

# VIRGINIA WESTERN COMMUNITY COLLEGE

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## COVID-19 PANDEMIC RESPONSE PLAN SPRING SEMESTER 2022



**Virginia Western Community College**  
**COVID 19 PANDEMIC RESPONSE PLAN**  
**Spring Semester 2022**

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# Virginia Western Community College

## 2022 Spring Semester Campus COVID-19 Response Plan

### **Return to Campus**

Virginia Western has learned a great deal over the past 24 months, and as such has informed many decisions that will continue. Examples include updated cleaning protocols, enhanced air filtration systems and installation of wellness shields in high traffic, public facing areas.

The Spring plan was created based upon the following guiding principles:

- Encouraging students and employees to consider the advantages of receiving the COVID-19 vaccine
- Centers for Disease Control and Prevention (CDC) guidance
- Virginia Department of Health (VDH) guidance
- Roanoke City and Allegheny Health District guidance
- Department of Human Resource Management (DHRM) guidance
- Continuing health and safety mitigation strategies
- Directives from the Virginia Governor's Office
- Directives or guidance from the Virginia Community College System (VCCS)
- Layouts of the building, classroom, conference room and office layouts
- Needs and concerns of college stakeholders
- Holding true to our core values of diversity, integrity, respect, success and teamwork
- Commitment to our mission of providing quality educational and training opportunities and student success

#### **a. Health and safety mitigation strategies will continue**

**To aid in moving forward in safety, Virginia Western has updated campus guidelines to include:**

- Refer to [Guidelines for Employees and Students](#) on college website.
- Do **not** come to campus if you are ill. Complete the daily health check before coming to campus or an off-campus location.
- Report COVID-19 activity using the web form.
- Wash hands frequently.
- Cover your mouth when coughing or sneezing using a tissue or the inside of your elbow.
- Following CDC and VDH guidance for social distancing and facial coverings.
- Clean surfaces.
- Wear your VWCC name badge or carry your VWCC photo ID while on campus.
- Follow the [Contagious Disease Policy](#) as the policy provides guidance for individuals who know or have reason to believe they have an infectious, contagious disease.



## **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). Marilyn Herbert-Ashton will continue to serve as the secondary contact for planning implementation.

Virginia Western'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; Brooke Ferguson, dean of student affairs; Dr. Jolene Hamm, associate vice president of institutional effectiveness; Jeff Thomas, director of IET; 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 continue to 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 information:

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

The College will continue to monitor the situation as the pandemic continues to evolve and will provide updates as needed. Craig Harris, Campus Police Chief and Emergency Management Director, will continue to respond to COVID-19 concerns and can be reached at [charris@virginiawestern.edu](mailto:charris@virginiawestern.edu).

## **Student Resources and Services**

A variety of options will be provided to students. On-campus services will be available. Students unable or who prefer not to come to campus, student affairs will continue to provide remote assistance. Information about office hours and available services can be found at [Student Resources and Services](#),

## **Classes**

Multiple class formats will be available, including face to face (F2F), hybrid, and online. Up-to-date class schedules and formats can be found at: [Classes](#). The School of Career and Corporate Training (CCT) provides training and retraining resources with short-term training and credential programs. Courses can be found at [CCT Classes](#).

## **Employee Support Services**

Employee resources may be found at [Human Resources Benefits](#). Employees needing assistance may contact [Human Resources](#). Additionally, Faculty and Staff Resources may be found at <https://www.virginiawestern.edu/faculty-staff/>.

## **COVID-19 Vaccines and Testing**

On January 15, 2022, Governor Glenn Youngkin rescinded former Governor Ralph Northam's Executive Directive Number 18, and issued [Executive Directive Number 2 \(2022\) Ensuring Privacy and Protections and Individual Rights of Executive Branch Employees](#), which extends to institutes of higher education, noting that no executive branch employees shall be required to be vaccinated or required to disclose their vaccination status as a condition of their employment; subsequently, weekly testing requirements for employees who are not fully vaccinated have also been eliminated. Masks are to be made available to employees and visitors at every state building. DGS has received approval for N95 masks to be made available in lieu of KN95 masks in for non-medical applications where fit testing is not required. Vaccinations continue to be strongly encouraged. More information on how to get vaccinated can be found at [Vaccinate Virginia](#) or [Vaccines.gov](#).

On February 21, 2022, Governor Youngkin released an updated *COVID -19 Action Plan For Virginia*. (<https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/COVID-19-Action-Plan.pdf>)

Individuals should refrain from asking others about their health and/or vaccine status. In situations where a confirmed or possible case of COVID-19 is reported, Human Resources or the Dean of Student Affairs Office will request vaccination information in order to provide accurate guidance on quarantine protocols. Guidance for fully vaccinated vs. unvaccinated exposures is different. [Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Authorized in the United States](#)

Any vaccination information provided to either Human Resources or to Dean of Student Affairs will be confidential and will only be used if guidance needs to be provided to the individual.

### Testing

Testing locations may be found at [Testing Locations](#).

The Virginia Department of Human Resource Management (January 26, 2022) provided the following update on health reimbursement of COVID-19 at home tests purchased January 15, 2022 or later. The mandate is in effect until the end of the federal Coronavirus Public Health Emergency. Diagnostic tests are performed if you are experiencing COVID-19 symptoms or have recently been exposed.

- Based on the guidelines provided by the Biden administration, each individual on your health plan can receive up to eight over the counter COVID-19 tests each month. If you purchase a test kit that includes two rapid tests, those will count as two of your eight covered tests.

- The Centers for Disease Control and Prevention (CDC) provides guidelines for *who* should get a diagnostic test and *when* based on your current health, your vaccination status, and your history of infection. Visit the CDC website for the most up-to-date [testing guidance](#).
- Visit [COVIDtests.gov](https://www.covidtests.gov) for information on free tests that may be available through government services. You can still use in-person diagnostic COVID-19 testing sites. These may include your doctor's office, a pharmacy or health clinic, or an urgent care center. You can use the [COVID-19 Test Site Finder](#) to find a testing location close to you.
- At-home diagnostic tests can be purchased over the counter, online, at a local pharmacy, or from a big-box store.
- Reimbursement guidelines are available at your individual health plan websites.

## **Masks**

### **KN-95 Masks Locations**

- Chapman Hall
- Thomas Center
- Deans Offices
  - BTT – Webber
  - LASS – Humanities/Duncan
  - STEM
  - HP
- Fishburn Hall
  - President's Office
  - Human Resources
  - Foundation/IA Office
- Campus Police (CSB)
- IET Help Desk (Business Science)
- Brown
  - Circulation Desk 1<sup>st</sup> floor
  - Testing Center
- SLC
  - Fitness Center
  - Student Activities
- Bookstore (Craig/Duncan)
- Natural Science Center
- RHEC – culinary (deliver to BTT Dean in Webber)
- Greenfield – welding (deliver to BTT Dean in Webber)

Virginia Western and the VCCS continues to follow the CDC [updated guidance](#). Evolving guidance from federal and state health officials, indicate that the Omicron wave of the COVID-19 virus is receding in Virginia. As vaccination rates across the commonwealth increase and infection rates decrease, and it is believed the virus is transitioning from being a pandemic to being an endemic. The VCCS is suspending the mask mandate currently being observed by all students,

faculty, staff, and visitors across every campus and facility of Virginia's Community Colleges, effective Monday, March 14, 2022.

The decision to wear a mask is still welcomed, just no longer required. Individuals across our campus communities should continue to take the necessary steps to protect themselves and others.

Indications are that the virus poses a low risk to healthy people who are fully vaccinated and boosted. However, some individuals remain vulnerable to the virus and will take additional steps to protect themselves. Some will continue to be more comfortable wearing a mask. Such a decision should be met with consideration, kindness, and respect.

The CDC also provides additional guidance at [Stay up to Date with Your Vaccines](#).

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 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 policy. Note: Students in certain programs/courses of study may be required to wear PPE in order to participate in their program. (i.e. Dental Hygiene).

Disposable masks will be provided by the college, if needed. Masks 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.

[Click CDC's Your Guide to Masks](#) to learn more about when, how to select, wear and care for masks.

**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.

**Face coverings maybe temporarily removed 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 (while outside)
- 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
- By faculty when teaching F2F, if a minimum of seven feet is maintained between the faculty member and the students

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

Students who are not able to wear a face covering may request accommodations from the Virginia Western Office of Disability Services. [disabilityservices@viriniawestern.edu](mailto:disabilityservices@viriniawestern.edu).

### **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



## **Social Distancing**

Currently, CDC and VDH guidelines note that fully vaccinated individuals do not need to practice social distancing. Unvaccinated individuals should practice social distancing where possible. As the college has implemented a layered mitigation approach, 100% classroom and laboratory capacity will continue.

## **Guidelines for Students' Return to Campus**

- 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.
- Follow the college's current mask guidelines. (Note on and off-campus labs-health and safety guidelines must be followed)
- Students are encouraged 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.

## **Classroom/Laboratory/Workspace Guidelines**

- It is recommended that students, faculty, and employees clean the space and any equipment before and after each use. Cleaning supplies are available in classrooms/labs.
- Hand sanitizer is available in all classrooms and labs.
- Follow good hand hygiene guidelines. [Handwashing per CDC](#)
- Cover coughs and sneezes with a tissue or use the inside crease of your elbow. [Coughing and Sneezing Etiquette](#)

## **Common Areas and Study Space**

- a. **Computer Labs/Common and Study Spaces:**
  - Learning Resource Center-Testing Center, Brown Library
  - Student Life Center-Designated Study Spaces, Hall Associates Career Center, and Fitness Center,
  - Chapman Hall (Student Affairs),
  - Bookstore will be open and available for use.

**a. Vending Machines and Food Services**

- Vending machines will be stocked and available for use.
- The Farley Experience will remain closed.
- Coffee 101 will be open on the first day of class from 7:30 am to 3:00 pm, Monday through Thursday and 7:30 am to 12:00 pm on Friday. Hours of operation may be adjusted based upon demand.

**Meetings**

Meetings and activities may be held indoors or outdoors. Meetings and activities may also be held remotely, using Zoom, Microsoft Team, or other technology platforms. To request a room and add an event to the Faculty & Staff Events Calendar, employees must log into the calendar using their Virginia Western username and password. An event on the Faculty & Staff Events Calendar should be an event that's limited to faculty and staff interest only. Non-Virginia Western employees cannot access this calendar, so student and community events should not be posted here.

For step-by-step instructions on how to reserve a room and submit an event, visit:

<https://www.viriniawestern.edu/iet-services/services/web-services/virginia-western-events-calendar/fac-staff-calendar/>

Events on Campus: Non-sanctioned outside groups on hold until further notice.

**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 continue to 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 at a minimum weekly.
- 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.
- 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.
- When using computer labs, 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 before and after use. Disinfectants should not be sprayed directly on any equipment.
- Wellness shields have been installed in workspaces where necessary and appropriate.
- HEPA and ultraviolet air filtration systems will be available for classrooms and offices. Units are to be turned off after use.
- 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 continue to 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).

## **Telework**

Emergency Telework agreements expired August 9, 2021. Unless functioning under approved telework due to quarantine, a formal telework agreement must be in place before telework commences at this time. Within some areas, it may be appropriate for specific positions to continue to have telework capability. ***If an employee indicates that they have a medical or personal reason that should be considered in allowing continued telework***, you should refer them to Human Resources to begin the process for determining whether an ADA accommodation may be appropriate. If the employee's situation meets the criteria for an accommodation under the ADA, HR will work with both you and the employee on what that looks like. If the employee's situation does not meet the criteria for an accommodation under the ADA, you will navigate the process outlined below to determine if the position itself is eligible for telework.

Virginia Western's telework agreement is modeled after DHRM's Telework agreement.

- **No Telework** – the position is expected to perform work responsibilities from campus; telework would be a rare occurrence requiring approval for each instance.
- **Limited telework** – the position can telework in a limited capacity averaging less than 32 hours per month. Telework is usually limited, sporadic, and may be task-driven in response to specific agency needs.
- **Hybrid telework** – the position can telework consistently more than 32 hours per month but less than full-time. Telework is typically completed from a defined, alternate worksite one to two days per week on a consistent and ongoing basis.
- **Full telework** – the position works all or a clear majority of their time from a defined and agreed-upon alternate worksite. The employee in this position typically will not have permanently assigned office space at the agency.

Employees requesting telework options must discuss their request with their supervisor. During that discussion, the following will be considered:

- The department's responsibilities, including but not limited to supporting students and college operations.
- Whether the employee's job is adaptable to a remote environment.
- Parameters of the employee's request. Employee schedule – when will telework days occur and when will the employee be on campus.
- Determine whether a change in the employee's EWP or job description is needed.
- Review, and complete a Telework Agreement if initial approval is received from the supervisor. The form must be signed by the employee's direct supervisor, and all supervisors up to and including the vice president over the department or division. Vice presidents need to forward signed agreements to the Human Resources Office.
- Human Resources will notify the employee once the completed and signed agreement is on file.

All terms of the [III-23 Telework for Employees Policy](#) and the accompanying [Procedure](#) for the detailed process must be followed when implementing telework for the first time for a position and/or employee.

### **When to Stay Off Campus or Campus Controlled Locations**

#### **a. Daily Health Self Check**

All Virginia Western personnel and students are encouraged to complete the Daily Health Check PRIOR to coming to any on or off campus location each day. [Daily Health Self-Check](#). Employees with questions or concerns about self-screening should contact Human Resources. Students should direct questions or concerns to the Dean of Student Affairs.

- #### **b. 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](#). If an individual becomes ill or develop symptoms consistent with COVID-19 while on campus, should immediately leave campus or a campus-controlled location, seek medical guidance and contact the Dean of Student Affairs (students) and Human Resources (employees and contractors who work on campus or visitors.)



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.

Individuals will quarantine per CDC guidelines ([Quarantine and Isolation](#)). 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.

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.

- a. The revised [DHRM Policy Guide – Policy 4.52 Public Health Emergency Leave](#) published on January 10, 2022 remains in effect. Please note that use of this policy is fluid and subject to change at any time.
  - PHEL provides up to 40 hours of paid leave per leave year to eligible employees to attend to their own medical needs (and/or those of their immediate family members) due to positive cases of COVID-19. PHEL may be used to attend to an employee's own illness due to a confirmed positive test for COVID-19. The employee's return to the workplace must comport with the CDC's recommendations.
  - PHEL may be used to attend to an immediate family member who has contracted COVID-19 through a confirmed positive test.
  - Up to 8 hours of PHEL may be used to obtain a COVID-19 vaccine and/or recover from side-effects resulting from obtaining the vaccine. This is included within the overall 40-hour allotment; it is not additional.
  - Once the allotment of PHEL is used, employees may use appropriate and available leave balances (Traditional or VSDP Sick Leave, Family-Personal Leave, Annual Leave, Compensatory Leave, Overtime Leave, Recognition Leave) or Leave without Pay.

PHEL is **not allowable** for quarantine based on symptoms without a positive result, quarantine based on exposure, or child-care needs.

Given the stringent criteria associated with PHEL availability this time around, Human Resources will be assessing each situation individually to determine whether or not it qualifies.

When situations involving quarantine occur, we are strongly encouraging the use of telework when appropriate work is available, and the employee is well enough to do so. The standard telework agreements that leaders have executed for some of your team members cover them for the "normal" telework arrangements you have agreed to. In a quarantine scenario, we still wish to provide telework as a short-term, emergency option

when feasible. If you have a scenario that you are uncertain of, please reach out to Jennifer Pittman to discuss.

### **Reporting a COVID-19 Case**

Virginia Western's Campus Police Chief will inform the local health department of any COVID-19-related developments on campus or campus-controlled locations. The College will follow guidance given by public health officials and will coordinate its response with health officials. At the request of the health department, the college will provide documentation that can be used to assist health officials with contact-tracing efforts. [https://www.vdh.virginia.gov/content/uploads/sites/182/2020/06/VDH-IHE-and-Contact-Tracing\\_062320\\_final.pdf](https://www.vdh.virginia.gov/content/uploads/sites/182/2020/06/VDH-IHE-and-Contact-Tracing_062320_final.pdf)

Communications to individuals who may have been exposed to COVID-19 will be coordinated with public health officials. If it is determined that the College needs to assist with notifications: The Dean of Student Affairs will notify students and Human Resources will notify employees, contractors, or campus visitors.

Virginia Western will follow CDC and VDH guidance for disinfecting areas impacted, as well as determining whether closure is needed.

### **Guidelines for Quarantine/Return to Campus after Exposure or COVID-19 Illness**

Individuals who have been asked to remain off campus due to COVID-19 illness or exposure, or waiting test results, must discuss their return with the Dean of Student Affairs (students) and Human Resources (employees and contractors).

Guidance used but not limited to include:

VDH guidance

VDH: [\*When it is Safe to be Around Others: Ending Isolation in Non-Healthcare Settings\*](#)

CDC guidance

CDC: [\*When to Isolate or Quarantine\*](#);

### **Communications**

Virginia Western will continue to 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.

The marketing and strategic communications department, 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.

### **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>.

### **Travel**

If you are planning to travel be sure to review CDC and VDH guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

<https://www.vdh.virginia.gov/coronavirus/coronavirus/travel-to-areas-with-widespread-ongoing-community-spread/>

***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. Information in this plan may change at any time, as the situation surrounding the COVID-19 pandemic continues to evolve***

## **APPENDIX**

### **Brown Library Spring 2022 Operations - revised 1/21/22**

- Planned Schedule:
  - January 18- May 13, 2022 (Spring Semester)
    - Monday 8am-8pm
    - Tuesday-Friday 8am-5pm
    - Saturday (Testing Center only) 9am-1pm
- Staff members and all building visitors are required to follow college procedures with regards to face coverings & social distancing protocols.
- Food & drinks are permitted but all visitors must wear a face covering and replace it when not actively eating & drinking.
- Study rooms will be single-occupancy and masks will be required in study rooms. Staff will stagger room entry times when feasible to promote air circulation between visits. Groups can use large tables in the open lab areas to work collaboratively.

#### **Testing Center**

- The Testing Center will 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 requiring accommodation by faculty or administrators. The Testing Center will also assist in proctoring credential testing.

#### **Laptop Checkouts**

- Laptops are available on the 2<sup>nd</sup> floor of the library for currently enrolled students to check out for the entire semester. Specific laptops are available for Military-affiliated students & TRiO-grant funded students. All other students may borrow laptops from the general pool. A photo ID is required for all material checkouts.
- Laptops will be due back during final exam week and will be re-imaged prior to the next semester's checkout.

#### **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.

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

- The Academic Link will continue to provide a full slate of on-campus and online academic support services by-appointment, including success coaching, one-on-one online and on-campus tutoring, 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.



## Asset Essentials Work Order Instructions for PPE

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 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! 😊**

Reviewed 11/2020  
Reviewed 05/2021  
Reviewed 08/2021  
Reviewed 10/2021  
Reviewed 01/2022  
Reviewed 03/2022

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

#### General cleaning tips

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

#### For Crestron Touch Panels

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

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

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

#### Resources

- [CDC: Cleaning & Disinfecting Schools](#)
- [Apple: How to Clean your Apple Products](#)
- [Microsoft: Clean and Care for your Surface](#)

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

## Instructor Cleaning Checklist

### To be completed before and after instructor station use.

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

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

Use the form <https://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.

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**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 Task Force**

### **Task Force Membership:**

- 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
- Jeff Thomas, director of IET
- Bill Work, associate professor of sociology and faculty senate representative
- Erin Leftwich, classified staff senate chair
- Cathrin Walls, administrative faculty senate chair
- 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