – [Can COVID-19 last on surfaces and in the air?](#)
- CDC – [How does COVID-19 spread?](#)
- CDC – [How to Wear a Cloth Face Covering](#)
- VDOLI – [COVID-19](#)
- VDH – [Slow the Spread of COVID-19](#)

## SECTION B. MONITORING HEALTH CONDITIONS TO DETECT INFECTION

### **1. DAILY HEALTH SCREENING QUESTIONS AND/OR OTHER HEALTH MONITORING APPROACHES THAT CAN BE USED TO MONITOR HEALTH OF THE CAMPUS POPULATION.**

VHCC will provide the Virginia Department of Health’s [Steps to Slow the Spread of COVID-19](#) (Attachment E) in all materials distributed and on the VHCC website. This document will assist faculty, staff and students in monitoring any symptoms if they become ill or if they have had close contact with someone who has tested positive for COVID-19.

Faculty, staff and students who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct

themselves in accordance with such knowledge in order to protect themselves and others and must follow the guidelines below:

- Persons who are infected with a contagious disease must seek expert medical advice and are encouraged to advise local health authorities of a possible public health threat.
- They must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.
- Persons who know they are infected with a contagious disease are urged to immediately share that information with an appropriate college administrator. Students should contact Dr. Stacy Thomas, the Vice President of Instruction and Student Services. Employees should contact the Human Resource Manager, so that the College may respond appropriately to their needs and assess the health risks to the college community.
- Medical information relating to contagious diseases of persons within the college community will only be disclosed to responsible college officials and local health officials on a need-to-know basis.
- Persons testing positive for COVID-19, or who suspect they might have COVID-19 based on fever, cough, or other symptoms as listed below are *required* to isolate themselves from the college community until the danger of infection is no longer present, as determined by expert medical professionals.
- Any person who becomes sick on campus with symptoms consistent with COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention. If the person does not have immediate transportation to leave campus, they will be isolated in the LRC building in room 127 until transportation arrives on campus.
- Any person who arrives on campus showing symptoms of COVID-19 without having been tested for COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention. If the person does not have immediate transportation to leave campus, they will be isolated in the LRC building in room 127 until transportation arrives on campus.
- Students, staff, and faculty should not attend class or work when sick, whether COVID-19 is suspected or not.
- VHCC will practice as much flexibility as reasonably possible for any member of the VHCC community during this time of pandemic.

### **In-Person Class Guidelines**

VHCC will provide faculty and students with handouts (Attachment F for Faculty and Attachment G for Students) on guidelines for keeping the campus safe during the current COVID-19 pandemic for all in-person classes. It will be critical that all faculty share, practice and reinforce the guidelines contained in the handouts for the safety of themselves and their students. VHCC will continue to monitor and follow CDC guidelines as well as adhering to all state regulations and guidelines regarding disease control and prevention.

**2. CAMPUS LEVEL SYNDROMIC (DISEASE) SURVEILLANCE USING ELECTRONIC HEALTH RECORD DATA OR OTHER DISEASE SURVEILLANCE METHODS AS FEASIBLE.**

VHCC does not provide health services to its students. Should any faculty, staff or student contract COVID-19 the college will inform the local VDH office for contact tracing support monitoring.

**3. ESTABLISHMENT OF A TESTING STRATEGY. TESTING STRATEGIES SHOULD CONSIDER TESTING FOR ALL STUDENTS, FACULTY OR STAFF WITH SYMPTOMS AND ACCESS TO TESTING FOR CLOSE CONTACTS OF CASES AS RECOMMENDED BY PUBLIC HEALTH. INSTITUTIONS MAY CONSULT WITH THEIR LOCAL HEALTH DEPARTMENT, LOCAL HEALTH SYSTEMS AND OTHER RELEVANT PARTNERS.**

VHCC will work with the local health department to provide faculty, staff and student current information on local COVID19 testing location. VHCC will contact the Mount Rogers Health District. The Vice President for Finance & Administration will notify the Nurse Supervisor, Ms. Kelly Reed, upon notification of a potential or positive COVID-19 case on the campus. The office is located at 16068 Lee Highway, Suite 100, Bristol, VA 24202 and the phone number is 276-676-5604.

**SECTION C. CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED**

**1. PARTNERSHIP WITH VDH FOR CONTACT TRACING.**

VHCC will work with the local Washington Health Department for contact tracing of any confirmed COVID19 case(s) that have directly affected the campus. VHCC will contact the Mount Rogers Health District. The Vice President for Finance & Administration will notify the Nurse Supervisor, Ms. Kelly Reed, upon notification of a potential or positive COVID-19 case on the campus. The office is located at 16068 Lee Highway, Suite 100, Bristol, VA 24202 and the phone number is 276-676-5604.

**2. QUARANTINING AND ISOLATING.**

VHCC does not provide housing or medical services. However, VHCC will respond accordingly by providing the following guidance:

- Any person who becomes sick on campus with symptoms consistent with COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention; and
- Any person who arrives on campus showing symptoms of COVID-19 without having been tested for COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention.

### 3. CAMPUS CASE MANAGEMENT.

In the event a confirmed case has occurred on VHCC's campus, the College will implement a short-term campus closure if a COVID-19 infected person has been on campus, regardless of the level of community spread. According to CDC recommendations, if an infected person has been on campus, the following process will be utilized:

- If the infected person is a student, Dr. Stacy Thomas, Vice President of Instruction and Student Services has been designated as the college official that will coordinate with the student(s).
  - Contact Information:
    - Dr. Stacy Thomas
    - [stthomas@vhcc.edu](mailto:stthomas@vhcc.edu)
    - 276-739-2429
- If the infected person is a faculty or staff member, Christine Fields, Vice President of Finance and Administration has been designated as the college official that will coordinate with the employee(s).
  - Contact Information:
    - Ms. Christine Fields
    - [cfields@vhcc.edu](mailto:cfields@vhcc.edu)
    - 276-736-2426

Upon notification, Christine Fields, Vice President of Finance & Administration, will immediately notify the Virginia Department of Health officials in Washington County, Virginia. These health department officials will assist VHCC administrators to determine a course of action to take, including:

- Determine who the individual may have had contact with and the locations in which the individual traveled on campus;
- Determine if the scope of a short-term closure is necessary to a portion of campus buildings and facilities or a campus closure is necessary; and
- In some cases, VHCC administration, working with the public health officials, may choose to close only certain areas of a building, an entire building or the entire campus depending on the areas that may have been entered by the individual(s) with COVID-19.

According to the CDC, this initial short-term class suspension allows time for the local health officials to gain a better understanding of the COVID-19 situation affecting VHCC. The local health officials will assist VHCC in determining appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

VHCC's administrators will communicate with students, staff, and faculty in coordination with local health officials. This coordinated effort will lead to the communication of possible COVID-19 exposure. However, **ALL** employees must follow all VHCC's policies regarding the dissemination of private information, in addition to all requirements related to the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

**4. PARTNERSHIP WITH LOCAL HEALTH SYSTEMS TO ASSURE CARE FOR SYMPTOMATIC INDIVIDUALS AS NEEDED. (E.G. A LOCAL HEALTH SYSTEM REPRESENTATIVE COULD SERVE ON THE COVID-19 TEAM)**

VHCC will distribute and post educational materials from the Virginia Department of Health's [COVID-19: What you need to know](#) (Attachment H) and [What to do if you were exposed to COVID-19](#) (Attachment I) to faculty, staff and students. VHCC will collaborate with its local health department to assess potential exposures and enroll exposed VHCC faculty, staff or students into monitoring. The local health department will work with the college to ensure that essential needs are met for those in isolation or quarantine.

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

**1. PLANS REGARDING THE CRITERIA AND PROCESS FOR CAMPUS DISMISSALS OR SHUTDOWNS. DECISIONS REGARDING DISMISSALS AND SHUTDOWNS SHOULD BE MADE IN CONSULTATION WITH LOCAL AND STATE PUBLIC HEALTH OFFICIALS.**

Upon notification from faculty, staff or student, Christine Fields, Vice President of Finance & Administration, will immediately notify the Virginia Department of Health officials in Washington County, Virginia. These health department officials will assist VHCC administrators to determine a course of action to take, including:

- Determine who the individual may have had contact with and the locations in which the individual traveled on campus;
- Determine if the scope of a short-term closure is necessary to a portion of campus buildings and facilities or a campus closure is necessary;
- In some cases, VHCC administration, working with the public health officials, may choose to close only certain areas of a building, an entire building or the entire campus depending on the areas that may have been entered by the individual(s) with COVID-19; and
- Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

**2. NATURE OF REDUCED CAMPUS ACTIVITY IN THE EVENT OF SEVERE CONDITIONS/PUBLIC HEALTH DIRECTION OR GUIDANCE.**

VHCC will continue to follow the guidance of the Governor of Virginia and the Virginia Department of Health. The college is prepared to move between Phase I, Phase 2 and Phase 3 for course delivery and business operations, while providing a safe environment for employees, students, visitors and

contractors. In addition, VHCC will follow all mandates issued by the federal government, the Commonwealth of Virginia, and the Chancellor of the Virginia Community College System.

### ***3. CONSIDERATIONS REGARDING STUDENT HEALTH AND SAFETY ON CAMPUS VERSUS RETURNING HOME.***

Not applicable to Virginia Highlands Community College.

### ***4. COMMUNICATIONS PLAN FOR DISMISSALS/SHUTDOWNS.***

VHCC will continue to use its existing outlets for communicating information on dismissals and shutdowns. The college will use VHCCAlert (texting system), social media (Facebook, Twitter, and Instagram) and media outlets (TV stations, radio stations and newspapers).

## ATTACHMENTS

**ATTACHMENT A**



## Coronavirus (COVID-19) Daily Self-Assessment

All students and employees must monitor their own health on a daily basis. Ask yourself the following questions as part of a daily self-assessment. Answer yes or no to each question every day.

---

### HAVE YOU HAD ANY OF THESE SYMPTOMS IN THE PAST 24 HOURS?

- Fever
  - Chills
  - Cough
  - Shortness of breath
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Vomiting or diarrhea
- 

### HAVE YOU HAD ANY OF THESE SYMPTOMS IN THE PAST 24 HOURS, NOT RELATED TO ALLERGIES?

- Sinus congestion
  - Runny nose
- 

### WHAT TO DO NEXT

- If you answered NO to all: Report to class, work, or college activities and comply with all relevant guidelines on campus.
  - If you answered YES to **two or more symptoms**: Contact your healthcare provider or arrange for a medical evaluation and COVID-19 testing, if deemed appropriate.
-

**ATTACHMENT B**



Two times a day (morning and night), write down your temperature and any COVID-19 symptoms you may have: **fever, coughing, or trouble breathing**. Do this every day for 14 days.

1. Fill in the dates on the log, starting with Day 0 and ending with Day 14. Day 0 is the day you left another country or returned home from a cruise.
2. Start recording your temperature and symptoms, beginning with today's date.
3. Your health monitoring is complete 14 days after the day you left another country or returned home from a cruise.

DAY	DATE	SYMPTOMS	TEMP
<b>DAY 0</b>	April 1, 2020	Day 0 is the day you left another country or returned home from a cruise.	
<b>DAY 1</b>	April 2, 2020	No Symptoms	97.4 F
		No Symptoms	98.6 F
<b>DAY 2</b>	April 3, 2020	No Symptoms	96.9 F
		No Symptoms	98.6 F
<b>DAY 3</b>	April 4, 2020	No Symptoms	98.0 F
		No Symptoms	98.6 F
<b>DAY 4</b>	April 5, 2020	No Symptoms	97.3 F
		No Symptoms	98.6 F
<b>DAY 5</b>	April 6, 2020	No Symptoms	96.5 F
		No Symptoms	98.6 F

If you have a medical emergency, call 911. Tell them your symptoms and that you traveled internationally or on a cruise.

CS316091A  
Apr 21, 2020 10 AM

## Your 14-Day Log for Temperature and Symptoms



Write your symptoms and temperature in the space below every day for 14 days.

DAY	DATE	SYMPTOMS	TEMP
<b>DAY 0</b>		Day 0 is the day you left another country or returned home from a cruise.	
<b>DAY 1</b>		 	
<b>DAY 2</b>		 	
<b>DAY 3</b>		 	
<b>DAY 4</b>		 	
<b>DAY 5</b>		 	
<b>DAY 6</b>		 	
<b>DAY 7</b>		 	
<b>DAY 8</b>		 	
<b>DAY 9</b>		 	
<b>DAY 10</b>		 	
<b>DAY 11</b>		 	
<b>DAY 12</b>		 	
<b>DAY 13</b>		 	
<b>DAY 14</b>		 	



**If you get sick:** • Stay home. Avoid contact with others. • You might have COVID-19; most people are able to recover at home without medical care. • If you have trouble breathing or are worried about your symptoms, call or text a health care provider. Tell them about your recent travel and your symptoms. • Call ahead before you go to a doctor's office or emergency room.

CS316091A  
Apr 21, 2020 10 AM

[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

**ATTACHMENT C**

For Everyone's Protection

# FACE COVERINGS REQUIRED FOR ENTRY

FOR ALL PERSONS AGED 10 AND OVER

Face coverings should cover mouth and nose



The requirement to wear a face covering does not apply to the following:

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



Executive Order 63 (2020)

*Thank You*

**ATTACHMENT D**

## Coronavirus Disease 2019 (COVID-19)

### Reducing Stigma

Stigma is discrimination against an identifiable group of people, a place, or a nation. Stigma is associated with a lack of knowledge about how COVID-19 spreads, a need to blame someone, fears about disease and death, and gossip that spreads rumors and myths.

No single person or group of people are more likely than others to spread COVID-19. Public health emergencies, such as this pandemic, are stressful times for people and communities. Fear and anxiety about a disease can lead to social stigma, which is negative attitudes and beliefs toward people, places, or things. Stigma can lead to labeling, stereotyping, [discrimination](#), and other negative behaviors toward others. For example, stigma and discrimination can occur when people link a disease, such as COVID-19, with a population, community, or nationality. Stigma can also happen after a person has recovered from COVID-19 or been released from home isolation or quarantine.

Some groups of people who may experience stigma during the COVID-19 pandemic include:

- Certain racial and ethnic minority groups, including Asian Americans, Pacific Islanders, and black or African Americans;
- People who tested positive for COVID-19, have recovered from being sick with COVID-19, or were released from COVID-19 quarantine;
- Emergency responders or healthcare providers;
- Other frontline workers, such as grocery store clerks, delivery drivers, or farm and food processing plant workers;
- People who have disabilities or developmental or behavioral disorders who may have difficulty following recommendations;
- People who have underlying health conditions that cause a cough;
- People living in congregate (group) settings, such as people experiencing homelessness.

Stigma hurts everyone by creating more fear or anger toward ordinary people instead of focusing on the disease that is causing the problem. Stigma can also make people more likely to hide symptoms or illness, keep them from seeking health care immediately, and prevent individuals from adopting healthy behaviors. This means that stigma can make it more difficult to control the spread of an outbreak.

Groups who experience stigma may also experience discrimination. This discrimination can take the form of:

- Other people avoiding or rejecting them;
- Getting denied healthcare, education, housing, or employment;
- Verbal abuse; or
- Physical violence.

Stigma can negatively affect the emotional, [mental](#), and physical health of stigmatized groups and the communities they live in. Stigmatized individuals may experience isolation, depression, anxiety, or public embarrassment. Stopping stigma is important to making *all* communities and community members safer and healthier. Everyone can help stop stigma related to COVID-19 by [knowing the facts](#) and sharing them with others in their communities.

#### **Community leaders and public health officials can help prevent stigma by:**

- Maintaining the privacy and confidentiality of those seeking healthcare and those who may be part of any contact investigation.
- Quickly communicating the risk, or lack of risk, from contact with products, people, and places.
- Correcting negative language that can cause stigma by sharing accurate information about how the virus spreads.
- Speaking out against negative behaviors and statements, including those on social media.
- Making sure that images used in communications show diverse communities and do not reinforce stereotypes.

- Using media channels, including news media and social media, to speak out against stereotyping groups of people who experience stigma because of COVID-19.
- Thanking healthcare workers, responders, and others working on the front lines.
- Suggesting virtual resources for [mental health](#) or other social support services for people who have experienced stigma or discrimination.

### More information

[A guide to preventing and addressing social stigma associated with COVID-19](#)  

[Protect Yourself and Your Loved Ones During a Disaster](#)

[Pandemic Preparedness Resources](#)

[Frequently Asked Questions on COVID-19](#)

Page last reviewed: June 11, 2020

**ATTACHMENT E**

# Steps to Slow the Spread of COVID-19

## COVID-19 is a respiratory illness that can spread from person to person.

Virginians are encouraged to follow these instructions to prevent disease spreading to people in your home and community.

### **SYMPTOMS** can include **FEVER, COUGH** or **TROUBLE BREATHING**.

Some people have other symptoms including chills, muscle pain, headache, sore throat, or new loss of taste or smell. Illnesses have ranged from mild symptoms to severe illness and death. Symptoms may appear 2–14 days after exposure. Most people will have mild illness and be able to recover at home.\*

#### **If You Are Sick And Have Symptoms...**

- **Stay home and separate yourself from other people in your home.** Avoid contact with others, do not share personal items, and use a separate bedroom and bathroom, if possible.
- **Monitor your health.** Seek medical attention immediately if you have a medical emergency. Emergency warning signs of COVID-19 can include; trouble breathing, pain or pressure in the chest, confusion, or bluish lips or face. Call ahead.
- **Wear a cloth face covering** or facemask when around other people.
- **Cover your coughs and sneezes** with a tissue or the inside of your elbow.
- **Wash your hands often** with soap and warm water for at least 20 seconds.
- **Clean and disinfect high-touch surfaces every day.**
- **Do not leave home until fever-free for at least 72 hours** (without the help of medication) AND your other symptoms have improved AND at least 10 days have passed since symptoms first appeared.
- **Inform close contacts.** Talk to everyone who you have been within 6 feet of for more than 15 minutes while you were sick, including the 2 days BEFORE you developed symptoms. Tell them to stay home and monitor their health for 14 days.

*\*Older adults and people of any age with serious underlying medical conditions may be at higher risk for more serious disease. Seek care early.*

#### **If You Had Close Contact With Someone Who Is Sick...**

- **Stay home for 14 days** since you last interacted with the ill individual. If you have ongoing exposure (for example you live with the person who is sick), stay home while the person is sick and for 14 days after the person has been released from isolation.
- **Avoid contact with others** even though you may feel well. Do not share personal items, and use a separate bedroom and bathroom, if possible.
- **Monitor for symptoms.** Take your temperature with a thermometer two times a day and watch for fever or cough.
- **Keep your distance from others** (at least 6 feet).
- **Wear a cloth face covering** or facemask when around other people.
- **Wash your hands often** with soap and warm water for at least 20 seconds.
- **Clean and disinfect high-touch surfaces every day.**
- **If you become sick,** stay home, keep your distance from others, and inform your close contacts you are sick. Follow the guidance under "if you are sick and have symptoms."

If you have questions, visit [www.vdh.virginia.gov](http://www.vdh.virginia.gov)  
or call 877-ASK-VDH3



6/8/2020

# How to Identify and Talk to Your Close Contacts About COVID-19

If you have symptoms of COVID-19, it is important that you alert everyone who you have been within 6 feet of for more than 15 minutes while you were sick, including the 2 days before you developed symptoms. The steps below will help you identify and talk to your close contacts.

1. Document day, date, time your symptoms began: \_\_\_\_\_ (day) \_\_\_\_\_ (date) \_\_\_\_\_ (time)
2. List all people who were in your household since becoming sick: *(including the 48 hours BEFORE you developed symptoms)*  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Inform your other close contacts: *(People who have been within 6 feet of you while you were sick, including the 48 hours BEFORE you developed symptoms)*  
 At work: \_\_\_\_\_  
 In a car: \_\_\_\_\_  
 In or near your home: \_\_\_\_\_  
 In other places: \_\_\_\_\_

## Inform Your Close Contacts

Call or text your contacts and tell them you are sick. By sharing your information with others, you can slow the spread of illness.

Sample message:



"Hi. I am sick with symptoms of COVID-19 (the coronavirus infection). I'm reaching out because when we met, you may have been exposed. Most people who get sick are able to recover at home. The Health Department recommends that you stay home and monitor your health for symptoms of COVID-19 for 14 days since we last interacted. Remember to:

- **Stay home for 14 days** since we last interacted.
  - If you have ongoing exposure with the contact, for example if you live with this person, tell them to stay home while you are sick and for 14 days after you have been released from isolation.
- **Avoid contact with others**, do not share personal items, and use a separate bedroom and bathroom, if possible.
- **Monitor for symptoms.** Take your temperature with a thermometer two times a day and watch for fever or cough. Seek medical attention immediately if you have a medical emergency. Emergency warning signs of COVID-19 can include; trouble breathing, pain or pressure in the chest, confusion, or bluish lips or face. Call ahead.

- **Keep your distance from others** (at least 6 feet).
- **Wear a cloth face covering** or facemask when around other people.
- **Wash your hands often** with soap and warm water for at least 20 seconds.
- **Clean and disinfect high-touch surfaces every day.**
- **If you become sick, stay home and keep your distance from others.**
- **Inform others if you become sick.** Talk to everyone who you have been within 6 feet of for more than 15 minutes while you were sick, including the 2 days BEFORE you developed symptoms. Tell them to stay home for 14 days. If you get sick, call your doctor or healthcare provider and let them know you were exposed to someone with COVID-19 and now are ill."

If you have questions, visit [www.vdh.virginia.gov](http://www.vdh.virginia.gov) or call 877-ASK-VDH3



**ATTACHMENT F**

If you are notified about a COVID 19 exposure in your class, notify your Division Dean **immediately**.



## COVID 19 In-Person Class Faculty Guidelines

This document provides guidelines for keeping students and employees safe during the current COVID-19 pandemic for all in-person classes. It is critical that all faculty share, practice, and reinforce these guidelines for the safety of themselves and their students. VHCC is monitoring and following all Centers for Disease Control (CDC) guidelines as well as adhering to all State Regulations and guidelines regarding disease control and prevention.

### As a faculty member, your role is as follows:

- ✓ **DAILY WELLNESS ASSESSMENT:** Remind all students to complete a daily wellness self-assessment using the Virginia Department of Health's Self Check Guide. By attending an in-person class, a student is affirming that they have performed the assessment, are symptom free, and have not exposed to COVID-19.
- ✓ **CLASS ATTENDANCE:** Please take attendance at each class session. The purpose of this is to assist with contact tracing, should a case of COVID-19 be discovered to have a potential impact on the VHCC community.
- ✓ **CONTACT METHOD:** Please give your students a method to contact you that you will monitor regularly in case a student needs to report an illness OR the college has to move to an on-line modality because of a COVID-19 surge.

### Students will do the following: (these are reproduced from the Student Guidelines for your information)

- **Do not come to class sick regardless of symptoms.** Contact your faculty so that he/she is aware and can make instructional accommodations if necessary. Stay in touch regularly with your faculty member until you return to class;
- **Do not come to class if you have been exposed to someone with COVID-19 or traveled to an area with a high incidence COVID-19.** Stay home and quarantine per CDC guidelines. Do not come back to class until you have quarantined 14 days. Contact your faculty member that he/she is aware and can make instructional accommodations if necessary. Stay in touch with your faculty member until you return to class;
- **If after attending a class, you find out you were exposed to someone with COVID 19, contact your faculty member immediately** and quarantine per CDC guidelines. Do not come back to class until you have quarantined for at least 14 days. Your faculty member may make instructional accommodations if possible. Stay in touch with your faculty until you return to class;
- **If you are diagnosed with COVID 19 do not come to class.** Quarantine at home but advise your faculty member immediately so he/she is aware of your diagnosis. Please stay in touch with your faculty member as able. Do not return to class until a doctor or health professional verifies you have fully recovered and contact the Vice President for Instruction and Student Services before returning (276-739-2429);
- **Practice social/physical distancing and do not congregate** before, during, and after class, as well as during breaks. Leave the classroom, building, and campus promptly when your class session(s) ends;
- **Wear face coverings (masks) to all in-person classes and when circulating inside campus buildings.** This will be required for class admission. Other personal protective equipment may be required by faculty or the college;
- **Be prepared in case your in-person class is moved online.** In the event of a new outbreak or change in state guidelines, it is possible your class may be moved online, fully or partially. You should be prepared to have access to technology and internet if this were to occur; and
- **Sign up for the TEXT Alerts** (<https://member.everbridge.net/892807736726252/login>) to receive urgent college information.

### The college will do the following:

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

**ATTACHMENT G**



## COVID 19 In-Person Class **Student Guidelines**

This document provides guidelines for keeping students and employees safe during the current COVID-19 pandemic for all in-person classes. It is critical that all students practice and reinforce these guidelines for the safety of themselves, their classmates, their faculty member, and others they may encounter while at the college. VHCC is monitoring and following all Centers for Disease Control (CDC) guidelines as well as adhering to all State Regulations and guidelines regarding disease control and prevention.

### **Students will do the following:**

-  **COMPLETE A DAILY WELLNESS ASSESSMENT:** You must complete a daily wellness self-assessment using the Virginia Department of Health's Self Check Guide. By attending an in-person class, you are affirming that you have performed the assessment, are symptom free, and have not exposed to COVID-19.
- **Do not come to class sick regardless of symptoms.** Contact your faculty so that he/she is aware and can make instructional accommodations if necessary. Stay in touch regularly with your faculty member until you return to class;
- **Do not come to class if you have been exposed to someone with COVID-19 or traveled to an area with a high incidence COVID-19.** Stay home and quarantine per CDC guidelines. Do not come back to class until you have quarantined 14 days. Contact your faculty member that he/she is aware and can make instructional accommodations if necessary. Stay in touch with your faculty member until you return to class;
- **If after attending a class, you find out you were exposed to someone with COVID 19, contact your faculty member immediately** and quarantine per CDC guidelines. Do not come back to class until you have quarantined for at least 14 days. Your faculty member may make instructional accommodations if possible. Stay in touch with your faculty until you return to class;
- **If you are diagnosed with COVID 19 do not come to class.** Quarantine at home but advise your faculty member immediately so he/she is aware of your diagnosis. Please stay in touch with your faculty member as able. Do not return to class until a doctor or health professional verifies you have fully recovered and contact the Vice President for Instruction and Student Services before returning (276-739-2429);
- **Practice social/physical distancing and do not congregate** before, during, and after class, as well as during breaks. Leave the classroom, building, and campus promptly when your class session(s) ends;
- **Wear face coverings (masks) to all in-person classes and when circulating inside campus buildings.** This will be required for class admission. Other personal protective equipment may be required by faculty or the college;
- **Be prepared in case your in-person class is moved online.** In the event of a new outbreak or change in state guidelines, it is possible your class may be moved online, fully or partially. You should be prepared to have access to technology and internet if this were to occur; and
- **Signup for the TEXT Alerts** (<https://member.everbridge.net/892807736726252/login>) to receive urgent college information.

### **The college will do the following:**

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

**ATTACHMENT H**

## Coronavirus (COVID-19): What you need to know

The coronavirus (COVID-19) is here in our community. It is up to all of us to do our part and stop the spread of COVID-19.

### COVID-19 IS SPREAD MAINLY FROM PERSON-TO-PERSON:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.



### SYMPTOMS INCLUDE:

- Fever
- Cough
- Shortness of breath and difficulty breathing



These symptoms may appear 2–14 days after you are exposed to COVID-19. There is no treatment for COVID-19.

### PEOPLE WHO ARE AT HIGH-RISK FOR SEVERE ILLNESS FROM COVID-19 INCLUDE:

- People aged 65 years and older
- People with chronic lung disease or moderate to severe asthma
- People who have heart conditions
- People who are immunocompromised
- People who smoke
- People with severe obesity
- People with diabetes
- People with chronic kidney disease
- People with liver disease



### DO YOU HAVE A QUESTION ABOUT COVID-19?

Call our COVID-19 Call Center! We have public health professionals available to talk to you in English and Spanish.



CALL: 877-ASK-VDH3



## TO PROTECT YOURSELF FROM COVID-19:



- Stay home as much as possible and limit visitors in your household (they may have been exposed to the virus and not show symptoms).



- Try to only leave your house to get groceries and essential supplies.



- When you leave your house, wear a cloth mask.



- Avoid direct contact with people outside of your household. Maintain a 6 ft. distance from other people.



- Clean your hands often with soap and water for 20 seconds. If soap and water is not available, use hand sanitizer.



- Cover your coughs and sneezes.



- Clean and disinfect frequently touched surfaces daily.



- If you feel sick, stay home and isolate yourself from other people in your household. Do not go to work.

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).

**VDH** VIRGINIA  
DEPARTMENT  
OF HEALTH

## WHAT TO DO IF YOU ARE SICK:

- Stay home except to get medical care. Do not go to work.



- Separate yourself from other people in your home, this is known as home isolation. Try to sleep in a separate room and use a separate bathroom than other people in your home.



- Call ahead before visiting your doctor.



- If you are sick, wear a face mask when you are around other people.



- Cover your coughs and sneezes with a tissue. Throw away tissues immediately.



- Clean your hands often. Use soap and water for 20 seconds and hand sanitizer if soap and water are not available.



- Avoid sharing personal household items (like dishes, drinking glasses, utensils, towels, or bedding with other people in your home).



- Clean and disinfect all "high-touch" surfaces everyday (like phones, remote controls, counters, tabletops, doorknobs, toilets, tablets, and bedside tables)



- Monitor your symptoms every day.

**Call 911 if you have a medical emergency:**  
If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19.

**ATTACHMENT I**

# What to do if you were exposed to coronavirus disease (COVID-19)?

If you had close contact with a person sick with COVID-19, the Virginia Department of Health (VDH) recommends that you **stay at home** for 14 days after the last time you saw the person and practice social distancing. \*If you are a healthcare worker or critical infrastructure worker, consult your employer or the health department for instructions specific to your industry.

### Close contact includes:

- Living in the same household as a sick person with COVID-19,
- Caring for a sick person with COVID-19,
- Being within 6 feet of a sick person with COVID-19 for about 15 minutes, or
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed or sneezed on, kissing, sharing utensils, etc.).



### Close contact does not include:

Being indoors, such as a classroom or hospital waiting room, with a sick person with COVID-19 and remaining more than 6 feet away, does not put you at a higher risk of getting sick.

Additionally, briefly walking by or being briefly in the same room as a sick person with COVID-19 does not put you at a higher risk of getting sick.

If you live in the same household as someone sick with COVID-19, the person who is sick must stay home until their fever has been gone for 3 full days without using any fever-reducing medicine, the other symptoms have improved, and at least 10 days have passed since the first symptoms appeared. After this time, the person can stop home isolation and is no longer considered infectious. **You, as the household contact, should stay home while the person is sick, while the person is recovering, and for 14 days after their home isolation ended.**

View the enclosed guide on **When to End Home Isolation and Quarantine** for more information.

### Monitor your health and be aware of the most common signs of COVID-19. These include:

Fever



Cough



Shortness of breath



**IF YOU HAVE MORE QUESTIONS ABOUT STAYING HOME OR PRACTICING SOCIAL DISTANCING, PLEASE CONTACT 877-ASK-VDH3 (877-275-8343)**

# Take these steps to monitor your health while you stay home and practice social distancing:

## Take your temperature with a thermometer two times a day



- Take your temperature once in the morning and once at night. Watch for a fever, cough, or trouble breathing.
- If you develop a fever and mild symptoms, isolate at home (stay away from others) during illness. Get rest and drink plenty of fluids. Learn more about what to do if you are sick.  
**More information is online** at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- If you are at a higher risk of getting very sick with COVID-19 or if your illness is getting worse (e.g., difficulty breathing or persistent fever after using fever-reducing medication) call your healthcare provider.
- If you need emergency medical care, call 911 and notify the dispatch personnel that you may have COVID-19.
- You can download VDH's Daily Symptom Monitoring Log to help monitor your health. It is available online at: [http://www.vdh.virginia.gov/content/uploads/sites/182/2020/03/Daily\\_Monitoring\\_Log.pdf](http://www.vdh.virginia.gov/content/uploads/sites/182/2020/03/Daily_Monitoring_Log.pdf)

## Stay home and avoid contact with others for 14 days from last contact



- If there are others in your household, try to limit contact by staying in a specific room. Use a separate bathroom, if available.
- If you live in the same household as someone sick with COVID-19, stay home and avoid contact with others outside of the home for 14 days after the person who was sick is no longer infectious.

## Do not go to work or school during this period



- As soon as you can, talk to your employer or school. Teleworking or long-distance learning is encouraged if that is an option available for you.
- Your local health department can provide you with a letter excusing you from work or school, if needed.
- Do not take public transportation such as buses, trains taxis, or ride-shares during the time you are monitoring your health.

## Avoid all public spaces, public activities, and group gatherings during this period



- If necessary, your local health department can ensure that your basic needs (for example, food and medication) are being met.
- A family member or friend who did not have any COVID-19 exposures may bring items to your door, but must stay at least 6 feet away from you and may not enter the home.
- Keep your distance from others (about 6 feet or 2 meters).



For advice on how to practice social distancing, visit VDH's Prevention Tips website at <http://www.vdh.virginia.gov/coronavirus/prevention-tips/>

This flyer and additional resources are available on the Virginia Department of Health website at <http://www.vdh.virginia.gov/coronavirus/local-exposure/>