

# EMORY & HENRY COLLEGE



## College Reopening Plan for Academic Year 2020-2021

This plan has been reviewed by the State Council of Higher Education and has been found to be compliant in containing the required components of the 'Higher Education Reopening Guidance,' which was developed in consultation with the Virginia Department of Health.



## Introduction

Emory & Henry College has implemented a COVID-19 response policy that provides guidance to employees, students, and other relevant stakeholders of the College for the safe return to in-person instruction and on-campus educational operations during the COVID-19 pandemic. Relevant sections from the College’s COVID-19 Response Policy Memorandum are included here and serve as the College’s Reopening Plan that addresses all of the required components detailed in the Virginia state guidance document, “Higher Education Reopening Guidance.”

### COVID-19 Task Force

During the first week in March 2020, the College convened a task force of key College personnel, led by the Associate Provost and Dean of Students, to respond to the COVID-19 virus that was sweeping across the globe. This task force has evolved, and its membership has changed over the past few months, but its focus on the health and wellbeing of the College community has continued. The charge of the Task Force was initially to prepare for the virus’s arrival, and then it changed to transitioning the College to remote and distance delivery. As the semester ended, the Task Force’s charge moved to developing a plan for reopening the College in the fall; this document is the result of that work. Now, the Task Force will shift into implementing the plan.

The Task Force meets at least two times per week and has sub-groups that meet throughout the week. The Environmental, Health, and Safety Specialist is the College’s COVID-19 Coordinator.

### Contact Information

Questions about the College’s Reopening Plan should be addressed to the following persons:

#### Lead Contact:

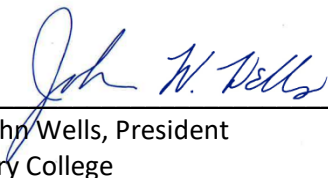
Greg Steiner  
Associate VP for Process and Effectiveness; Policy Owner  
gsteiner@ehc.edu  
276.944.6763

#### Back-up Contact:

Ellie Newman  
Environmental, Health, and Safety Specialist  
eenewman@ehc.edu  
276.944.6166

### Attestation

Emory & Henry College’s Chief Executive Officer, President Dr. John Wells, certifies that this reopening plan complies with “Higher Education Reopening Guidance.”



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Signed: Dr. John Wells, President  
Emory & Henry College

07/06/2020  
Date



## 1. Purpose

### 1.1. Scope

All students, faculty, staff (including Apogee, National Management Resources, and Sodexo on-site staff), and visitors (including, but not limited to, job candidates, parents, patrons, prospective students, spectators, trustees, and vendors) accessing College property or an approved instructional site (i.e. Intermont Equestrian Center or Southwest Virginia Higher Education Center) for College-related purposes must comply with the rules, standards, and procedures outlined or referenced in this policy.

### 1.2. Principles

This policy's purpose is to achieve a College repopulation plan that:

1. Complies with all local, state, and federal government and health department mandates regarding an institution's safe re-opening during the COVID-19 pandemic;
2. Addresses the health and well-being of all relevant stakeholders; and
3. Considers the long-term sustainability of Emory & Henry College.

This policy promotes actions that limit the spread of the COVID-19 virus.

## 2. Policy

This policy has been developed in anticipation that conditions at the state, regional, and local levels are conducive to conducting in-person instruction and on-campus educational operations in academic year 2020-21. Guidance from government agencies is continually updated and mandates may become less or more restrictive based on the virus's impact to the public's wellbeing. As such, this policy is subject to change. All policy revisions will be in accordance with the current local, state, and federal government and health department guidelines and mandates. In addition to notifying all relevant College stakeholders of any substantive changes to this policy, the College must also notify the State Council of Higher Education for Virginia (SCHEV).

All College Managed Service Providers (MSPs) (i.e. Apogee, National Management Resources, and Sodexo) will be notified of this policy by their respective liaison.

### 2.1. COVID-19 Training Program

All students, faculty, and staff (including Managed Service Provider (MSP) on-site staff), must successfully complete a COVID-19 training program that will enable them to recognize the hazards of the SARS-CoV-2 virus, the symptoms of the COVID-19 disease, and the procedures to be followed in order to minimize these hazards. The training topics will include, but not be limited to, the following:

- A. Requirements of this policy;
- B. Characteristics and methods of COVID-19 transmission;
- C. Signs and symptoms of the COVID-19 disease;
- D. Risk factors of severe COVID-19 illness for people with underlying health conditions;
- E. Awareness of the ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the virus;
- F. Staying home if ill;



- G. Physical distancing;
- H. Face coverings;
- I. Hand washing and sanitizing;
- J. Cleaning and disinfecting procedures; and
- K. Anti-discrimination and anti-stigma.

## 2.1.1 Certification and Record

The College will document successful completion of COVID-19 training and maintain a record of the latest training certification for all individuals subject to section 2.1.

## 2.1.2 Retraining

When the College has reason to believe that a person who has already been trained does not have the understanding and skill required by section 2.1, the person must be retrained. Circumstances where retraining is required include, but are not limited to, situations where:

- A. Changes are made to this policy;
- B. Changes in the SARS-CoV-2 virus or COVID-19 disease hazards; or
- C. Inadequacies in the person's knowledge or use of control measures (i.e. cleaning and disinfecting, face coverings, physical distancing, etc.) indicate the person has not retained the requisite understanding or skill.

## 2.2. Self-Monitor and Report

### 2.2.1 Self-Check

All individuals, as outlined in section 1.1, are expected to conduct a daily self-check for symptoms to assess their risk of being COVID-19 positive prior to accessing College property (other than that individual's College-owned residence) or an approved instructional site. All individuals intending to access the School of Health Sciences must pass an additional temperature screening prior to entry. The College will use a daily self-check mechanism (e.g. questionnaire, app, etc.) that has been developed in accordance with Virginia Department of Health guidelines. Anyone answering YES to any of the screening questions is to stay home and report their symptoms to the appropriate College personnel.

### 2.2.2 Self-Monitor

All individuals, as outlined in section 1.1, are expected to continually self-monitor for symptoms throughout the day, especially while on College property. Anyone who develops or experiences COVID-19 symptoms while on College property is to go home and report their symptoms to the appropriate College personnel.

### 2.2.3 Reporting Symptoms

- A. Any **employee** experiencing COVID-19 symptoms must notify their supervisor and report their symptoms to the Office of Human Resources immediately. In addition, employees are strongly encouraged to contact a physician.
- B. Any **student** experiencing COVID-19 symptoms must report their symptoms to the appropriate College official:



- i. Students on the **Emory** campus must notify the College Health Center.
- ii. Students on the **Marion** campus must notify the Associate Dean for the School of Health Sciences.

### 2.2.4 COVID-19 Surveillance

The College will monitor the self-reported symptoms of employees and students, and may test students periodically throughout the year or when deemed necessary (e.g. an uptick in local or regional cases) as a means of surveillance. Other measures for surveillance available to the College include the daily visit numbers for COVID-like illness to the College Health Center, the number of short-term academic adjustment requests from students due to medical illness, the number of sick leave requests from employees, the number of quarantined students, and the occupancy rate of student isolation rooms.

### 2.2.5 Increased Risk Populations

The College will provide options to support those at increased risk for severe illness to mitigate their exposure risk (e.g. flexible work hours, telework, modified job duties, etc.) as feasible. Employees who are at increased risk for severe illness, as defined by the CDC (i.e. older adults and people with underlying medical conditions), are strongly encouraged to self-identify to the Office of Human Resources.

## 2.3. Quarantine and Isolation

All individuals, as outlined in section 1.1, who have recently had close contact with a person with COVID-19 (i.e. suspected COVID-19 positive, or “suspected”) while **NOT** wearing CDC-recommended PPE while in a **healthcare setting**; or are showing symptoms of COVID-19 or have been diagnosed with COVID-19 (i.e. known COVID-19 positive, or “known”), must stay home or in their residence hall in order to quarantine or isolate. Students may be required to go to their off-campus home to self-isolate.

A known or suspected COVID-19 positive individual may not remain on College property (except in the case of a residence hall student). However, these individuals can work or attend class from home. The College will practice as much flexibility as reasonably possible in its sick leave and class attendance policies for employees and students during this time of pandemic. Remote learning and telework options will be offered when feasible.

### 2.3.1 Quarantine

Quarantine is used to keep someone who might have been *exposed* to COVID-19 (i.e. suspected COVID-19 positive) away from others. An individual who feels healthy but recently had close contact with a person with COVID-19 while **NOT** wearing CDC-recommended PPE while in a **healthcare setting** must:

- A. Stay home or in their residence hall (i.e. quarantine) until fourteen (14) days after their last contact with a person who has COVID-19;
- B. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19; and
- C. If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

Anyone who develops COVID-19 symptoms while in quarantine must immediately report their symptoms as outlined in section 2.2.3.

**For residence hall students:**



- D. Quarantined students will stay in their residence hall;
- E. All roommate(s) of a quarantined student are strongly encouraged to limit their contact with other people;
- F. Food will be delivered to quarantined students; and
- G. All common areas and high-touch surfaces in the room should be cleaned frequently.

### 2.3.2 Isolation

Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19, and those with no symptoms) (i.e. known COVID-19 positive) from people who are not infected. An individual who has tested positive for COVID-19 within the past ten (10) days or has symptoms of COVID-19 must:

- A. Stay home, except to get medical care, until it is safe to return (i.e. be around others);
- B. Stay in a specific room and away from other people and pets in your home; and
- C. Use a separate bathroom, if possible.

#### For residence hall students:

- A. Isolated students will be moved to College-identified transient COVID-19 housing until they can return to their off-campus home to self-isolate; and
- B. Isolated students will go to their off-campus home to self-isolate unless travel is not advised.

### 2.3.3 Campus Outbreak Management

The College will collaborate with the Washington and Smyth County Health Departments and local healthcare providers to manage a campus outbreak of COVID-19. In consultation with the local health department, the College will determine to what extent on-campus activities need to be suspended. The College has reserved approximately 5% of its student housing capacity to serve as isolation rooms for known COVID-19 positive students.

### 2.3.4 Return of Known or Suspected Persons

A known or suspected COVID-19 positive person can return (i.e. be around others) when they have satisfied the relevant symptoms-based strategy requirements as follows:

- A. An individual who has had close contact with someone with COVID-19 while **NOT** wearing CDC-recommended PPE while in a **healthcare setting** can return from quarantine after:
  - i. Continuing to have no symptoms; **and**
  - ii. Fourteen (14) days have passed since last exposure.
- B. An individual who thinks or knows they had COVID-19 and had symptoms can return after:
  - i. At least 24 hours with no fever without fever-reducing medication; **and**
  - ii. Symptoms have improved; **and**
  - iii. At least ten (10) days have passed since symptoms first appeared.



- C. An individual who tested positive for COVID-19 but had no symptoms can return after:
  - i. Continuing to have no symptoms; **and**
  - ii. Ten (10) days have passed since the date of the last positive test.

### 2.4. Testing

The College's COVID-19 testing strategy will adhere to the Virginia Department of Health's guidelines and protocols. Local health care providers, primarily the Ballad Health system and the Washington and Smyth County Health Departments, will provide COVID-19 testing for employees and students experiencing COVID-19 symptoms. If a test is needed:

- A. **Employees** must notify their primary care physician.
- B. **Students** must contact the appropriate College official:
  - i. Students on the **Emory** campus must contact the College Health Center; when the College Health Center is closed, testing may be arranged by calling the Ballad Nurse Line.
  - ii. Students on the **Marion** campus must contact the Associate Dean for the School of Health Sciences.

College employees, other than those designated by the COVID-19 Coordinator, must not, and students should not, transport other employees or students who are showing symptoms of COVID-19, awaiting test results, or have been diagnosed with COVID-19.

The College may require periodic testing of students as conditions warrant; the College will provide, or engage a local or regional partner to provide these tests. Additionally, the College will provide, or engage a local or regional partner to provide, tests during COVID-19 outbreaks for its employees with job tasks classified at "high" exposure risk as defined in §16VAC25-220.

#### 2.4.1 Reporting of Positive Test

All positive test results must be reported to the appropriate College personnel:

- A. **Employees** must notify the Office of Human Resources; and
- B. **Students** must notify the appropriate College official:
  - i. Students on the **Emory** campus must notify the College Health Center.
  - ii. Students on the **Marion** campus must notify the Associate Dean for the School of Health Sciences.

All positive test results will be reported to the local Health Department within 24 hours of the discovery of a positive case. The Virginia Department of Labor and Industry will be notified within 24 hours of the discovery of three (3) or more employees present at the College within a 14-day period testing positive during that 14-day time period.

#### 2.4.2 Campus Notification of Positive Test

Upon notification of a positive COVID-19 test for any individual that accessed College property within the previous fourteen (14) days from the date of positive test, the College will notify employees and students within



24 hours of discovery of their possible exposure while keeping confidential the identity of the known COVID-19 person. In addition, the College will notify other employers whose employees were present at the College site during the same time, as well as the building/facility owner if applicable.

The College will provide employees access to their COVID-19 related exposure and any medical record in accordance with industry standards.

### 2.4.3 Contact Tracing

Contact tracing will be in accordance with Health Department protocols; the Washington and Smyth County Health Departments are the College's direct partner for contact tracing.

### 2.4.4 Procedure for Contacting the Health Department

Any employee or student needing to contact the county health department should contact the appropriate College personnel as follows:

- A. For the **Emory** campus, contact Susan Stanley RN at stanlesm@ehc.edu or 276.944.6538, or the relief RN working in the College Health Center at 276.944.6219.
- B. For the **Marion** campus, contact JP Barfield, Associate Dean of the School of Health Sciences at jpbarfield@ehc.edu or 276-944.6230.

The designated College official will contact the appropriate county or district health department official.

### 2.4.5 Health Department Contact Information

Tricia VanHoy, RN  
Nurse Manager for Mount Rogers Health District  
276.781.7450

Kelly Read, RN  
Nursing Supervisor, Washington County Health Department  
276.676-5604 or 276.645.0947  
kelly.read@vdh.virginia.gov

Dr. Karen Shelton  
Medical Director, Mount Rogers Health District  
276.781.7450  
karen.shelton@vdh.virginia.gov

Weekend/night emergency report number: 866.531.3068

## 2.5. Physical Distancing

All individuals, as outlined in section 1.1., are required to maintain appropriate physical distance between persons not living in their same household at all times while on College property, whether indoors or outdoors, as follows:

- A. Maintain ten (10) feet of distance between all:





- i. participants, patrons, and performers of entertainment and public amusement activities including, but not limited to, cheering, concerts, museums, performing arts, singing, and sports (recreational or competitive);
  - ii. guests, instructors, participants, patrons, and personal trainers of fitness and exercise or swimming pool activities; and
- B. Maintain six (6) feet of distance in all other settings.

### 2.5.1 General Practices

Physical distancing is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. In order to limit close contact between individuals, the College will implement actions including, but not limited to, the following:

- A. Requiring physical distancing between individuals;
- B. Implementing circulation control patterns in buildings;
- C. Utilizing visual cues such as signs and floor markings;
- D. Rearranging learning and work spaces;
- E. Reconfiguring spaces where people congregate;
- F. Erecting physical barriers as needed;
- G. Identifying traffic flows and posting necessary instructions and signage;
- H. Staggering class times and work shifts as needed;
- I. Encouraging the scheduling of appointments instead of “walk-ins”;
- J. Encouraging telework whenever possible; and
- K. Delivering products through curbside pick-up or delivery where feasible.

### 2.5.2 Administrative and Work Practices

For **employees**, the College will implement flexible worksites (e.g. telework), flexible work hours (e.g. staggered schedules and shifts), and flexible meeting and travel options (e.g. video conferencing, postponement of non-essential travel, etc.), where feasible.

For **students**, the College will modify the academic schedule to minimize disruption caused by a potential COVID-19 outbreak. The College will also utilize alternative delivery methods of courses (e.g. distance or remote education) as necessary and where feasible.

### 2.5.3 Occupancy Restrictions

Occupancy of spaces including, but not limited to, classrooms, common areas, private and public offices, and other learning environments, will be limited so that occupants can maintain physical distancing from each other. Signage indicating the maximum occupancy and any necessary instructions will be posted at the entrance to each room or common area. Should the room’s posted occupancy be exceeded, the designated manager of the room or area (e.g. instructor, office manager, building designee), or their designee, must ask occupants to leave

the room or area until such a time that their return is in accordance with the posted occupancy limit. In order to achieve physical distancing between occupants, actions including, but not limited to, the following will be utilized:

- A. Classrooms and other learning spaces will be reconfigured by blocking, moving, or removing desks, tables, and other furniture or equipment;
- B. Common areas (e.g. breakrooms, conference rooms, etc.) may be limited to designated personnel, managed through scheduling, or closed;
- C. Private offices will be reconfigured by moving furniture, or alternative meeting spaces used if an office is too small;
- D. Common offices (e.g. Registrar, Provost, etc.) will be reconfigured by moving furniture, and will identify occupant traffic flows; and
- E. Limiting the access of employees, students, and visitors to areas and rooms as necessary.

#### 2.5.4 Physical Barriers

In areas where physical distancing is difficult or impossible, physical barriers (e.g. plexi-glass shields) will be installed to aid in mitigating the spread of the COVID-19 virus.

#### 2.5.5 Gatherings and Events

Gatherings related to the educational process or administrative activities of the College (i.e. College-related) should be done remotely via a technology platform (e.g. Zoom, conference call, etc.) as much as possible. When in-person College-related gatherings (i.e. class sessions, meetings, interviews, etc.) need to occur, they should be kept as short as possible, limit the number of persons in attendance, and use physical distancing practices.

Non-College-related gatherings (e.g. camps, rentals, weddings, etc.) are not permitted.

#### 2.5.6 Dining Services

Dining services, provided by Sodexo, will be modified to promote physical distancing in the main dining hall as well as related retail operations across the campus. Modified hours, additional meal times, reduced occupancy, and new to-go options will be implemented to reduce the numbers of dining patrons at any one time. Measures implemented in the main dining hall will include, but are not limited to:

- A. Full service at all platforms;
- B. Sneeze guards lowered and physical barriers installed at cashier stations;
- C. Tables arranged and extra chairs removed to achieve physical distancing;
- D. Servers distributing napkin-wrapped silverware;
- E. Removing napkins, salt, and pepper from tables;
- F. Using floor markings and signage to control flow and distances; and
- G. Not allowing personal containers or water bottles.

#### 2.5.7 Student Housing

Access to residence halls will be limited to the students assigned to the residence hall and designated Housing staff. Non-essential common spaces including, but not limited to, lounges, kitchens, and media rooms, will be



closed to discourage gatherings that violate physical distancing requirements. Signage, floor markings, etc. will be posted to remind residents to maintain physical distancing at all times.

All residence hall programming will be virtual unless approved by the Director of Housing and Residence Life.

### 2.6. Face Coverings

All individuals, as outlined in section 1.1, are required to wear a face covering over their nose and mouth at all times while on College property, whether indoors or outdoors, and in public. Additionally, face coverings must be worn while inside a College-owned vehicle, whether alone or with others, and while inside a College-hired vehicle and with others. Individuals are strongly encouraged to wear a face covering at all times while off-campus and in public.

#### 2.6.1 Face Covering Exception

Individuals are not required to wear a face covering in the following situations:

- A. While alone in a personal vehicle or private office;
- B. While in their residence (i.e. residence hall);
- C. While eating and six (6) feet away from another person;
- D. While doing vigorous-intensity activity ten (10) feet away from another person and not face to face with them;
- E. While seeking to communicate with the hearing impaired for which the mouth needs to be visible;
- F. If provided accommodation under the Americans with Disabilities Act; or
- G. If provided a waiver under Title VII of the Civil Rights Act.

#### 2.6.2 Face Covering Exemption

An individual needing an accommodation under the Americans with Disabilities Act may ask for a face covering exemption:

- A. **Employees** must ask for accommodations through the Office of Human Resources
- B. **Students** must ask for accommodations through the Disabilities Support Services office.

#### 2.6.3 Face Covering Waiver

Any individual needing an accommodation under Title VII may ask for a face-covering waiver:

- A. **Employees** must ask for a waiver through the Office of Human Resources
- B. **Students** must ask for a waiver through the Dean of Students Office

#### 2.6.4 Face Covering Provision and Use

Face coverings are generally made of cloth, are reusable, and are not part of healthcare personal protective equipment (PPE). Face coverings should:

- A. Fit snugly but comfortably against the side of the face;
- B. Be secured with ties or ear loops;



- C. Be made of one or more layers of fabric that you can still breathe through; and
- D. Be able to be washed and machine dried without damage or change to shape.

The College will provide a limited amount of face coverings for students, faculty, staff, and visitors. Additional face coverings will be available for purchase at The Merc. Students will also be able to obtain “emergency” face coverings from the College Health Center, Campus Police, and residential life staff.

Individuals may provide their own face coverings provided they meet the requirements outline in this policy. Face coverings with derogatory, offensive, or lewd messages in either word or picture are not allowed.

Individuals are responsible for the proper use, removal, and washing of cloth face coverings. People should avoid touching the face covering while wearing it, and they should wash their hands both before and after touching the face covering. Cloth face coverings should be changed if they become soiled or moist. Cloth face coverings should be washed after each use.

Wearing a face covering helps reduce the risk of the wearer exposing others to potentially infectious respiratory droplets. However, even with a face covering, it is critical to maintain physical distancing of six (6) feet or more to slow the spread of the virus.

### 2.7. Hand Washing and Sanitizing

All individuals, as outlined in section 1.1, are expected to practice healthy hygiene procedures including, but not limited to, cleaning or sanitizing hands at key times with soap and water or hand sanitizer that contains at least 60 percent alcohol. Proper hand washing/sanitizing is one of the most important steps in preventing the spread of the COVID-19 virus. The College will support healthy hygiene behaviors by placing sanitizing stations in key locations and providing adequate supplies including, but not limited to, soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, and no-touch/foot pedal trash cans. All individuals are encouraged to clean or sanitize their hands frequently.

### 2.8. Cleaning and Disinfecting

Normal routine cleaning with soap and water decreases how much of the COVID-19 virus is on surfaces and objects, which reduces the risk of exposure. Disinfection can also help reduce the risk; frequent disinfection of surfaces and objects touched by multiple people is important.

#### 2.8.1 Chemicals and Products

Custodial services, provided by National Management Resources, will only use disinfecting chemicals and products indicated in the Environmental Protection Act (EPA) List N for use against SAR-CoV-2. The use of all disinfecting chemicals must be in accordance with the manufacturer’s instructions. National Management Resources through one of its many local or national suppliers will procure supplies.

Cleaning and disinfecting products will be available to employees through the COVID-19 Coordinator.

#### 2.8.2 Cleaning Schedules

- A. The current cleaning schedule for administrative areas, common areas, offices, and residence halls will continue daily (Monday through Friday) by the custodial staff with frequently touched surfaces including, but not limited to, door handles, light switches, handrails, and elevator buttons disinfected at least twice per day, Monday through Friday. Cleaning and disinfecting on weekends will be as needed based on facility usage for activities or events.



- B. Classrooms will be cleaned and disinfected between every class period by the custodial staff.
- C. Employees must keep their work areas tidy to allow proper cleaning and disinfecting by the custodial staff. In the event the custodial staff cannot properly clean an employee's work area due to untidiness, the employee will be responsible for cleaning and disinfecting their work area.
- D. Employees that have frequent interaction within six feet with other persons will be provided with hand sanitizer and disinfectant supplies to clean surfaces contacted frequently.
- E. Residential students are responsible for cleaning and disinfecting their living spaces (i.e. residence hall) according to CDC guidelines.

### 2.8.3 Shared Objects and Vehicles

The sharing of objects (e.g. equipment, tools, vehicles, workspaces, etc.) should be minimized; use of shared objects that are difficult to clean or disinfect is discouraged. All shared objects must be cleaned and disinfected prior to transfer from one person to another. College departments, or their designee, are responsible for the cleaning and disinfecting of the objects in their purview (e.g., the library is responsible for its books, Information Technology Services is responsible for computer labs, lab instructors are responsible for their lab equipment, etc.).

### 2.8.4 COVID-19 Known or Suspected Areas

Custodial staff must disinfect any area accessed by a known or suspected COVID-19 person prior to other employees accessing the area.

## 2.9. Campus Visitors

The number of non-essential visitors to campus will be limited as much as possible – especially with individuals who are not from the local geographic area. Visits, including but not limited to, meetings, trainings and interviews, should be conducted remotely via technology solutions (e.g. Zoom, phones, etc.) as much as possible. Employees must limit the frequency and duration of all personal visits from family members and other guests. Visitors:

- A. Will be required to conduct a symptom screening before accessing College property;
- B. Must wear a proper face covering and practice physical distancing while on College property, whether indoors or outdoors, and in public;
- C. Are not allowed to stay overnight on campus, except as authorized by the COVID-19 Coordinator; and
- D. Are not to enter residence halls, except as authorized by the Dean of Students.

Departments that frequently host visitors must:

- E. Require scheduled appointments ("walk-in" visits may not be accommodated); and
- F. Limit tours and visits to single or family units.

Students are strongly encouraged to limit the frequency and duration of visits from family members and other guests.

Any visitor not in compliance with this policy will be required to leave the premises immediately.



### 2.10. Travel

All College-related travel by employees and students must comply with local, state, and federal government mandates, and should be in accordance with health department and CDC guidance. Essential travel (i.e. necessary to the core operations of the College) will be considered accordingly; non-essential travel will be limited.

All employees and students traveling for any College-related reason, including but not limited to, athletic competition, experiential learning experiences (e.g. student teaching, internships, etc.), professional development, or recruiting, must comply with the rules, standards, and procedures outlined and referenced in this policy, including physical distancing, the wearing of face coverings, and practicing proper hand washing and hygiene while traveling.

Considerations for all travel requests include, but are not limited to, essentialness of the travel, availability of technological alternatives (e.g. Zoom or phone), distance from the College, spread of the virus in both the College's local community and at the destination, ability to maintain physical distancing both during travel and at the destination, and the possibility of quarantine or self-isolation upon return. The COVID-19 Coordinator must approve all requests for College-related travel before final authorization may be granted.

### 2.11. The College Health Center

The College Health Center (CHC) has a contract for limited medical services with a physician and nurse practitioner through the Ballad Health system's Emory Internal Medicine – Abingdon Physician Partners private office that is located in the same building as the CHC. All appointments must be scheduled in advance; "walk-in" visits are not available. The CHC uses a telehealth platform to provide information to assist in triage and scheduling of appointments.

In addition to providing its typical student and employee services, the CHC will coordinate the care of suspected and known COVID-19 positive students in partnership with Ballad Health practitioners and Smyth and Washington County Health Department personnel.

#### 2.11.1 Facility Considerations

In order to reduce the risk of infection, the CHC will implement measures including, but not limited to, the following:

- A. Eliminating walk-in appointments;
- B. Rearranging the waiting-room to achieve physical distancing of at least six (6) feet between seats;
- C. Escorting patients to an exam room as quickly as possible;
- D. Not allowing visitors to accompany patients;
- E. Requiring face coverings (disposable face coverings available for patients as needed);
- F. Cleaning and disinfecting between patients; and
- G. Limiting or discontinuing the use of shared objects where feasible.



### 2.11.2 Staff Considerations

2.11.3 Provision of medical-grade personal protective equipment (PPE) for CHC staff will be coordinated with the Mount Rogers Health District (specifically the Washington County Health Department) and the Emory Internal Medicine private office. PPE including, but not limited to, gloves, gowns, and face shields will be provided to employees with job tasks classified at “high” exposure risk as defined in §16VAC25-220.

**Students** have access to mental health services provided by the College’s Counseling. All appointments must be scheduled in advance unless a student is experiencing a mental health crisis. Services will be provided via secure video conferencing except during the provision of crisis services or if a virtual appointment will hinder the ability to fully assess a student’s needs.

**Employees** have access to psychological and emotional well-being support through Anthem’s LiveHealth Online Psychology program and the Employee Assistance Program.

## 2.12. Repopulation of the College

### 2.12.1 Initial Screening

All individuals, as outlined in section 1.1, are expected to conduct an initial screening for symptoms to assess their risk of being COVID-19 positive prior to accessing College property after a prolonged absence of fourteen (14) or more days. Anyone answering YES to any of the initial screening questions is to stay home until it is safe to return (i.e. be around others) and report their symptoms to the appropriate College personnel.

### 2.12.2 Employees

Employees will repopulate the College in phases in accordance with all government mandates and health department guidance. An employee’s return to work date is determined based on their functions and their office’s needs as determined by their manager; any return to work must be in accordance with any essential personnel restrictions that may be in place. Prior to returning to campus, an employee’s manager must approve and report the following to the Executive Council member:

- A. The employee’s return to campus date;
- B. The employee’s schedule (e.g. traditional, compressed, alternative, or flexible); and
- C. The employee’s work location (e.g. on-campus or alternate).

### 2.12.3 Student Move-in

Student Move-in will be a staggered student process that incorporates all required COVID-19 precautions and procedures. This process will be communicated to students and parents prior to their arrival on campus.

1. Arriving on Campus: Each student will be assigned a time to arrive; upon arrival, each student will stop at an Orientation Checkpoint for symptoms screening and any necessary additional information.
2. Checking in: each student will enter the designated check-in station alone to retrieve orientation materials, housing information, room key, student ID, etc.
3. Unloading Personal Belongings: each student will be directed to their residence hall’s move-in station to receive instructions on where to unload their belongings before moving their vehicle to an assigned parking lot.

4. Relocating Belongings to Residence Hall Room: each student and their family will relocate their personal belongings to the student's residence hall room within their allotted time.
5. Setting up the Room and Saying Goodbye to Families: families may assist the student with any setup needs that require their assistance, but will need to vacate the residence hall once the allotted time has expired in order to allow other students and families to begin moving into the residence hall.

## 2.13. Shutdown Considerations

### 2.13.1 Criteria and Process

Decisions regarding dismissals or shutdowns of either or both the Emory and Marion campuses will be made in consultation with the Smyth and Washington County Health Departments. Scenarios that would instigate a dismissal or shut down of one or both campuses include, but are not limited to, government or health department order, exceeding the capacity of reserved student isolation housing, or disruption in the supply chain for essential materials such as cleaning and disinfecting products.

The local health departments will guide the College on the efficacy of whether to send students home or to keep them on campus. Factors to be considered include, but are not limited to, the breadth of cases on campus, the possibility for safe travel, the ability for the College to maintain critical services, and the capacity for student quarantine or isolation.

### 2.13.2 Reduced Campus Activity

Should either or both campuses need to dismiss or shutdown, the academic term will be completed using distance learning modalities. Some resources and services may need to be maintained on campus to support students who may not be able to return to their off-campus home in a timely manner. Academic and student support services will be provided to students remotely where feasible.

The Office of International Education will work with F-1 visa students to determine if they should withdraw from their courses, or if they should stay on campus, relocate to family or friends elsewhere in the United States, or return to their home country to continue their courses through distance learning modalities. All actions concerning international students will be in accordance with the regulatory guidance provided by the Department of Homeland Security (DHS), which governs the Student and Exchange Visitor Program (SEVP).

### 2.13.3 Communication Plan

Announcements and information regarding dismissal or shutdown will be disseminated to relevant stakeholders through mediums including, but not limited to, email, text, social media, and Web notifications.

## 2.14. Prohibited Discrimination

Employees must not be discharged or discriminated against in any way because the employee:

- A. has exercised rights under the safety and health provisions of Title 40.1 of the Code of Virginia, and implementing regulations under §16VAC25-60-110 for themselves or others;
- B. voluntarily provides and wears their own personal protective equipment if such equipment is not provided by the employer, provided that the PPE does not create a greater hazard to the employee, or create a serious hazard for other employees; or





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- C. raises a reasonable concern about infection control related to the SARS-CoV-2 virus and COVID-19 disease to the employer, the employer's agent, other employees, a government agency, or to the public such as through print, online, social, or any other media.