Virginia Western Community College

COVID-19 Pandemic Response and Campus Plan

Fall Semester 2020

Virginia Western Community College (VWCC)
Reopening Plan
July 6, 2020

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I. Guiding Principles

To develop a plan that is rooted in best practices to strive to meet the safety, health and well-being of the entire college community, and to continue the mission to provide quality educational and training opportunities.

To hold true to our core values of diversity, integrity, respect, success, and teamwork as we embrace the need to be adaptive, flexible, and resilient as new dimensions of this pandemic emerges.

Our plans will be aligned and consistent with the Governor's Executive Orders, *Forward Virginia*, a phased approach for reopening Virginia (chart below), and Virginia's *Higher Education Reopening Guidance*. The college will also follow recommendations from the federal government (White House Guidelines for Opening Up America Again), Centers for Disease Control and Prevention (CDC), and the Virginia Department of Health (VDH).

As we continue to learn more about the novel coronavirus and the response to COVID-19 evolves, plans and protocols will be amended.

II. Reopening phases for Virginia (*Forward Virginia Blueprint*) *Announced by Governor Northam, May 4, 2020*		
Phase 1 *(Began in our region May 15)* ● Instead of a stay-at-home order, people should consider themselves safer at home ● No social gatherings of more than 10 people ● Continued social distancing ● Continued teleworking ● Face coverings recommended in public ● Easing limits on business and faith communities (guidelines include social distancing, enhanced cleaning and disinfection, and enhanced workplace safety)	**Phase 2** *(Began in our region June 5)* ● Stay-at-home for vulnerable population ● No social gatherings of more than 50 people ● Continued social distancing ● Continued teleworking ● Face coverings recommended in public ● Further easing of business limitations	**Phase 3** *(Began in our region July 1)* ● Safer-at-home - especially if you are vulnerable ● No social gatherings of more than 250 people ● Continued social distancing ● Continued teleworking ● Face coverings required in public spaces ● Expanded business operations

In following our guiding principles, Virginia Western has developed its plan in accordance with Gov. Ralph Northam's *Forward Virginia Blueprint* and is prepared to pivot between phases based on evidence of resurgence of the novel COVID-19 virus.

The Centers for Disease Control and Prevention (CDC), "Considerations for Institutions of Higher Education (May 30, 2020), notes the level of risk for COVID-19 transmission increases as follows:

• **Lowest Risk**: Faculty and students engage in virtual-only learning options, activities, and events.

• **More Risk**: Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects (i.e. hybrid virtual and in-person class structures or staggered scheduling to accommodate smaller class sizes).

• **Highest Risk**: Full-sized, in-person classes, activities and events. Students are not spaced apart, share classroom materials or supplies, live in campus housing, and mix between classes and activities.

Prior to the pandemic, Virginia Western's Information and Educational Technologies (IET) department created infrastructure for online/remote learning and provided ongoing training and support for faculty through the Learning Resources department. From February through early March, the Campus Police Chief/Director of Emergency Management continued to monitor early news of COVID-19 and possible implications to the United States and our region and state. Updated Continuity of Operations Plans (COOP) were provided to College leadership and campus-wide messages were communicated via email and Employee and Student news bulletins to provide health and safety information. In late February, in preparation of the future response, a large personal protective equipment (PPE) order — including hand sanitizer and disinfectant wipes — was placed to a state mandatory source. In early March, President Sandel activated the COOP plan and COVID-19 Response Planning Team, and a Virginia Western COVID-19 web page was created. Virginia Western fully transitioned to remote operations on March 23 and followed Gov. Northam's Stay at Home Order, Executive Order 55.

Throughout the Spring 2020 semester, the college operated under the "Lowest Risk" category. Some classes were paused until on-campus operations could continue and many other classes were able to continue via distance learning technologies. In April, President Sandel activated and identified a cross-functional Re-opening Task Force to prepare a Summer Re-opening plan, which aligns with Gov. Northam's Executive Orders and *Forward Virginia Blueprint.* In

early June, the Roanoke region reached Phase 2 metrics, and the college was authorized to resume delivery of some in-person, laboratory, and hands-on courses on June 15, moving the college to the More Risk category. The Plan and resumption of some in-person, laboratory, and hands-on classes provides the college the opportunity to fine-tune our plans as we move into Phase 3 and Fall semester, which begins August 24, 2020.

Virginia Western will continue to offer courses via a mixture of online and remote learning delivery formats along with some in-person course options with a particular, but not exclusive, focus on technical training, clinical, and lab instruction. Staffing plans continue to include telework options where possible while operating within the Continuity of Operations Plan to provide a lower level of risk. Student activities and services will also be provided via distance technology with some in-person activities and services offered by appointment.

III. A. Repopulation of the Campus

1. Establishment of a COVID-19 coordinator/campus team

Virginia Western's COVID-19 Point of Contact is Craig Harris, Campus Police Chief and Emergency Management Director, who will respond to COVID-19 concerns and can be reached at charris@virginiawestern.edu

VWCC's COVID-19 Team includes Dr. Robert Sandel, president; Craig Harris, campus police chief; Lisa Ridpath; vice president of finance and administrative services; Dr. Elizabeth Wilmer; vice president of academic and student affairs; Marilyn Herbert-Ashton, vice president of institutional advancement and dean of nursing; Dr. Milan Hayward, vice president of career and corporate training; Jennifer Pittman, associate vice president of human resources; Rachelle Koudelik-Jones; dean of institutional effectiveness; Lori Baker, dean of student affairs; Josh Meyer, director of marketing and strategic communications; Shivaji Samanta, director of information and educational technologies; Peter Stocki, manager, facilities management services; and Amy Balzer, assistant to the college president.

Chief Harris also drafts and guides the College's Continuity of Operations Plan (COOP). Chief Harris works with the Virginia Department of Emergency Management (VDEM) and the Roanoke/Alleghany Health District. Chief Harris will work directly with the Health District's designated point of contact who provides consultation related to college public health protocols, guidance for testing, and coordination of contact tracing. The Roanoke/Alleghany Health District contact number is (540) 283-5050.

2. Contact information and procedures for reaching the local health department

Campus Police Chief Craig Harris leads the College's Continuity of Operations Plan (COOP). Chief Harris has a well-established relationship with the VDEM and the Roanoke/Alleghany Health District.

Contact information:

Roanoke City and Alleghany Health District
1502 Williamson Road, NE, 2nd Floor
Roanoke, VA 24012
Telephone: (540) 283-5050

Chief Harris will serve as the point of contact to the local health department. The secondary point of contact for planning implementation is Marilyn Herbert-Ashton. The Roanoke/Alleghany Health District has provided Virginia Western with a direct point of contact who provides consultation/guidance with the college's public health protocols, testing guidance, and coordination of contract tracing, as documented in the COVID-19 Role of Public Health and Colleges/Universities in Preparedness and Response Efforts.

3. Students' initial return to campus

Virginia Western is a commuter campus and does not provide student housing.

Students are expected to take personal responsibility and commit to self-monitoring and screening. Students will be asked to review carefully and agree to follow the Student Health Safety Agreement (Appendix). A copy of the Student Health Safety Agreement will also be embedded in Canvas for all courses. Students are also expected to complete a daily health self-check PRIOR to coming to class or to any VWCC-controlled location that day.

Instructor Guidelines (Appendix) will be included as part of the class structure to review and reinforce with students.

Visible signage — addressing hygiene, coughing/sneezing, social/physical distancing, use of face coverings, and campus navigation — has been placed throughout the campus and at off-campus controlled locations. As part of public health education and communications, signage is also posted on VWTVs throughout the campus that run on a continuous loop.

4. Education/training of students and employees

COVID-19 prevention training will be available for students and is included as part of student orientation and reinforced in each class.

Employees are expected to complete COVID-19 prevention/safety training prior to returning to campus through the Commonwealth of Virginia Learning Center (COVLC). https://covlc.virginia.gov/Default.aspx

Posters and visible signage have also been placed throughout the campus and campus-controlled locations to remind/reinforce public health and safety practices.

A COOP Tabletop Drill to continue to educate and prepare employees for managing COVID-19 scenarios will be developed and implemented in late Summer.

As noted in the Summer Plan, prevention and education includes employees and students reading the plan and following **measures to reduce the spread and personal safety practices:**

Measures to Reduce the Spread

According to the CDC, the novel coronavirus is spread via respiratory droplets when individuals cough, sneeze or speak. The virus may also spread to hands from a contaminated surface and then to the nose, or mouth, causing infection. Prevention practices include handwashing, staying home when sick, and environmental procedures, such as cleaning and disinfection. (CDC, May 21, 2020)

Symptoms of COVID-19 (CDC)

- Cough
- Fever
- Shortness of breath or difficulty breathing
- Sore throat
- Chills
- Repeated shaking and chills
- Runny nose or new sinus congestion
- Muscle pain
- Fatigue
- Headache
- Gastrointestinal symptoms
- New loss of taste or smell

If you have symptoms of illness, seek healthcare if needed and do not come to class, work, or visit any Virginia Western locations.

Personal Safety Practices: Note signage has been posted and additional signage can be found at **COVID-19 Signage**

Social Distancing

It is expected that when on campus, all employees, students, or guests are to maintain a six-foot (about two arms lengths) physical/social distance from each other as much as practicable. Workspaces and classrooms should be adjusted to maintain six-feet of distance. Walk-throughs have occurred with all deans, student services, and division heads requesting reviews to discuss seating arrangements and PPE planning. If questions arise regarding room setup or room distancing issues, please contact Craig Harris at (540) 857-7797.

Social Distancing per CDC

Handwashing

Wash your hands and wrists often with soap and water for at least 20 seconds, especially after you have been in a public place, used the restroom, before eating or preparing food, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands and wrists after touching your face.

Handwashing per CDC

Coughing/Sneezing

Cover coughs and sneezes with a tissue or use the inside crease of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

5. Physical/Social Distancing, according to CDC guidance:

Virginia Western is committed to compliance with all directives of the CDC and VDH. The health of our campus community members is a priority. The college will take the following steps to support the health and safety of our campus community.

- Modified room layouts were prepared for each instructional space and/or workspace to define maximum capacity and allow for proper social

distancing. Seats/desks will be taped-off or noted as unavailable to provide a visual cue of appropriate social distancing.

- Seating charts will be used to track students in the classroom or labs
- Throughout campus, signage and floor demarcations were installed where appropriate.
- Hand sanitizer stations are located at high-foot-traffic entrances and intersections for convenient access.
- Disinfectant wipes and hand sanitizer will be available in all in-person instructional spaces and workspaces. Refer to FMS Maintenance Connection Work Order Instructions for PPE (Appendix) for the process of requesting additional PPE and sanitizing supplies.
- VWCC continues to offer online and remote learning opportunities and services to reduce the number of in-person instructional environments.
- Wellness shields will be installed in workspaces where necessary and appropriate.

The following was taken into consideration for outside of instructional spaces:

- The Student Life Center Fitness Center will be open with limited hours and by appointment only, with physical distancing measures; taping off equipment and disinfecting equipment before and after using. Virtual fitness opportunities will continue to be offered.
- The Student Life Center, Campus Commons, and Pedestrian Bridge lounge areas will remain closed and otherwise restricted until further notice.
- Subway, The Farley Experience, and the Coffee Cafe will remain closed until further notice.
- The bookstore will continue to provide online and curbside services to assist students, employees and guests. In-person services will begin after August 3 by appointment only. Refer to Follett Bookstore Reopening Plan guidelines (Appendix).
- Select computer lab access may be provided as approved for in-person instruction and will reflect proper social distancing and spacing. Refer to IET Cleaning Computers and Electronics for All Users (Appendix). Disposable keyboard coverings will be available along with appropriate disinfectant supplies for sanitizing equipment prior to and after use. In addition to the nightly cleaning, students and employees will be responsible for wiping down equipment (e.g. keyboards, mice, touch screens, etc.) between uses with alcohol-based wipes. Disinfectants should not be sprayed directly on any equipment.
- Chapman Hall (Student Affairs) will continue to provide online services to assist students. In-person advising and financial aid services will be available by appointment through Navigate. *(Appointment Instructions in Appendix*)

- Proctored testing may be provided in Brown Library by appointment only. Each space has been evaluated for maximum capacity with extra seats taped off or removed to maintain social distancing. Students will schedule an appointment and be assigned to a specific space. Each space will be disinfected between students.
- Remote tutoring services will be available by appointment through Navigate, and appointments will be conducted by telephone and Zoom to alleviate face-to-face contact during the COVID-19 era.
- Librarian assistance is available remotely. Remote Access to Student Services

- VWCC is a non-residential, commuter campus. We plan to encourage in-person classes to exit campus immediately upon completion.

Employee, Student and Guest Guidelines for Entering Virginia Western Community College

Entry Points and Access Expectations

Employees, Students and Guests

While all buildings will have at least one point of entry, please note that some campus buildings are closed to students and guests unless an appointment has been made in advance with an individual or department in that building.

Closures do not impact the use of copiers and/or functions necessary to deliver and receive mail and packages.

NORTH Campus

- Fishburn Hall – entry through the Lot 5 main doors.
    - Access to this building should be by appointment only.

- Brown Library – entry through the main Court of Four Seasons door.
    - Access to this building should be by appointment only, and is limited to the testing center area.

- Business Science Building – entry through the Lot 15 door, the 2nd floor elevated walkway door by the vending machines, the 1st floor Fralin Plaza doors, and the pedestrian bridge doors.
    - Whitman Auditorium and Student Commons remain closed until further notice.

- Fralin Center – entry through the Colonial Avenue 1st floor main door, 2nd floor main entrance off Lot 8, 2nd floor Fralin Plaza west stair tower door, and the 3rd floor elevated walkway doorway.

<u>SOUTH Campus</u>

- STEM Building – entry through both the Lot 9 main entrance door and the Webber plaza door.

- Webber Hall – entry through main 1st floor front plaza doors, 2nd floor service door by Printing/Postal Services, 3rd floor portico, and pedestrian bridge doors.

- Chapman Hall – entrance next the Natural Science Center/Arboretum.

- Bookstore – entry only through Craig Hall entrance, exit only through Lot 1E door.

- Duncan – entrance through both the Lot 1E in-fill door and the covered walkway/portico entrance through Craig Hall.
    - Access to this building should be by appointment only.

- Humanities Building – Entrance through both the Lot 1E in-fill door and the Lot 4 Thomas Center area door.

- The Maury and Sheila Strauss Family Student Life Center – entry through 1st floor stair tower closest to Lot 9 and 3rd floor entry through main portico door.
    - The Commons Area remains closed until further notice.
    - The Office of Disability Services (ODS), Intervention Services, Student Food Co-op fueled by Kroger, TRiO Offices, and Hall Associates Career Center will be available to provide services remotely and also by appointment.

- Thomas Center – entry through the main door on the 1st floor facing Colonial Avenue.

- College Services Building – entry through the main front door entrance.

Note: Persons with disabilities needing assistance accessing buildings should contact Campus Police at 540-857-7979.

Restrooms: Maximum occupancy of restrooms should be limited based on the number of sinks to ensure appropriate social distancing. Wash hands thoroughly

afterward to reduce the potential transmission of the virus. Use of masks or face coverings is recommended in restrooms occupied by more than one person.

Gatherings of 250 or more are not permitted in Phase 3 and until further directive from Gov. Northam.

Gatherings, unrelated to the delivery of instruction, are on pause until further notice.

Meeting Rooms

Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, telephone, etc.). In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. All attendees should wear a face covering while sharing space in a common room. While onsite, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face. Avoid serving food at meetings.

Elevators

Limit use of elevators where possible to avoid close proximity with others in a confined space. Wear a face covering regardless of traveling alone or with others with physical distancing. Avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash hands or use alcohol-based hand sanitizers.

Drinking Fountains

Hands-free water bottle filling stations may be used to fill reusable containers. Individuals are encouraged to bring personal beverages and when possible, should avoid using drinking fountains that are hand-operated where water is dispensed directly into the mouth.

The following was taken into consideration for food/dining services:

- VWCC is a commuter-based campus and as such our dining contractors (Subway, The Farley Experience, and Coffee Cafe) will remain closed until further notice.
- The Student Life Center, Campus Commons, and Pedestrian Bridge lounge areas will remain closed and otherwise restricted until further notice.

Social/Physical Distancing

It is expected that when on campus, all employees, students, or guests are to maintain a six-foot (about two arms lengths) physical/social distance from each other as much as practicable.

Virginia Western employees, and campus police, are encouraged to remind students and guests of physical distancing and use of face coverings when they observe students not following VDH or CDC guidelines.

Social Distancing per CDC

6. Hygiene practices and cleaning/disinfecting protocols.

Virginia Western is committed to compliance with all directives of the CDC and VDH. The health of our campus community members is a priority. The college will take the following steps to support the health and safety of our campus community. It is expected that all guests, third-party vendors, and contractors working or visiting campus or campus-controlled locations will abide by the direction set out within this plan.

- The College has two full-time day porters on campus Monday through Friday (7 a.m. until 6 p.m.) to clean and disinfect high-traffic areas, surfaces, and restrooms throughout occupied buildings using EPA-approved disinfectant products. High-traffic touch points include doors, door handles, light switches, handrails, push buttons (e.g. elevators, vending machines, ADA door buttons, and water fountains), etc. FMS can be contacted at (540) 857-6483 to dispatch day porters to areas needing immediate attention.
- At night on Sunday through Thursday, a third-shift custodial team will clean and sanitize instructional spaces, restrooms, common areas, and high-traffic areas based on CDC guidelines for disinfection. This sanitation will include areas such as chairs, tables, podiums, door handles, light switches, shared telephones, remote controls, etc. As an added layer of quality control, the custodial staff provides a daily report of cleaning activities to FMS that occur each night.
    - Cleaning employee offices – If the trash can is outside of the office, then it will not be entered or cleaned by the night custodial team. If the trash can is not outside of the office, the office will be entered and cleaned three times per week on Sundays, Tuesdays, and Thursdays. Cleaning includes wiping high-touch surfaces (door handles, light switches, chair arms, phones, keyboards, and desktop, if accessible). Custodial staff will not touch papers or items on desks. Offices are vacuumed once per week.

- Mechanical, electrical, plumbing, and monitoring systems were assessed and readied prior to the reopening of campus.
- From the onset of the Governor's Executive Order, no college buildings were fully “shut down” in the manner the CDC references. Campus buildings have been operational as select staff were designated essential to report to campus. No mechanical systems were shut down when the college shifted to remote instructional delivery.
- HVAC building systems and water lines have also been fully operational. Temperature sets may have been reduced to conserve energy, but they were operational at appropriate levels to ensure mechanical systems were maintained and functioning. FMS has increased the run time (beyond normal operations) of HVAC systems as recommended by the CDC to increase exterior air intakes and flow in the buildings.
- FMS staff, the day porters and the nighttime janitorial staff have gone through every building and flushed water routinely. The HVAC chillers continuously pull potable water from the city water lines so there is continuous movement.
- FMS is changing filters in mechanical units as part of our normal maintenance requirements.
- The janitorial contractor has been working in designated spaces throughout campus to perform routine summer cleaning to ensure campus cleanliness.

- If a positive COVID-19 case is identified at a Virginia Western facility, appropriate cleaning protocols will be initiated following CDC guidelines. Cleaning and Disinfecting Protocols per CDC

- Hand sanitizer stations are located at high-foot-traffic entrances and intersections for convenient access. FMS will maintain hand-sanitizer stations at major building entrances and high-traffic areas. Inventory levels will be checked on Mondays and Wednesdays. FMS can also be contacted or a work order entered if product needs to be replaced sooner.

- Disinfectant wipes and hand sanitizer will be available in all in-person instructional spaces and workspaces. Cleaning supplies that meet the EPA’s criteria for use against COVID-19 will be available to faculty, staff, and students to disinfect learning and work spaces before use. Classrooms and offices where students meet with faculty or staff will be supplied with cleaning and disinfection supplies in the form of ready-to-use disinfectant wipes or spray bottles of disinfectant sanitizer and paper towels. Each school/office should designate a point-of-contact to make sure supplies are available in instructional spaces. If additional supplies are needed, refer to *FMS Maintenance Connection Work Order*

*Instructions for PPE (*Appendix) for the process of requesting additional PPE and sanitizing supplies to be delivered.

Students and employees should wipe down commonly used surfaces before use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface.

- This includes any hard surfaces, personal desks, or tables in offices and shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, refrigerators, microwaves, coffee makers, desks and tables, light and printer switches, doorknobs, etc.).
- Special attention should be given to frequently touched surfaces such as computer keyboards, mice, phones, desktops, copiers, etc.
- For electronics, such as computers, copiers, tablets, touch screens, keyboards, mice and remote controls follow manufacturer's instructions for cleaning and disinfecting. If guidance is not available, refer to *IET Cleaning Computers and Electronics for All Users* (Appendix).

Healthcare programs may have additional stipulations based on the unique circumstances in each program and/or location of instruction.

Virginia Western will minimize shared objects in classes. Where possible, enough supplies will be purchased so that each student has their own set or so that a class set exists. Students may also be asked to purchase their own supplies in certain classes (ex: face shields in dental or knives in culinary). Supplies that are reused will be disinfected between uses. Computers will be disinfected between uses by the end user with a disinfectant wipe – refer to *IET Cleaning Computers and Electronics for All Users* (Appendix).

7. Housing

Virginia Western is a commuter campus and does not provide student housing.

8. Consideration of vulnerable individuals (e.g. 65 years or older, underlying health conditions)

Vulnerable Groups

According to the CDC, People Who Are at Increased Risk for Severe Illness from COVID-19 include people who are age 65 years or older and

people of all ages with underlying medical conditions, particularly if not well controlled, including:

- Immunocompromised state (weakened immune system) from solid organ transplant
- Chronic obstructive pulmonary disease (COPD) or moderate to severe asthma
- Sickle Cell disease
- Type 2 Diabetes mellitus
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Chronic kidney disease
- Severe obesity, body mass index (BMI) of 30 or greater
- Being immunocompromised

Employees needing to work remotely or have other workplace accommodations due to having a high-risk health condition as delineated by the CDC for the COVID-19 virus should contact Human Resources for further guidance.

8a) Policy options to support those at higher risk for severe illness to mitigate their exposure risk (e.g. telework, modified job duties, virtual learning opportunities).

- Virginia Western will supplement the traditional ADA interactive process and accommodation request process with a public health emergency addendum to assess and provide alternative work arrangements that allow for the employee's essential job functions to be met without creating undue hardship for the college.

- Alternative work arrangements may include extending public health emergency telework options, modified work schedules, and/or other suitable adjustments to physical spaces.

- When alternative work arrangements are not feasible, Virginia Western will explore use of leave pursuant to applicable federal, state, and college policy.

8b) Implement flexible sick leave policies and practices that enable faculty, staff, and students to stay home or self-isolate when they are sick or have been exposed.

- If an employee is exposed but not symptomatic, Virginia Western will explore telework options to help ensure continuity of business operations while observing current self-isolation and quarantine recommendations from state and local health agencies.
- If telework options are not feasible, Virginia Western will explore the use of Public Health Emergency Leave (PHEL) or Families First Coronavirus Relief Act (FFCRA) Leave pursuant to current federal, state, and college policy.
- If an employee is symptomatic or actively caring for an ill individual, Virginia Western will provide Public Health Emergency Leave or Families First Coronavirus Relief Act (FFCRA) Leave pursuant to current federal, state, and college policy.

8c) Develop policies for return to class/work after COVID-19 illness.

- Virginia Western will follow state and local health agency recommendations for safe return-to-work, including the requirement or waiver of physician release notes under FMLA.
- Virginia Western will partner with VDH on individual cases of illness to ensure understanding of specific circumstances and recommendations.
- All employees will be required to complete the self-monitoring health assessment each day to ensure that they continue to feel well after returning to work.
- Virginia Western will utilize the interactive ADA process with employees whose return to work may be assisted by appropriate accommodations.

Students will not come to class if they have been exposed to someone with COVID-19 or traveled to an area with a high incidence of COVID-19. They will quarantine per CDC guidelines. They will not come back to an in-person class until they have quarantined for a minimum of 14 days. They will contact their instructor so that he/she is aware and may make instructional accommodations if appropriate, until they return to class. Virtual learning opportunities will be made available where possible while the student is unable to attend class.

Students who meet one or more of the CDC criteria for increased risk for severe illness should contact their advisor to discuss online course options, or a plan that could include a possible program change, if online options are not available for their program of choice.

Students who have had COVID-19 are asked to stay in touch with their instructor as they are able. They will not return to class until (1) a doctor/health professional verifies that they have fully recovered OR that they are 14 days post-diagnosis and symptom-free and (2) they will contact their instructor and the

Dean of Student Affairs, Lori Baker, at lbaker@virginiawestern.edu, prior to returning. (*Student Health and Safety Agreement*- Appendix*)*

Employees: Telework where feasible will be encouraged. The college will phase-in the return of employees considering multiple factors. The availability of PPE and cleaning supplies and the ability to maintain social distancing will be important. The order of returning to campus will be assessed and implemented according to mission critical and essential operations, the need to access on-campus services, and the ability to monitor and manage specific work environments. Supervisors, deans, and vice presidents will work with their respective departments on strategies, approvals, and communication.

Expanded staffing will be coordinated to mitigate potential risks. The need to reduce the density on campus to meet physical distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Employees and students who return to the workplace are expected to follow the policies and protocols noted in this plan, as well as any subsequent communications.

9. International student considerations (e.g. COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.)

International students should contact the Coordinator of New Student Services, Rick Robers, rrobers@virigniawestern.edu to discuss travel as it relates to COVID-19 and returning to campus. Students are advised of COVID-19 health risks and are asked to follow CDC Travel Guidelines, which will be used to determine whether the student is subject to a 14-day, off-campus self-quarantine and monitoring period. The Coordinator of New Student Services will work with the academic dean to determine a plan for on-campus class attendance.

Travel

Employees and students taking personal travel should follow federal CDC guidelines and health department guidelines regarding quarantine after travel.

Student and work-related travel should not be scheduled at this time.

Employees should avoid when possible carpooling with other employees in state vehicles. If there is another individual in the vehicle, all occupants should wear a face covering. A face covering will not need to be worn if it impedes vision, if they have a medical condition, or if it would create an unsafe condition. State-owned vehicles will follow DGS Office of Fleet Management Services guidelines.

Disinfectant aerosol spray will be supplied in each fleet vehicle for fabric surfaces and disinfectant wipes for the steering wheel, gear shift, dials, etc. Employees are strongly encouraged to wipe down and disinfect the vehicle before and after use.

Public Transportation

Employees or students who may take public transportation should wear a face covering before entering the bus and avoid touching surfaces with their hands. Upon disembarking, hands should be washed or use an alcohol-based hand sanitizer as soon as possible prior to removing the face covering.

10. Partnership and communication/information-sharing with the local community, health systems, and other stakeholders.

Virginia Western will inform the local health department of any COVID-19-related developments on campus or campus-controlled locations.

Local agencies have been identified for testing employees and students in the event of a suspected case of COVID-19. The College has a link for employees or students to report testing results or if results are pending. COVID-19 Testing

11. Face coverings

Face Masks/Cloth Face Coverings

Effective May 29, Executive Order 63 requires individuals to wear a face covering while inside buildings, including accessing state or local government buildings.

Executive Order 63 notes that any person who declines to wear a face covering because of a medical condition shall not be required to produce or carry medical documentation verifying the stated condition nor shall the person be required to identify the precise underlying medical condition.

Employees, students, and guests must continue to practice physical distancing and when it is not possible to do so, wear a face covering. Employees providing services to the public are expected to wear a face covering. The College has posted signage at entrances to campus and college-controlled locations. Face Coverings Notice.

Employees, students, and guests are expected to wear face coverings in common areas, such as narrow hallways, meetings or gatherings or other settings where physical distancing may not be easy to maintain.

Employees unable to wear a face covering must seek accommodations through the Human Resources department. If formal ADA accommodations do not apply, the specific case will be managed through the appropriate standard performance management procedure.

Students are required to wear face coverings in class, in spaces occupied by others, and public/common areas when unable to maintain six feet from individuals.

Students who are not able to wear a face covering must request accommodations from the Virginia Western Office of Disability Services. disabilityservices@virginiawestern.edu .

Face coverings are not required when:

- There is a valid health or medical condition where face coverings can be harmful
- Creates an unsafe condition in which to operate equipment or execute a task
- Impedes vision
- Eating or drinking (with physical distancing)
- Exercising
- Driving alone
- Working in closed/enclosed office space
- Faculty can consistently maintain a 7-foot distance from students to teach
- Speaking to a hearing impaired individual and who needs the mouth to be visible
- Outside, while maintaining a six-foot distance from other individuals
- Public areas where physical distancing is consistently maintained

It should be noted that although face coverings, as with all Personal Protective Equipment (PPE), decreases 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 health and safety are implied in this plan. All measures taken by Virginia Western represent an attempt to limit exposure and the spread of COVID-19 during this public health crisis.

Disposable masks will be provided by the college, if needed. Face coverings are also available for purchase in the College bookstore. Disposable masks are intended to be worn for one day and then must be placed in the trash. Employees and students may also wear a cloth face covering, which will help the college reduce the need to purchase additional disposable masks, which are in short supply. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before daily use. Note details regarding cloth face covering use and care below.

Cloth Face Coverings per CDC

Proper wearing of face covering:

- Wash hands before putting on face covering
- Place over nose and mouth and secure it under chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Avoid touching your face

Removing face covering:

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about how to wash cloth face coverings)
- Be careful not to touch your eyes, nose, and mouth when removing
- Wash hands immediately after removing.

Click here for Sew and No Sew Instructions from the CDC.

Laboratory Settings

Occupational Safety and Health Act (OSHA) standards must be followed. Virginia Western faculty must be aware of the following hazards and train students on the risks and proper safety procedures.

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

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

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

12. Student Health Services (SHS)

Virginia Western does not have a Student Health Services office.

Local health providers have been identified through the health department and if individuals are exhibiting symptoms, they will be referred for testing and requested to report back the findings.

Virginia Western's Intervention Counselor, Sheri Meixner, LCSW, is available to provide support and community referrals for behavioral and other needs. Intervention Services Students may self-refer for assistance or faculty and staff may refer individuals for assessment and planning with the Intervention Counselor.

13. Large events, including athletic events, and others such as ceremonies or performances

The scheduling of in-person ceremonies, events, and performances unrelated to the delivery of instruction are on pause until further notice.

For events or ceremonies related to instruction provided physical distancing and occupancy guidelines can be maintained, the college will follow the *Forward Vision Blueprint* guidelines of no more than 50 persons in Phase 2 and no more than 250 persons in Phase 3. The College reserves the right to deny requests for large events and if not deemed appropriate by public health officials.

14. Communications strategy

Virginia Western will provide timely, accurate communications to employees, students, guests, and the public regarding academic and campus changes as well as health and safety protocols related to COVID-19 through a variety of mediums.

The college utilizes email distribution lists for direct messages to employees and students along with messages directly from supervisors and faculty. Safety messages are posted on campus bulletin boards, building entrances and exits, on closed-circuit VWTVs, and in other places as appropriate.

Campus-wide messages are posted to the college's news feed on its homepage at www.virginiawestern.edu as they are distributed. COVID-19-related messages are catalogued, along with answers to frequently asked questions, resources, and other important information, at https://www.virginiawestern.edu/covid19. The COVID-19 website is updated when necessary and is the official source of college-wide information.

Josh Meyer, director of marketing and strategic communications, oversees the college's communication plan and works closely with the president and campus police chief.

Additional communication from faculty as needed to students will be provided via Canvas communications, course syllabi, email, or in-person when meeting in classes or labs.

15. Orientation and education/training, including anti-stigma training

Student expectations will be discussed and reviewed with students.
COVID-19 training for employees and students includes anti-stigma training. Students and employees will also be made aware of the COVID-19 Stigma Guide (WHO) and CDC resources. The Employee Bulletin and Student Bulletin will also be used to reinforce COVID-19 health, safety, and anti-stigma training.

Enhanced professional development for faculty in online and remote teaching is being provided over the summer, to enhance and learn best practices and to continue to improve skills for online instruction. Faculty were surveyed, a menu of options were developed, and training is underway.

IV. 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.

Consistent with guidance from the Centers for Disease Control and Prevention (CDC), students and employees must complete the following COVID-19 health self-check each day PRIOR to coming to any Virginia Western location. This tool is not meant to take the place of talking to a healthcare provider to diagnose or treat conditions.

- Employees with any questions or concerns about self-screening, should contact Human Resources.
- Students should direct questions or concerns to the COVID-19 liaison, CHarris@VirginiaWestern.edu.

The link and instructions for the daily health screening is located on the college COVID-19 web page: Daily Health Check

If a student, employee, or guest of Virginia Western answers YES to any of the screening questions before coming to campus, the individual should stay home and not come to campus or a campus-controlled location.

Any individual finding it necessary to visit the main campus or other college-controlled learning locations, other than to attend an in-person class, must first obtain permission and an appointment. Appointments with your designated contact will require approvals through the college's leadership before being confirmed. Anyone visiting the campus without an appointment may be asked to

leave by Campus Police or other responsible staff. Guests with appointments are directed to proceed in the most direct route to their meeting and avoid extraneous travel.

All guests will be required to register and complete a health self-screening assessment prior to coming on campus. Virginia Western has developed a calendar system for guest appointments, requiring supervisor approval in advance of the appointment, located on the COVID-19 web page.

Campus Access Requests during COVID-19 restrictions

Requests for access should be made a minimum of 24 hours in advance during normal business hours to the supervisor of the person requiring access using this form.

The request is contingent on supervisor approval and should list:

- Specific reason access is required
- Specific details of date(s), times(s), and location(s)
- Details of any person(s) with whom they may interact on campus
- Declaration that the requestor is free of any COVID-19 symptoms as defined by CDC guidelines, and that, as far as they are aware, they have not been in close contact with anyone exhibiting the symptoms in the last 15 days.

If requests span multiple days, the requestor must notify their supervisor immediately if there is any change in their health status and desist from coming on campus until further notice.

Upon approval of the request by the supervisor, Facilities Management Services (FMS) staff and Campus Police will be notified, and may perform random checks to verify that the requestor stays in the specified location(s) at the specified date(s) and time(s). This process is also used to notify the night custodial staff of sporadic-use areas to clean.

Approved Campus Access Requests may be viewed by authorized personnel at: Request Calendar

2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.

The Campus Police Chief receives daily COVID-19 reports and briefings through the Roanoke City Alleghany Health Department and VDH which includes key metrics for the Roanoke region and Commonwealth. The COVID-19 Task Force is frequently updated to receive current surveillance of local health conditions,

which further guides the college in making health- and safety-related decisions based on local conditions that may impact employees and students.

3. Establishment of a testing strategy.
Virginia Western is not directly providing testing.

V. Containment to Prevent Spread of the Disease When Detected

1. Partnership with VDH for contact tracing

Virginia Western will partner with the health department on contact tracing and will use the Contact Tracing as Partnership between VDH and IHE June 23, 2020 as a guide as it relates to a non-residential community college. Supervisors will keep daily attendance of employees on campus, so that VWCC can assist the VDH contact investigators and tracers in the event of a COVID-19 infected person on campus. Faculty will also be tracking attendance during each course or lab.

Virginia Western will continue to follow its Contagious Disease Policy, as the policy provides guidance for individuals who know or have reason to believe they have an infectious, contagious disease.

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

- Individuals who are infected with a contagious disease must seek expert medical advice and are encouraged to advise local health public authorities. They must follow the directions of local health public authorities in order to prevent the spread of infection and to protect their own health.
- Individuals who know they are infected with a contagious disease should immediately share that information.
    - **Students** should contact their instructor and Lori Baker, dean of student affairs, and
    - **Employees** should contact their supervisor and Jennifer Pittman, associate vice president of human resources, so that the College may respond appropriately to their needs and assess the health risks to the college community.
    - Confidentiality: Medical information relating to contagious diseases of individuals within the college community will only be disclosed to responsible college officials and local health officials on a need-to-know basis, as noted in section 4.5 of the Contagious Disease Policy.

- Individuals testing positive for COVID-19, or who they suspect might have COVID-19 symptoms, are required to isolate themselves from the college community until the danger of infection is no longer present, as determined by a healthcare provider. The CDC recommends self-quarantine for 14 days.
- Any individual who becomes sick on campus with symptoms consistent with COVID-19 should leave the campus or campus-controlled location immediately and seek medical attention.
- Any individual who arrives on campus showing symptoms of COVID-19 without having been tested for COVID-19 should leave the campus or campus-controlled location immediately and seek medical attention.
- Students and employees should not attend class or work when sick, whether COVID-19 is suspected or not.
- Students who fail to comply with the policy and applicable state and federal laws are subject to sanctions in accordance with the Student Code of Conduct.
- Upon confirmation of an active COVID-19 case on campus, CDC guidelines will be followed and may include closing the impacted space for 24 hours then thoroughly cleaning and disinfecting the area. Upon proper cleaning and sanitizing, the space will reopen.

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

2. Quarantining and isolating (provision of housing, basic needs, medical case management) N/A

3. Campus outbreak management
Virginia Western will consult with the local health department officials for guidance in determining a “shutdown” status or other measures to mitigate or stop the spread, if two or more cases are identified.

4. Partnership with local health systems to assure care for symptomatic individuals as needed.

The Roanoke/ Alleghany Health District has identified an epidemiologist as the point of contact to provide guidance with the Campus Police Chief and COVID-19 Task Force, as noted on page 7.

VI. 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.

Virginia Western will follow the COOP plan and guidelines and work in collaboration with local and state public health officials, in the event of a college dismissal or shutdown.

In the event there is a need for an immediate shutdown, the emergency alert notification system will be activated. All emergency alerts will be in compliance with the Clery Act, as necessary. This alert can be generated by the Chief of Police or members of the Continuity (COOP) Team.

Decisions regarding dismissals, shutdowns, and building or space closures will be made by the president, in consultation with local and state public health officials.

Local health officials' recommendations for the duration and extent of class suspensions, and 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 Campus Police Chief will work with local health officials and will contact the officials once advised of a COVID-19 case on campus or campus-controlled location, to identify the best course of action including:

1. Determining if a short-term closure (one to five days) of a facility or facilities is needed.
2. Determine suitability for re-opening in consultation with local health departments.
3. Referring locations to the VWCC Facilities Management Services for cleaning and disinfecting follow-up.

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

In the event of severe conditions or guidance/direction from public health officials, the College may suspend "short-term," in-person classes/labs or services to gain a better understanding of the situation and determine next steps, and to resume or extend the duration after disinfecting has occurred. These decisions will be made on a case-by-case basis, using the most up-to-date information about the COVID-19 virus.

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

Virginia Western is prepared to return to remote learning and services, which was implemented during the initial phase of COVID-19 in March 2020 and under the recommendation or direction of public health officials.

Virginia Western is a commuter campus and does not have student housing, so determination regarding student residency is not required.

4. Communications plan for dismissals/shutdowns

The VWCC VWAlert text messaging system will be used to send emergency information via text, email, and phone, as well as social media (Facebook & Twitter). These texts can also generate college-initiated webpage alerts. The college's messaging protocols may also provide communications across campus via VoIP phones. The College can readily distribute information to the local media through news releases and media alerts.

The College COOP plan will also be followed for departments to plan for employee coverage to include back-up staffing and cross-training due to exposure to COVID-19.

In accordance with applicable federal, state and local laws and regulations, the College will notify public health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA, or and other applicable laws and regulations.

VII. References and Resources for developing the plan

American College Health Association (ACHA) Reopening Guidance (May 7, 2020)

Centers for Disease Control and Prevention (CDC). Considerations for Institutes of Higher Education. May 21, 2020 (Revised May 30, 2020).

Commonwealth of Virginia, Executive Order 63 (May 26, 2020).

Commonwealth of Virginia Forward Virginia, a Blueprint for Easing Public Health Restrictions. May 4, 2020.

Governor of Virginia Higher Education Reopening Guidance. June 11, 2020

Kuali Ready. Higher Ed Return to Campus Guide: COVID-19 Phase II. 2020. Kuali.co.

Virginia's Key Measures

VDH Business Webpage

VDH Higher Education Testing Guidance Updated 07 02 2020

VDH Updated Guidance on Testing for COVID-19. June 4, 2020

Virginia Department of Human Resource Management: Safe Workplaces: Guidance for State Agency Leaders in Response to the COVID-19 Pandemic and Enhanced Safety Measures. May 13, 2020.

Virginia Western Continuity Plan; Version 2020/March 12, 2020.

Public disclosure of the Continuity Plan would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to FOIA under Virginia Code §2.2-3705.2. Accordingly, Virginia Western Community College is withholding this plan from full public disclosure.

White House Guidelines-Opening Up America Again. April 16, 2020

Disclaimer: This information does not constitute legal or medical advice. The College leadership continuously strives to maintain a healthy and safe campus environment while recognizing that is not possible to guarantee public safety.

VIII. Appendix

- Bookstore Reopening Guidelines
- Advising Center Appointment Guidelines
- FMS Maintenance Connection Work Order Instructions for PPE
- IET Cleaning Computers and Electronics for All Users
- Instructor Return to Class Guidelines
- Student Health Safety Agreement

Appendix X

Follett Bookstore COVID-19 Reopening Plan

Follett policy requires employees to have temperature checks and health screenings before coming on campus. Follett staff are to wear masks and wipe down everything necessary every two (2) hours (or more frequently if needed).

Processes have been set up in the bookstore to assure social distancing as follows:

- Summer bookstore orders will be handled virtually and with curbside delivery.

- Fall Semester preparations:
    - 10 parking spaces in Lot 1E (5 per side), aisle closest to bookstore, will be designated for curb-side pick-up.
    - Follett will provide a pedestal sign with directions at parking spaces. These are weighted and movable.
    - Follett will provide (realtor like) signs to put in grassy areas to direct motorists to the pick-up location. These are temporary signs.
    - Follett has three (3) staff for order/packaging and two (2) staff to deliver to pick-up location.

- Fall Semester indoor bookstore access will be by appointment only starting August 3rd.
    - Plan is to have 10 students total in the bookstore with 30 minute increments.
    - Students will access bookstore at the Craig Hall entrance lobby where a staff member will check their appointment and provide metered access.
    - Inside bookstore there will be sufficient staff to assist customers with finding books or other articles needed.
    - Follett has mapped out student route and put signs on floor to indicate directions of one-way aisles and path to follow. Once you enter, go right, flow through text book area, then merchandise, and on to cash registers. 6-foot social distancing sign reminders are also on floor.

- Follett will operate two (2) cash registers. Registers are more than 6 foot apart and signs on floor mark of 6 foot + between customers waiting in line.

- Customers will exit the bookstore via the exterior door to south in parking Lot 1E. This will only be used for exiting.

Virginia Western Community College In-Person Advising Appointment Instructions

Your in-person advising appointment will be held in Chapman Hall, which is building 1 on this campus map.

Given the current pandemic, our processes for offering in-person appointments have changed. Please review the procedures outlined below before your appointment:

- **Face coverings are required inside of campus buildings**, so please bring one with you. If you prefer not to wear a face covering or have a condition that precludes you from wearing one, we'll be happy to work with you over the phone or online.

- **Only the student will be permitted entry into the building**. If you have children or supporters you would like to have present during your advising session, we'll be happy to help you online or by phone.

- **If you're driving to campus for your appointment** park in one of the marked, numbered spaces in Lot 1 & call 540-857-6283 to notify staff of your arrival. Be prepared to complete a brief health & travel assessment over the phone prior to entering the building.

- **If you're riding the bus to campus for your appointment** call 540-857-6283 when you arrive on-campus. Once you've answered a few brief health & travel assessment questions, staff will explain next steps for gaining entry into the building.

- **In the interest of public health, please stay home if you are sick**. Online & phone advising appointments will continue to be available to ensure accessibility to advising supports throughout this pandemic.

June 30, 2020

Maintenance Connection Work Order Instructions for PPE/Cleaning Supplies

To assist with preparing the campus for reopening and in-person classes, FMS is working to source the following commonly needed PPE and disinfectant products on a temporary basis given limited supplies in the market. Program specific specialized PPE and cleaning supplies would need to be procured by the department as normal.

For simplicity, all products will be referred to as PPE (protective equipment and cleaning supplies):

1)	3 PLY DISPOSABLE MASKS (50/package)
2)	LATEX GLOVES - MED & LRG (100/box)
3)	NITRILE GLOVES - MED - LRG – XLG (100/box)
4)	FACE SHIELDS - Re-usable & Disposable (EACH)
5)	Sneeze Guard - 23" Height, 31" Width
6)	TOUCH FREE THERMOMETER
7)	MEDICAL GRADE WIPES - 160 COUNT - (GLOVES NEEDED FOR USE)
8)	WIPES - Small 20 - 40 count per package
9)	WIPES - Medium 50 - 75 count per package
10)	WIPES - Large 270 - 2300 count per package (2300 count currently not available)
11)	HAND SANITIZER LIQUID - 1 GALLON - 80% ALCOHOL • Product can be used with a pump as hand sanitizer or in a trigger spray bottle to disinfects surfaces. • Please do not use spray directly on computer and/or electronic equipment.
12)	HAND SANITIZER GEL – LARGE (2 LITER BOTTLE)
13)	HAND SANITIZER GEL SMALL – (8OZ TO 16.9 oz. BOTTLE)
14)	TRI-FOLD PAPER TOWELS - 250 COUNT
15)	Bottle 32 oz. Spray - with 80% Alcohol Disinfectant Liquid Sanitizer

Federal funds (CARES Act, FEMA, etc.) may be used to purchase PPE. For this reason, all requests must be thoroughly documented per award guidelines. To assist with capturing this information, the FMS Maintenance Connection work order systems will be used to request PPE items.

In the description of your work order, please include the following:

- Quantity requested by each item type (e.g. 200 3 ply disposable masks)
- Item requested using descriptions above (e.g. 3 ply disposable masks)
- Location items will be used. Please be specific for every course (e.g. Webber 125)
- Course name, section, meeting days, time, # of class meetings, and # of students enrolled (e.g. HVAC123-00, MW 1-4PM, 10 class meetings, 15 students). Attaching a class rooster is fine.

If the same classroom is used for multiple courses, please denote all classes on the work order as larger containers of wipes or hand sanitizer can be provided in high volume areas.

Sample Description in Maintenance Connection:

PPE Request: deliver to Webber 125, HVAC123-00, MW 1-4PM, 10 meetings, 15 students, see attached class rooster (if applicable)

1. 150 3 ply disposable masks
2. 1 one gallon liquid hand sanitizer
3. 1 reusable spray bottle
4. 1 tri-fold paper towels (250 count)

Thank you for working with us as we create this process. Given the volatility of the market items may be out of stock. We will notify departments if requested amounts need to be adjusted based upon availability and to meet immediate needs. These procedures may revised as efficiencies are identified and supply chains become more readily available.

THANK YOU FOR WORKING WITH US DURING THIS TRANSITION PERIOD!

COVID-19: CLEANING COMPUTERS AND ELECTRONICS FOR ALL USERS

COVID-19: CLEANING COMPUTERS AND ELECTRONICS FOR ALL USERS

The following information provides guidance on how to clean computers, computer accessories, touchscreen devices and electronics that are considered high-touch items. All computers, computers accessories, touchscreen devices and electronics in shared locations should be frequently cleaned and disinfected. When cleaning computers, computer accessories, touchscreen devices and electronics it is important to follow the manufacturer recommendations for specific cleaning requirements. The guidance below was adapted from the CDC: Cleaning & Disinfecting Schools, Apple "How to Clean your Apple Products", and Microsoft "Clean and Care for your Surface". Use the form https://virginiawestern.edu/vwforms/request-for-lab-services/ on instructor stations to request replenishment of cleaning supplies in classrooms. The request will be sent to the IET Help Desk who in turn will enter a work order request in Maintenance Connection for FMS to fulfill and deliver to the identified classroom.

General cleaning tips

- Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber.
- Avoid excessive wiping and/or submerging item in cleanser to avoid damage.
- Unplug all external power sources and cables.
- Do not use aerosol sprays, bleach or abrasive cleaners.
- Ensure moisture does not get into any openings.
- Never spray cleaner directly on equipment.

For Crestron Touch Panels

- Media Geeks have installed protective coverings on Crestron Touch Panels. Gently wipe off touch panel with disinfectant wipe.
- Do **NOT** remove protective plastic covering from touch panel. Do **NOT** use any cleaning solutions directly on unprotected touch panel surface.
  - Touch Panel surfaces and protective coverings are cleaned and maintained by the Media Geeks on Mondays and Thursdays
  - Should a protective covering need to be replaced, please contact the Help Desk by using the form on the instructor station (link above) or calling (540) 857-7354.

Approved COVID-19 disinfectants safe for computers, accessories and electronics

- Using a disinfectant wipe or a wipe containing at least 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item. This includes the display, keyboard, mouse and the exterior surface of the item.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Do not use paper towels, fabric or leather surfaces on items, as they can scratch or damage the equipment.
- Do not use bleach to disinfect computers and electronics.

Resources

- CDC: Cleaning & Disinfecting Schools
- Apple: How to Clean your Apple Products
- Microsoft: Clean and Care for your Surface

If you have any questions, contact the Help Desk at HelpDesk@virginiawestern.edu or (540) 857-7354.

Instructor Cleaning Checklist

To be completed before and after instructor station use.

Using disinfectant wipes or provided disinfectant solution and lint free cloth:

- Wipe down lectern surface
- Wipe down Monitor edges and surface
- Gently wipe down keyboard being careful not to press keys too hard or get cleaning solution between keys.
- Wipe down mouse surface. Do not clean the underside of mouse as not to damage optical sensor.
- Clean Computer ON/OFF Button.
- Gently wipe down protective covering on Crestron touch panel. Do not remove protective plastic, and if the plastic becomes damaged or loose, please notify the Help Desk.
- If using document camera, clean off any adjustable arms or On/Off switches. DO NOT clean any camera lenses.
- If using laptop connection, wipe down cable and connector.
- If using phone, please wipe down receiver and buttons before and after use.

Use the form https://virginiawestern.edu/vwforms/request-for-lab-services/ on instructor stations to request replenishment of cleaning supplies in classrooms. The request will be sent to the IET Help Desk who in turn will enter a work order request in Maintenance Connection for FMS to fulfill and deliver to the identified classroom.

NOTE: COMPUTER STATIONS IN LABS AND COMMON AREAS MUST BE WIPED DOWN BY EACH USER BEFORE AND AFTER EACH USE WITH THE PROVIDED DISINFECTANT WIPES.

COVID 19 RETURN TO LONG TERM IN-PERSON CLASS

Instructor Return to Class Guidelines

VIRGINIA WESTERN

The health and well-being of our students, instructors and staff is our top priority.

The purpose of this document is to give you guidelines and directions for your class as we return to campus under very unusual circumstances. With the current and uncertain future of the COVID 19 Pandemic outbreak, it is imperative we follow very specific guidelines until such time as the Pandemic ends. With that in mind, we ask that you do the following:

At your First Class back on Campus:

- **Distribute the Student Health Safety Agreement to all students** as they arrive/enter the classroom. They should already have received an electronic copy via email prior to coming back to campus;
  - Ask that they please familiarize themselves with the agreement while they are waiting for class to start;
- **Take class attendance; assign student seating. Faculty must take attendance and maintain assigned seating for every class.**
- **Review your contact information with your class,** even if you have already given them information previously. We don't want students to have any reason not to stay in touch if they have to miss class or need direction;
- **Review the Student Health Safety Agreement with the class before beginning any class activity;**
  - **Review line-by-line** and in particular, cover all 8 points of the Student Expectations. We would ask that you explain how you prefer to stay in contact (telephone, text, email, etc.) with them if they need to communicate with you.
  - **Emphasize:**
    - **Stay home if they have ANY SYMPTOM of illness** or any illness;
    - **Importance of maintaining social/physical distancing** whenever possible and particularly on breaks;
    - **Wearing face coverings (masks)** until such time as it is no longer required nor recommended by the state and CDC;
    - **Ask them to sign up for the VWCC Alert** that will be used anytime there is important information to share with students. They can opt to receive texts or emails depending on their method of signing up;
    - **Explain that failure to abide by this agreement** may result in dismissal and loss of tuition;
    - **Ask students** if they are clear on the expectations;
    - Have students print their name on the agreements, then sign and date them. Please compare your roster to be certain you have an agreement from all students;
      - If a student is absent, make sure you cover this with them when they return and have them sign and date;
  - **Place the agreements in the catalog envelope once you have forms from all students** and return to the CCT office or Dean, if an academic program;
    - Unless otherwise directed, if you have a student who has not returned after two class meetings, please reach out to the student to determine their status. If they are returning to the next class, wait and get their form and then return all forms to the CCT office or Dean, if an academic program; and,
      - If a student is not returning, please advise leadership and the CCT office or Dean, if an academic program.

At all Subsequent Classes:

- **Ensure that PPE is consistently worn, social distancing is practiced as appropriate, and lead by example**;
- **If you have students who will not follow these guidelines**, please approach them and reemphasize the importance of compliance and the fact that if students don't comply, they risk infection, removal from the class, and loss of tuition. Most importantly, they jeopardize the health of classmates;
- **If you have any issues or concerns or the students do**, please contact leadership and/or the CCT office or Dean, if an academic program; and,
- **Immediately report any positive or suspected cases of COVID** to the Dean of Student Affairs, Lori Baker at lbaker@virginiawestern.edu.

COVID 19 RETURN TO IN-PERSON CLASS

Student Health Safety Agreement

VIRGINIA WESTERN

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

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

For my safety, the College will do the following:

- Maintain a commitment to keeping educational interruptions to a minimum and helping students stay on track to complete their programs of study;
- Initiate steps to mitigate the risk 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;
- Quickly respond to student concerns and/or questions as they may arise, and;
- Adapt, adjust, or change procedures or polices to adhere to CDC, state, or federal policy/guidelines.

Student Expectations:

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

1. I will not come to class sick or stay if I feel sick, regardless of symptoms. I will contact my instructor so that he/she is aware and can make instructional accommodations if necessary. I will stay in touch regularly with my instructor until I return to class. If he/she has not provided me with contact information, I will ask or contact the CCT office or Dean, if an academic program;
2. I will not come to class if I have been exposed to someone with COVID 19 or traveled to an area with a high incidence COVID 19. I will quarantine per CDC guidelines. I will not come back to class until I have quarantined for a minimum of 14 days. I will contact my instructor so that he/she is aware and may make instructional accommodations if appropriate, until I return to class;
3. If after attending a class, I find out that I was exposed to someone with COVID 19 outside of class, I will contact my instructor immediately and quarantine per CDC guidelines. I will not come back to class until I have quarantined for at least 14 days. My instructor may make instructional accommodations if appropriate, until I return to class;
4. If I am diagnosed with COVID 19 I will not come to class. If I recently attended class, I will advise my instructor immediately of my diagnosis. I will stay in touch with my instructor as I am able. I will not return to class until (1) a doctor/health professional verifies I have fully recovered OR I am 14-days post-diagnosis and symptom-free and (2) contact the CCT office or Dean, if an academic program, prior to returning.
5. I will practice Social/Physical Distancing and will not congregate before, during, and after class, as well as during breaks. I will not loiter or socialize on campus and will leave the campus when not engaged in active course-related activity;
6. I will wear a protective face covering (mask) to all in-person classes. This will be required for class admission until such time as I am directed to discontinue. Other Personal Protective Equipment (PPE) may be required by the college or by my instructor. Failure to wear a face covering and required PPE while on campus may result in being asked to leave as well as possible dismissal from class;
7. I will be prepared if this in-person class is moved online. In the event of a new outbreak or change in state guidelines, I understand it is possible my class may be moved online, fully or partially. I understand that if my class is moved online, I will need access to technology and internet with as little as 24 hours' notice; and,

   RECOMMENDATION: I should sign up for VWCC Alerts so that I will receive school-wide bulletins and update TEXTS/EMAILS not only about closing, but other emergency information I should know. For the latest emergency closing information, please sign up for VWCC Alert by texting VWCC to 888777 or visiting virginiawestern.edu/alert.

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

PRINTED NAME	SIGNATURE	DATE	07/08/20

Virginia Western Community College (VWCC)
Reopening Plan
July 6, 2020

A special thank you to the cross functional members of the COVID-19 Re-Opening Task Force who worked diligently to develop both the Summer and Fall Re-opening Plans

Members include the following:

- Chair: Marilyn Herbert-Ashton, vice president of Institutional Advancement and dean of nursing
- Craig Harris, chief of campus police, emergency management director and adjunct faculty
- Bill Work, associate professor of Sociology
- Jeff Strom, Faculty Senate chair
- Stephanie Seagle, grants specialist, meeting scribe and assistant
- Cathy Ferguson, Classified Staff Senate chair
- Rick Robers, Administrative Faculty Senate chair and also representing student services
- Fred Aaron, business office manager and adjunct faculty
- Lindsey Weston, human resources and VWCC student (now graduate)
- Milan Hayward, vice president of CCT
- Yvonne Campbell, dean of BTT, and works with some programs requiring hands on small groups/labs
- Shivaji Samanta, director of IET

This plan is currently under review by the State Council of Higher Education for Virginia (SCHEV) and is in compliance with Virginia Higher Education Reopening Guidance

Robert H. Sandel

July 6, 2020

Robert H. Sandel, EdD.
President
Virginia Western Community College

Date