

# VIRGINIA WESTERN COMMUNITY COLLEGE

## COVID-19 PANDEMIC RESPONSE AND CAMPUS PLAN

SUMMER SEMESTER 2021



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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.

The Fall semester 2020 version of this plan was reviewed by the State Council of Higher Education and was found to be compliant in addressing the required elements of the "Higher Education Reopening Guidance." The Spring semester 2021 plan was updated, and the Summer 2021 semester plan, beginning May 24<sup>th</sup>, will continue to evolve as Governor Northam is expected to lift many of the COVID-19 mitigation efforts beginning May 28<sup>th</sup>. Changes will be posted on the college website and should be reviewed weekly by employees and students.

Update: The state of emergency that Governor Northam declared on March 20, 2020, in response to COVID-19 expired on June 30, 2021.

*Rev. 7/6/2020*

*Rev. 7/8/2020*

*Rev. 7/24/2020*

*Rev. 9/24/2020*

*Rev. 12/10/2020*

*Rev. 3/11/2021*

*Rev. 5/26/2021*

*Rev. 7/15/21*

<b>II. Reopening phases for Virginia (<i>Forward Virginia Blueprint</i>)</b> <i>Announced by Governor Northam, May 4, 2020</i>		
Phase 1	Phase 2	Phase 3
<i>(Began in our region 5/15/20)</i> <ul style="list-style-type: none"> <li>• Instead of a stay-at-home order, people should consider themselves safer at home</li> <li>• No social gatherings of more than 10 people</li> <li>• Continued social distancing</li> <li>• Continued teleworking</li> <li>• Face coverings recommended in public</li> <li>• Easing limits on business and faith communities (guidelines include social distancing, enhanced cleaning and disinfection, and enhanced workplace safety)</li> </ul>	<i>(Began in our region 6/5/20)</i> <ul style="list-style-type: none"> <li>• Stay-at-home for vulnerable population</li> <li>• No social gatherings of more than 50 people</li> <li>• Continued social distancing</li> <li>• Continued teleworking</li> <li>• Face coverings recommended in public</li> <li>• Further easing of business limitations</li> </ul>	<i>(Began in our region 7/1/20)</i> <ul style="list-style-type: none"> <li>• Safer-at-home - especially if you are vulnerable</li> <li>• *No social gatherings of more than 250 people</li> <li>• Continued social distancing</li> <li>• Continued teleworking</li> <li>• Face coverings required in public spaces</li> <li>• Expanded business operations</li> </ul>

In following our guiding principles, Virginia Western has developed its plan in accordance with Governor 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, 2020 and followed Governor 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 Governor Northam's Executive Orders and *Forward Virginia Blueprint*.

In early June 2020, 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 provided the college the opportunity to fine-tune our plans as we moved into Phase 3 and Fall semester, which began August 24, 2020 as well as Spring 2021 and Summer 2021 semester.

Virginia Western will continue to offer courses via a mixture of online and remote learning delivery formats over the Summer 2021 semester, along with some in-person course options with a particular, but not exclusive, focus on technical training, clinical, and lab instruction. [The Summer 2021 Class Schedule](#) is posted on the College website. Student activities and services will also be provided via distance technology with some in-person activities and services offered by appointment.

### III. 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](mailto: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; Lori Baker, dean of student affairs; Josh Meyer, director of marketing and strategic communications; 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 continue to 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.
- COVID-19 vaccinations are strongly encouraged.
- Follow the Contagious Disease policy.
- Face coverings (masks) are optional for those who are fully vaccinated per CDC and Governor Northam's Amended Executive Order 79.
- Students are also expected to complete a daily health self-check PRIOR to coming to class or to any VWCC-controlled location that day.
- 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. All COVID-19 related signage must be reviewed by the Communications and Marketing Department.

#### **4. Education/training of students and employees**

- COVID-19 prevention training is 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 was developed and implemented August 12, 2020.
- The Virginia Department of Health (VDH) in partnership with the Virginia Western Nursing program hosted an on-campus vaccine clinic, where the Pfizer vaccine was provided from 10 am – 1 pm on May 26, 2021, and the second dose June 23, for employees, family members and students.
- As part of Virginia Western's continued efforts to support the health and safety of our campus community, the college launched a COVID-19 Vaccination Card for Gift Card Program for students enrolled in Fall Semester 2021 classes. Beginning on July 15, 2021, students were invited to participate in this completely free and voluntary program by confirming they have been fully vaccinated against the COVID-19 virus to receive a \$100 Virginia Western bookstore gift card.
- As noted in previous plans, 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 or body aches
- 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. Except for specifically identified healthcare clinical settings, close contact exposure is defined as being within six-feet of a COVID-19 positive person for more than 15 minutes cumulatively over a 24-hour period (masked or unmasked). 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 continue to 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 Asset Essentials 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. (Appendix)

- The Student Life Center, 3<sup>rd</sup> floor dining area will be open with limited hours Monday-Friday from 10:00am to 3:30pm for individualized study and dining. No appointment necessary. First come, first served.
- The Business Science Campus Commons, and Pedestrian Bridge lounge areas will and otherwise restricted until further notice. Effective July 15, 2021, the 3<sup>rd</sup> floor exterior door to Business Science will be locked and unlocked daily.
- 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 be 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, and cashiering/payment services will be available by appointment through Navigate. (*Appointment Instructions in Appendix*)
- Brown Library Summer 2021 Plan, including Testing Center, Library services, Link Learning Commons, Online tutoring, and Academic Success Coaching is located in the appendix. Librarian assistance is also available remotely. [Remote Access to Student Services](#)
- VWCC is a non-residential, commuter campus. We 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, Guests, Contractors and Vendors**

While most 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.
- Brown Library – entry through the main Court of Four Seasons door for Reference Desk and checkout services. Entry through the northeast ground floor Testing Center door at lot 6 for testing services.
  - Access for Testing Center services is by prescheduled appointment only.
  - Access for main floor Reference Desk and checkout services will require appointments to be logged through Navigate at the main floor front desk.
- Business Science Building – entry through the Lot 15 door, the 2<sup>nd</sup> floor elevated walkway doors, the 1<sup>st</sup> floor Fralin Courtyard doors, and the pedestrian bridge doors and elevated walkway 2<sup>nd</sup> floor handicapped door.
  - Whitman Auditorium and Student Commons remain closed until further notice.
- Fralin Center – entry through the Colonial Avenue 1<sup>st</sup> floor main door and

multipurpose room entrance, 2<sup>nd</sup> floor main entrance off Lot 8, 2<sup>nd</sup> floor Fralin Plaza west stair tower door, and the 3<sup>rd</sup> elevated walkway doorway.

## **SOUTH Campus**

- STEM Building – entry through both the Lot 9 main entrance door and the Webber plaza door.
- Webber Hall – entry through main 1<sup>st</sup> floor front plaza doors, 2<sup>nd</sup> floor service door by Printing/Postal Services, 3<sup>rd</sup> 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 1<sup>st</sup> floor stair tower closest to Lot 9 and 3<sup>rd</sup> floor entry through main portico door, and 2<sup>nd</sup> floor stair tower door near Hall Associates Career Center.
  - The Student Life Center, 3<sup>rd</sup> floor dining area will be open with limited hours Monday-Friday from 10:00am to 3:30pm for individualized study and dining. No appointment necessary. First come, first served.
  - 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 1<sup>st</sup> 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 Governor Northam. A “gathering” includes, but is not limited to, parties, celebrations, or other social events, whether they occur indoors or outdoors.

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.). If in-person meetings are conducted, the number of attendees should be limited so that those present can sit a minimum of six feet apart. Attendees who are not fully vaccinated should wear a face covering while sharing space in a common room. While onsite, employees 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 if unvaccinated 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 (The Farley Experience, and Coffee Cafe) will remain closed until further notice.
- The Business Science 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, including contractors and vendors 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, guests, contractors, and vendors, of physical distancing 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 (8:00 AM until 6:30 PM) that work overlapping schedules. The college also utilizes two part-time porters who work between the hours of 2:30 pm and 6:30 pm. One of the part-time porters/floaters may be utilized outside of these hours as needed and the second of which is a cleaner working a set schedule daily 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.

- The 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 each evening. 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 went 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 changes 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 workspaces 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 Asset Essentials 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. Note: These supplemental actions may be impacted by the expiration of the Public Health Emergency status for the Commonwealth.

**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.**

- Employees or students who are sick or have been exposed should complete their respective online reporting form and work with Human Resources or Dean of Student Affairs, as appropriate to determine next steps.

**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 and employees** will not come to class or work if they have been exposed to someone with COVID-19, unless the exposed individual has had COVID-19 within the past three months, or is Fully Vaccinated.

They will quarantine per CDC guidelines ([When to Quarantine](#)). Students 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.

**Employees:** Beginning after the July 4<sup>th</sup>, 2021 holiday, employees should be prepared to transition back to campus when appropriate and based on college and departmental needs. It is anticipated that the college will be functioning as close to full on-campus staffing capacity as possible before the Fall 2021 semester begins. Leaders will work closely with their respective departments to develop a transition plan appropriate for their unique staffing, scheduling, and service needs.

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](mailto: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](#). 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 and health department guidelines.

Student and work-related travel should be approved in advance by the college president or COOP Team while the COVID-19 crisis exists. Travel must continue to follow State, VCCS and requirements of the destination. The college will comply with VDH guidance on travel related quarantine requirements.

Employees should avoid when possible carpooling with other employees in state vehicles. State-owned vehicles will follow DGS Office of Fleet Management Services guidelines.

Disinfectant aerosol spray will be made available for 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 28, 2021 [Amended Executive Order 79](#) (May 14, 2021) Governor Northam lifted the universal indoor mask mandate. This Executive Order overrides the Final Permanent Standard for the Prevention of the Virus that Causes COVID-19-VAC25-220 where the two are inconsistent.

Fully vaccinated individuals may resume activities without wearing masks or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations,

including local business and workplace guidance. Interim Public Health Recommendations for Fully Vaccinated People (CDC, May 28, 2021)

The recommendations within the May 28, 2021 CDC guidance applies to non-healthcare settings. Agencies must follow the guidance established by the CDC and Executive Order, meaning that fully-vaccinated individuals do not have to wear face coverings (masks) in most indoor settings, except public transit, healthcare facilities, K-12 schools, homeless shelters or correctional facilities. This applies to all state employees and visitors to state facilities.

Employees, students, and visitors who are unvaccinated or not fully vaccinated are strongly encouraged to wear masks in all settings, including state facilities. If an employee, student or visitor is fully vaccinated and still uncomfortable around others, employees and visitors are allowed to continue to wear a face covering at their discretion.

Employees and students who collaborate or participate with external agencies for activities such as clinical programs, internships, work-study jobs, dual enrollment, etc., may be asked to wear a mask/face covering by those entities. Participation with these external agencies is governed by other agreements, which continue to guide and control interactions and stand apart from the College's required adherence to this order.

Executive Order 79 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.

Unvaccinated 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.

Unvaccinated students who are not able to wear a face covering must request accommodations from the Virginia Western Office of Disability Services.  
[disabilityservices@viriniawestern.edu](mailto:disabilityservices@viriniawestern.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
- Speaking to a hearing-impaired individual and who needs the mouth to be visible
- Outside, while maintaining a six-foot distance from other individuals

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. 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, or by approval of the COOP Team.

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](http://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 [COVID-19 Updates and Information](#). 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 again being provided over the summer, to continue to enhance and learn best practices and improve skills for online instruction.

**16. Inclement Weather**

As inclement weather situations arise the college may find it necessary to make adjustments in its class schedules and operating hours. It is important for anyone affected to understand the college's notification protocols. The college will announce campus delays and/or closures through the [VWAlert Mass Notification System](#), local radio/television stations, postings on the college's Social Media accounts, the telephone information system by calling **857-VWCC (8922)** and the college's website at <http://www.virginiawestern.edu>.

**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](mailto: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, guest, contractor, or vendor 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, contractors and vendors with appointments are directed to proceed in the most direct route to their meeting and avoid extraneous travel.

All guests, contractors and vendors 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 appointments, requiring supervisor approval in advance of the appointment, located on the COVID-19 web page.

Note: Contractors or Vendors completing work inside of an VWCC campus-controlled building will be held to the same standards and expectations as students and employees. Contractors and Vendors must document all interior locations where work took place for potential contract tracing needs.

**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 COVID-19 reports and briefings weekly 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**

#### **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 4.

### **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.



*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.*

## **Appendix**

### **Follett Bookstore COVID-19 Summer 2021 Reopening Plan**

Follett policy requires employees to have temperature checks and health screenings before coming on campus. Follett staff are to wear masks if not fully vaccinated. Follett has a list of those vaccinated. Employees wipe down high touch point areas every two (2) hours (or more frequently if needed).

#### **Summer Semester indoor bookstore access will be during the regular hours of operation:**

- July 6, 2021 – August 6, 2021, Monday – Thursday 9:00 a.m. to 4:00 p.m. Friday 9:00a.m. to 12:00 p.m.
- August 7, 2021 will end summer store hours and will adjust for Fall 2021.
- Appointments are no longer necessary, as the bookstore is no longer required to provide contact tracing.
- The bookstore is encouraging social distancing at 6ft between customer parties, within the store.
- Students can enter the bookstore and exit through either entrance point.

#### **Bookstore operations:**

- Follett anticipates having 4 staff members to run summer semester operations.
- There will be sufficient staff inside the bookstore to assist customers with finding books or other materials needed in an efficient and effective manner.
- 6-foot social distancing sign reminders are on the floors and posted around the store.
- Follett will operate one (1) cash register. Registers are more than 6 feet apart and signs on floor mark 6 foot + between customers waiting in line.
- Customers can order textbooks and materials online and have them direct shipped to their home address.
- Customers can order textbooks and materials online and pick them up instore for free.

5/2021

Updated 7/6/2021.

## Fitness Center Reopening Plan – Summer 2021

May 24 – August 2, 2021

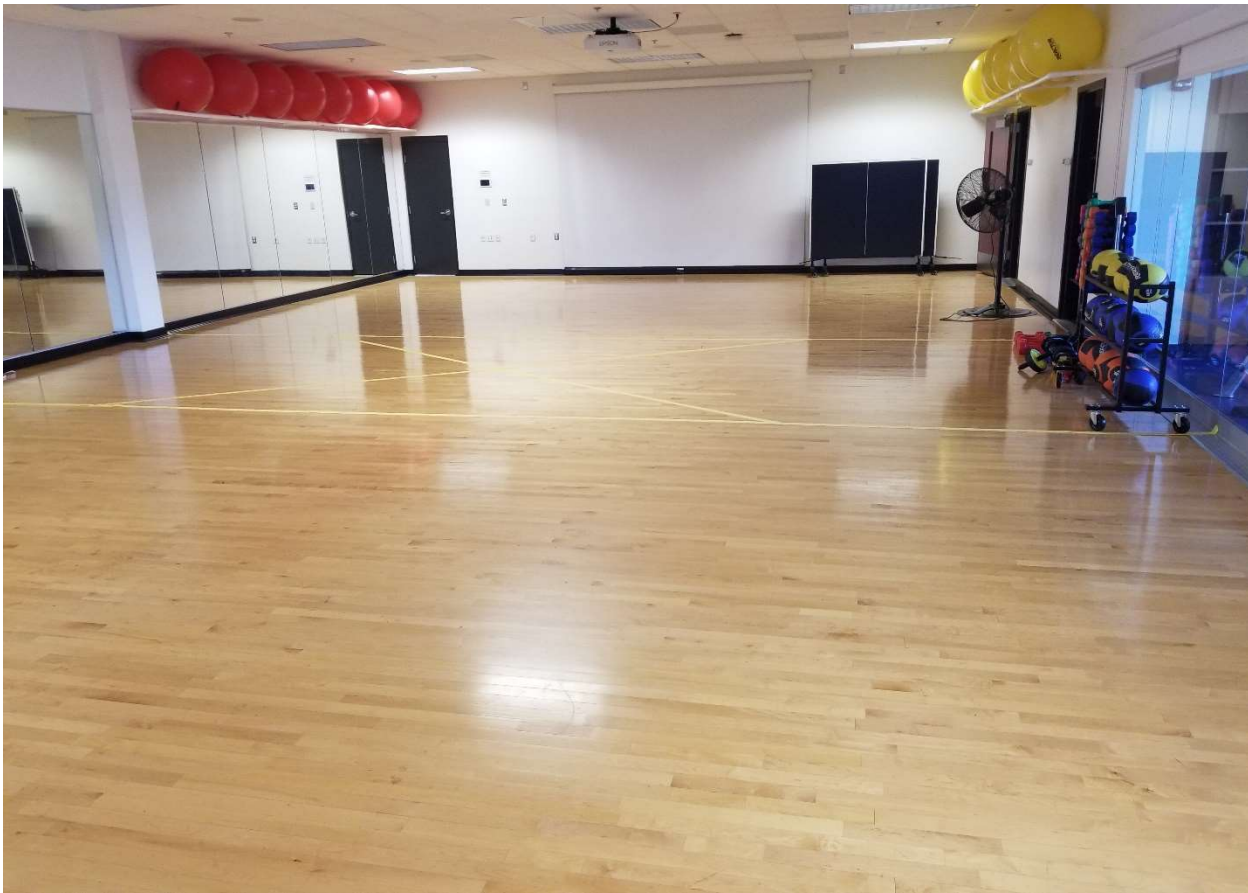
Beginning May 24, open for walk-in use Monday – Thursday and by appointment. The fitness center will be open with a maximum of **5 users** in the Fitness Center at one time. (Max 3 in the studio, Max 2 in the cardio/weight area), excluding a maximum of 3 staff in the center. (8 total people maximum, spread out throughout the space). Two staff members have private office space with doors and would spend much of their working time in their private space.

- Student/Faculty/Staff Walk-In Schedule: Monday - Thursday 9am-3pm
- Additional times may be available by appointment, reserved through Navigate, and will vary each week depending on staffing availability.
- Users will have use of locker room, shower, and bathroom. One user in locker room/shower at a time.
- Social distancing will be maintained while using the Fitness Center, with 10 ft distance maintained between users when exercising.
- When the center is at capacity, no additional users will be allowed to enter until someone else leaves and any cleaning has been completed.



Main workout space divided into 2, minimum 20' work-out stations with a 10' gap between.

One person will be allowed in each station for a total of 2 in the main gym for each session.



- Studio space split into 2 workout stations and available to **max of 2** distanced participants each session with a 10' gap in between.
- Yoga instruction for a **max of 3** participants where instructor uses one workout station and participants split the other and maintain a minimum 10' distance.
- Personal lockers and cubbies available. Students will wipe down their cubby area upon exit.

Fitness Center staffed by 1 full-time staff in office and 1 student worker at front desk.

Registered Dietitian (part-time hourly staff) will be able to work in private office space and be available for user questions in the studio or cardio/weight area, maintaining 6+ feet of physical distance and masks when consulting. No tastings or samples will be available at this time.

### **COVID-19 Rules for Working Out** (in addition to normal gym rules)

- Follow college procedures with regards to face coverings and maintain at least 10 feet from anyone else.
- Wipe down all equipment before and after each use.
- Do not cross established workout station boundaries unless using the locker room or leaving.
- Users must follow the social distance guidelines marked throughout the facility.
- Users must use your own closed top water bottle.
- Place any small equipment, yoga mats etc. used in to-be-sanitized area when finished.

### **Check-in Procedure**

- Staff will verify that students have completed the daily health self- check prior to entering.
- Screened individuals will be allowed to enter the gym where they will fill out an Assumption of Risk Waiver at the front desk (upon first entry of semester). Waivers and sanitized pens pre-placed between work out sessions by staff wearing gloves. Staff to maintain distancing behind new Plexiglass installed on desk by FMS.
- Signed waivers will be shown to staff then placed in a waiver basket. Pens placed in a to-be-sanitized cup.
- Staff will review all gym rules with them including workout zone boundaries, where to get gym wipes and where to place to-be-sanitized equipment.

### **Additional Cleaning Procedures**

- Staff will open gym front, back, locker room and studio doors between user sessions to vent space, approximately every 2 hours.
- Staff will wear gloves and sanitize all workout equipment in to-be-sanitized area before returning equipment to its place.
- Staff to sanitize locker room surfaces between user sessions.

### **Group Fitness**

- Group hikes and other outdoor fitness activities will meet with less than 10 participants with strict distancing.
- Scheduled Les Mills virtual instruction will be available to those in the studio and through Les Mills at home.

### **Other Virtual Offerings**

- Students can participate in one-on-one consultations via email or in groups via zoom with the following:
  - Registered Dietitian Holly – Weekly zoom nutrition program including Chad
  - Intervention Counselor Sheri- Collaborative periodic Stress and wellness conversations via Zoom including Chad
  - Recreation Coordinator Chad
  - Facebook group for ongoing health and wellness posts/suggestions/videos
  - Zoom Yoga weekly with Leilani.

Updated May 2021

## **Brown Library Summer 2021 Plan**

- Planned Schedule:
  - May 24- August 2, 2021 (Summer Sessions)
    - Monday 9am-8pm
    - Tuesday 9am-3pm
    - Wednesday 9am-3pm
    - Thursday 9am-8pm
    - Friday 9am-1pm
    - Saturday 9am-1pm
    -
- The ground floor & first floor of Brown Library will be accessible to college faculty, staff, & currently enrolled students but not the general public.
- Staff members and all building visitors are required to follow college procedures with regards to face coverings & social distancing protocols.
- Food is prohibited in Brown Library. Drinks are permitted.
- **Brown Library Ground Floor - Testing Center**
  - The Testing Center rooms B11 and B17 on the ground floor will be used to deliver proctored testing services to a limited number of students. Primarily these are students that are unable to complete an online proctored assessment or identified as special circumstances by faculty or administrators. The Testing Center will also assist in proctoring credential testing for certain courses wherever feasible.
  - The entrance and exit point for The Testing Center will be the side door on the ground floor closest to Parking Lot #6.
  - Access to the Testing Center will be by appointment only. Appointments for testing can be made using the Testing Center (TC) online reservation system 24 hours or more in advance of the planned visit. Appointments are 2 hours long and will be staggered every 15 minutes to minimize the number of students checking in at the same time.
  - Agreement with VWCC PPE policy and the COVID-19 self-health check questions will be part of the TC online reservation system.
  - The maximum number of students testing at any one time is seven (7) in B11 and seven (7) in B17.
  - Students will check-in at the Testing Center counter. Staff will use the TC online reservation system to assign each student to a numbered workstation. These seating records are maintained and accessible through the TC online reservation system.
  - Testing workstations will be sanitized in between uses.
    - At check-in, students will be provided a disposable keyboard cover and will be instructed to install the keyboard cover and wipe down their assigned workstation prior to use.
    - At completion, students will be asked to again wipe down the workstation and dispose of the cover.
    - Staff will also wipe down each workstation after a student checks out before the next student is assigned.

### **Brown Library First Floor - Link Learning Commons**

- The Link Learning Commons on the first (main) floor will house a student computer lab, student study space (including space for using the Anatomy models), and the Link Resource Desk to handle student check-in and pick-up of circulating materials.
- Access will be limited to Virginia Western faculty, staff, & currently enrolled students on a first come first serve basis during open hours, with no appointments required as capacity limits permit.
- Brown Library will adjust capacity limits as needed to conform to social distancing policy and caps on group sizes.
  - Maximum capacity for using a computer is 18 in the commons area and 8 in the B112 Link Computer Lab.
  - Individual study spaces are limited to 13 additional patrons. Study rooms will remain closed.
- Patrons will enter and exit through the main doors of Brown Library onto the Court of Four Seasons.
- Upon entry, patrons wishing to use a computer workstation, individual study space, or the anatomy models will be checked-in at the front desk by a staff member using the Navigate system kiosk function. Patrons that are only checking out materials will follow normal library circulation procedures and will be expected to exit the building immediately upon receipt of materials.
- All workstations and Anatomy models will be sanitized in between uses.
  - At check-in, students will be provided a disposable keyboard cover and will be instructed to install the keyboard cover and wipe down their assigned workstation prior to use.
  - At completion, students will be asked to again wipe down the workstation and dispose of the cover.
  - Staff will also wipe down each workstation after a student checks out before the next student is assigned.



## Library Services

- **Computer lab access & study space use**
  - The Link Learning Commons are open for computer use and individual study space by students and employees of the college only during published Brown Library hours.
- **Anatomy Model Use**
  - Anatomy models will be stationed at tables in the rear right corner of the first floor, near the staff elevator. Models will be spaced apart and accessible whenever the library is open for BIO 141 & 142 students to use. Students will be expected to use the models one at a time, always maintain 6 feet distance, and reassemble and sanitize models they manipulate (procedures similar to those used in the A&P lab). Special sanitizing supplies for the anatomy models will be stationed in the area.
- **Click & Collect Holds for Circulating Library Materials**
  - Current VWCC students, staff, and faculty may use the library catalog <https://vcc-vwc-primo.hosted.exlibrisgroup.com/primo-explore/search?vid=VWCC> to search for main collection books & DVDs and place holds. Users will click “sign in” to sign into their account and choose the option to “request” the desired item. Library staff will pull the book or DVD from the shelf, check it out to the user, and have it available at the first floor Link Resource Desk for pickup.
  - Because of the short loan periods and requirement that all items be quarantined between uses, reserve textbooks and reference books will not be circulated.
- **Library Returns**
  - Patrons may return books using any of the Brown Library Book Return boxes around campus. Books and all other library material will be returned at the Link Resource Desk on first floor of Brown Library during posted open hours. A book cart will be placed in front of the Resource Desk and labeled for returns. At the end of the shift, library personnel will take the cart of returns up to the top floor and place returned materials on the appropriate quarantine table. The book cart will be sanitized and returned to the Link for the next day’s returns.
  - Materials will be quarantined for 48 hours. After that time, Library Circulation personnel will follow normal returns procedures. Library or Link personnel may then shelve items in their appropriate places.
  - Quarantine Procedure
    - Tables will be designated on the third (top) floor of Brown Library for quarantine of returned library materials. When carts of returns are taken upstairs, materials should be placed on the table labeled for that day of the week. Materials on the table from 2 days prior will be placed on a cart, processed for inventory/return and taken to the Circulation Desk to be shelved.
- **Interlibrary Loan**
  - We will provide full Interlibrary Loan operations. Students, faculty, and staff will be able to request both print and electronic items. Print items will be available for pickup at the Link Resource Desk. We will also maintain full loaning operations with other libraries—loaning both print and electronic items. Library personnel will ensure items are quarantined when returned from borrowing libraries in the same manner as other circulating library materials.



- **Laptop Checkouts**

- There are 3 sets of laptops that will be loaned from the first floor Link Resource Desk for the entire semester. TRiO laptops have a yellow tag, Roanoke City CCAP laptops have a blue tag, and general student population laptops have a green tag. The computers are stored in the hallway closet behind the Link Resource Desk.
- Laptops will be due back during the last week of classes. Returned laptops will be quarantined in the same manner as other circulating library materials.

### **Online Library Services**

- Brown Library will continue to provide access to eBooks, online journals, streaming videos, and other digital materials. Through a statewide consortium, the Library provides access to hundreds of thousands of e-books, electronic periodicals, and streaming media. These resources comprise the majority of the library's collection and cover all areas of instruction provided at Virginia Western.
- Librarians will continue to provide a full array of online support services to students including a 24/7 online chat/ instant messaging service along with writing and research consultations via web-conferencing.
- Librarians will also continue to provide a wide array of online support services to Virginia Western faculty including library instruction, faculty driven collection development, and support for OER and other course material selection.

### **Online Tutoring and Academic Success Coaching**

- The Academic Link will continue to provide a full slate of online academic support services including virtual success coaching, access to drop-in STEM and Cyberlab tutoring centers via Zoom, one-on-one online tutoring by appointment, the Online Writing & Research Center, and access to 24/7 on-demand online tutoring through Brainfuse.

**Note:** If pandemic circumstances warrant, the college may decide to resume or discontinue all services in full or in part, including circulation, tutoring, academic coaching, computer lab usage, study rooms and online course testing.

5/2021

## **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:

- **If you are not fully vaccinated, 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.
- **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.

Revised May 25, 2021

## Asset Essentials Work Order System

To assist with preparing for campus reopening and in-person classes, FMS has sourced the following PPE and disinfectant products on a temporary basis given limited supplies in the market. Orders will be filled with closest “like” item in stock.

<b>FMS PANDEMIC PPE &amp; DISINFECTANT SUPPLY LISTING</b>
3 PLY MASKS
N95 MASK - SPECIFIC USE
KN95 MASK - SPECIFIC USE
GOWNS - LEVEL 1 -XL
GOWNS - LEVEL 3- MED / LG / XL
VINYL GLOVES - LARGE
LATEX GLOVES - MED
NITRILE GLOVES - SM - MED - LRG - XLG
FACE SHIELDS - Re-usable
FACE SHIELDS - Disposable
BOTTLE 32 oz. SPRAY - with 80% Alcohol Disinfectant Liquid Sanitizer
TOUCH FREE THERMOMETER- CLINICAL USE ONLY
WIPES - SMALL 20 - COUNT
WIPES - MEDIUM 40 -75 COUNT
WIPES - LARGE - 270 Count Purell
WIPES - MEDICAL GRADE- 160 COUNT - DENTAL HYGIENE (GLOVES NEEDED FOR USE)
WIPES - DISINFECTANT- 160 COUNT -Bleach Wipes (GLOVES NEEDED FOR USE)
WIPES - WypAll Lint Free for IET STAFF -DRY WIPES
HAND SANITIZER - 2 LITER- PURELL- GEL
HAND SANITIZER - 16 oz. with pump- GEL
HAND SANITIZER - 16.9 oz. HERMIUS ORANGE SCENTED 75% ALCOHOL
HAND SANITIZER - 8 oz. -Gel
DISINFECTANT - 32 oz. AVIST D - LIMITED SUPPLY
POST IT NOTES - SOCIAL DISTANCING - ORANGE - PER PACK
UHU TAC - SAFE POSTING SIGNS ON CAMPUS
TRI-FOLD PAPER TOWELS - 250 COUNT
SNEEZE GUARDS - 23" Height, 31" Width
PORTABLE PARTITIONS

### **Entering a Work Order Procedures:**

Federal funds (CARES Act (HEERF), 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 Asset Essentials 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 each, boxes, or cases)
- 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)
- Deans will maintain a list of courses where items will be used.

### **Sample Description in Asset Essentials:**

*PPE Request: deliver the following PPE to XXX (classroom #, office #, etc.):*

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 this central warehouse approach is new to our campus. 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 in-person needs. These procedures may be revised as efficiencies are identified and supply chains become more readily available.

**THANK YOU FOR WORKING WITH US! STAY SAFE 😊**

Rev. 11/24/2020  
Reviewed 5/2021



# 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, computer 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://viriniawestern.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@viriniawestern.edu](mailto:HelpDesk@viriniawestern.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://viriniawestern.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 Asset Essentials for FMS to fulfill and deliver to the identified classroom.

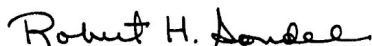
**NOTE: COMPUTER STATIONS IN LABS AND COMMON AREAS MUST BE WIPED DOWN BY EACH USER BEFORE AND AFTER EACH USE WITH THE PROVIDED DISINFECTANT WIPES.**

## A special thank you to the COVID-19 Re-Opening Task Force

### 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 and faculty senate representative
- Stephanie Ogilvie Seagle, grants specialist, meeting scribe and assistant
- Cathy Ferguson, classified staff senate chair
- Rick Robers, administrative faculty senate chair and 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
- Peter Stocki, manager, Facilities Management Service

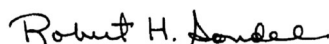
This plan is has been reviewed by the State Council of Higher Education for Virginia (SCHEV) and is in compliance with [Virginia Higher Education Reopening Guidance](#)



July 6, 2020 Date

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

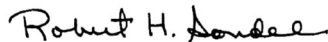
Response to COVID-19 and Reopening Plan Fall2020 Updated  
July 24, 2020



Robert H. Sandel EdD  
President

July 24, 2020

Reopening Plan Spring 2021 Revised Dec 10, 2020

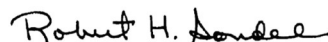


Robert H. Sandel EdD  
President

Dec 10, 2020

Reopening Plan Summer 2021

May 25, 2021



Robert H. Sandel EdD  
President