This plan has been reviewed by the State Council of Higher Education and has been found to be compliant in containing the required components of the ‘Higher Education Reopening Guidance,’ developed in consultation with the Virginia Department of Health.
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There will be 3 types of courses offered in the fall semester at PVCC:

1. **Online Anytime classes** --- no set meeting time. Students complete their coursework on their schedule, at whatever time of day is convenient. All coursework is online.

2. **Online Scheduled Time classes** -- meet via ZOOM at set times which are listed in the fall semester course schedule. All coursework is online.

3. **Hybrid classes** --- hands-on work is required. Small group, in-person meetings will supplement the online coursework. This may include studio art classes, science labs, health science labs, and clinicals.

The Online Scheduled Time classes and the Online Anytime classes will be online the entire semester with no face-to-face, on-campus component. This means that only the Hybrid classes, those that have required labs, or “hands-on” instructional experiences, will have any on campus meetings. They will only meet occasionally, in small socially distanced groups, to supplement the online coursework.

The decision not to attempt to go face-to-face with the Online Scheduled Time and Online Anytime classes is made based on the best advice of the Centers for Disease Control and the guidelines established by the Governor for reopening K-12 schools and colleges.

PVCC is committed to compliance with all directives of the CDC and VDH. The health of our campus community members is a priority. The college has developed this reopening plan and will take the following steps to support the health and safety of our campus community.

This plan is under review by the State Council of Higher Education for Virginia (SCHEV) and an update will be posted once the plan is approved.

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**A. REPOPULATION OF THE CAMPUS**

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

The COVID-19 reopening coordinator is Dr. Ben W. Copeland, Vice President of Finance and Administrative Services.

PVCC established a COVID-19 Operations Task Force on May 28, 2020. The PVCC Task Force was chaired by Teresa Willis, Director of Human Resources and the team was comprised of the following personnel:

- Amanda Key (Student Financial Center Resource Coordinator)
- Kim McManus (Facilities Director)
- Carl Murray (Chief of Police)
- Nicole Oechslin (Professor, English and College Senate Chair)
- Lisa Pannell (Program Manager, Workforce Services)
- Becky Parkhill (Executive Asst. to PVCC President)
- Matthew Shifflett (IT Client Services Manager)
- Kristin Wentland (Academic Advisor)
- Nicole Winkler (Dean, Health Life Sciences)
PVCC heeds the CDC advice for people to use simple cloth face coverings in the absence of manufactured face masks. Masks and face coverings, as with all Personal Protective Equipment (PPE), reduces the risk of spreading COVID-19 but does not guarantee that a person will not spread or become sick with COVID-19. No guarantees of safety are implied in this plan. All measures taken by PVCC represent an attempt to prevent the spread of COVID-19 during this public health crisis. Every person on PVCC’s campus should cooperate with the guidance, protocols, and procedures established in this plan.

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

The contact information for the Thomas Jefferson Health District (TJHD) is below:

Jessica Salah, BS, NRP, Health Emergency Coordinator  
Email: Jessica.Salah@vdh.virginia.gov  
Phone: (434) 422-4577

The following offices will be responsible for contacting the TJHD: (1) Vice President of Finance and Administrative Services, or (2) Dean of Student Services.

3. Students’ initial return to campus (such as initial screening)

All faculty and staff who are facilitating or supervising on-campus instruction must ask each participating student the questions below before the on-campus instruction begins each day. If the answer is YES to any of these questions, the student may not participate in the on-campus instructional experience.

a. Have you or a member of your household had any of the following symptoms in the last 14 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever, temperature at or greater than 100 degrees Fahrenheit?

b. Have you or a member of your household cared for an individual who is in quarantine or has tested positive for COVID-19?

c. To the best of your knowledge have you been in close contact to any individual who tested positive for COVID-19?

4. Education/training of students: consider COVID-19 prevention education as part of student orientation. (hand washing, staying home if ill, etc.)

Health promotion, including the prevention and mitigation of COVID-19, will be covered in new student orientation. Specifics on education and training are contained below:

Health Promotion and Wellness

PVCC will promote hygiene to include:

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

• Place signs throughout the college reminding everyone to frequently wash their hands with soap and water for at least 20 seconds. Diagrams will show proper hand washing technique.

• Ensure trash cans, soap dispensers and hand sanitizers (hung from the wall) in all restrooms.

• Encourage the use of hand sanitizers placed at strategic points throughout the college.
• Discourage the use of others’ equipment when entering a workspace. Remind students, faculty, and staff to remain within their own workspace.

**PVCC will require facial coverings when in hallways and common areas where social distancing may be difficult.**

• Signage will include reminders that all students, faculty, and staff must cover nose and mouth. Pictures/diagrams will be used to show the proper way to wear a facial covering.
• If a student, faculty, or staff member does not have a facial covering, a disposable one will be provided.
• A box of facial coverings and hand sanitizer will be available inside each division office and all resource centers throughout the college.
• If disposable facial coverings are not in stock, the person must not enter the facility until she/he retrieves a facial covering.

**PVCC will promote stay at home if ill; send home if symptoms present.**

• Signage will include reminders for all visitors, students, faculty and staff that if they have a fever or feel ill to go home.
• A space will be designated for students who become ill and do not have an immediate way home to remain in until their transport arrives.

**Cover Coughs and Sneezes**

• PVCC recommends that if individuals are in a private setting (i.e., office environment) and do not have on a face covering, that individuals remember to always cover mouth and nose with a tissue when coughing or sneezing or use the inside of the elbow.
• Used tissues must be discarded in the trash.

**Washing Hands**

• Individuals are encouraged to wash their hands often with soap and water for 20 seconds.

**Laboratories and studio instruction have developed specific protocols**

• Students, faculty, and staff will demonstrate healthy hygiene practices while in the laboratory. On entering and exiting the laboratory, students, faculty, and staff members will wash their hands with soap and water or use a 60% alcohol hand sanitizer. Students, faculty, and staff will use hand sanitizer (60% alcohol) between hand washing. Hand sanitizer will be available in each classroom and lab/studio space.
• No food will be allowed in laboratories or studios.

5. Physical distancing, according to CDC guidance.

Social distancing can help decrease the chance of spread of COVID-19. Until further notice, everyone on PVCC’s campus will practice social distancing. All individuals must:

• Stay at least 6 feet (about 2 arms’ length) from other people. The 6 feet separation is also recommended when outside.
• Not gather in groups larger than 10 people in phase 1; 50 people in phases 2 and 250 people in phase three; and until further notice. Social distancing requirements apply in these group settings.
• Stay out of crowded places and avoid mass gathering.
• Refrain from bringing along guests to face-to-face appointments, as much as feasible for the specific situation.

a) Strategies to allow physical distancing in classrooms/learning environments

PVCC Classrooms (including, computer labs, large lecture halls, and auditoriums)
• All student seating at desks or tables must be arranged with at least six feet between each seat. This will mean that some desks or tables may need to be removed to reconfigure the classroom.
• Each seat should be facing in the same direction, rather than having students face one another for delivery of instruction.
• The student seat closest to the entrance must be at least six feet away from the door and from the pathway for student to get to their seats.
• It is recommended that each instructor assigns seats so that students know where they are to sit, thus avoiding unnecessary contact with other students searching for a seat.
• The lectern, podium, or instructor seating must be at least six feet away from any entrance or pathway through which students walk to their seats.
• In cases where ADA accommodations need to be made for students, be sure to work with the ADA Accessibility Disability Services Coordinator to arrange seating for any adaptive equipment needs.
• Large lecture halls or auditoriums with fixed seating should have seats sectioned off with caution tape, or an equivalent product, to indicate which seats should not be used to allow for at least six feet or more between seats. In some cases, this will also include sectioning off entire alternating rows to extend social distancing in all directions of a given seat.
• During phase 2 of Governor Northam’s Forward Virginia Blueprint, social distancing requirements will remain. Classrooms will retain the social distancing configuration, even as teleworking continues. All course instruction will continue to be delivered online with exception of laboratories and studios.
• During phase 3 of Governor Northam’s Forward Virginia Blueprint and until further notice, classrooms will retain the social distancing configuration.

Labs, Studios, and Hands on Training
Students should avoid close contact with other individuals when entering or exiting any building. On entering the laboratory or studio students will stop at the designated door before entering and maintain a 6-foot distance between one another. Students will not enter the room until given permission to do so by the instructor. The instructor will allow students in one at a time and assign them to a workstation. The workstation will be the student’s workstation for the entire session. Students are required to stay within their assigned workstation throughout the session. Students are not permitted into another student’s workstation unless given permission by the instructor, and the students agree with the instructor that the entrance is necessary (entering another student’s workstation will be kept to a minimum and only allowed if required).

If the student must leave the workstation for any reason, such as going to the bathroom, the student must first ask permission to do so from the instructor. Students will be excused to go to the bathroom one at a time. This will allow for an orderly exit and permit any student, faculty, or staff member to move
out of the way in an effort to maintain a 6-foot distance. Faculty will also have their own workstation at a 6-foot distance from the other workstation where instruction will be delivered. Faculty will stay within their workstation. When faculty need to move out of their workstation, they will give notice and continue to maintain a 6-foot distance. If faculty must enter the student’s workstation the faculty member must get the student’s permission to do so (faculty entering a student’s workstation will be kept to a minimum and only allowed if required). Students, faculty, and staff arriving after the laboratory session has started must announce themselves before entering the laboratory by knocking on the door and waiting for the instructor to let them in. On exiting the laboratory or studio after the session has ended, students will do so in an orderly fashion leaving by the designated door after being given permission to do so by the instructor. Instructors will dismiss students one at a time allowing students to maintain a 6-foot distance between themselves.

b) Social distancing considerations outside the classroom

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

c) Restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls, etc. To ensure physical distancing. Occupancy must be consistent with any active executive orders.

Learning Resources Centers/Library
- Front-facing service counters or desks will be provided with Wellness guards.
- Any staff offices in which students or guests enter for services will also receive Wellness guards to act as a barrier between students and PVCC employees.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and the student or guest.
- Student services will be offered via telephone or Zoom to keep the number of students on campus to a minimum. In person services are available by appointment only. This will support a “hybrid set-up” to make more efficient, de-densified use of physical spaces by incorporating technologies.
- All student seating at desks, tables, or study cubicles, including the Testing Center, Writing Center and First Quadrant Math Center, must be arranged with at least six feet between each seat. This will mean that some desks, tables, or cubicles may need to be removed or sectioned off with caution tape, or an equivalent product such as rope, to indicate which seating should not be used in order to allow for at least six feet or more between seats.
- Each seat should be facing in the same direction, rather than having students face one another.
- Until further notice, the Learning Resource Center will retain the social distancing configuration.

Student Center
- Indoor and outdoor seating must be reconfigured with at least six feet between each seat. This will mean that some tables and chairs may need to be removed or sectioned off with caution tape,
or an equivalent product such as rope, to indicate which seating should not be used in order to allow for at least six feet or more between seats.

- Due to the need to move tables and chairs for cleaning and sterilizing the floors, markers should be placed on the floor indicating a distance of at least six feet in all directions for seating. If the seating positions are marked, then tables can be placed in front of single chairs, offering students additional room for studying or taking breaks.
- All recreational games in the Student Center, including the ping pong table will be removed. The CDC recommends removing objects in common areas that may be shared.

**d) Limitations on size of gatherings and/or strict physical distancing to be in place during gatherings.**

PVCC will not allow gatherings of more than 50 individuals in phase 2 and 250 individuals in phase 3. Social distancing requirements apply in these group settings. Stay at least 6 feet (about 2 arms’ length) from other people.

**e) Strategies for food/dining services should be consistent with plans to optimize physical distancing.** Implement engineering controls including: limiting the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating buffet-style or self-serve food, and take out/delivery options.

No dining or café services will be provided during the fall 2020 semester.

**6. Hygiene practices and cleaning/disinfecting protocols.**

**Definitions from the CDC**

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

**a) Cleaning and disinfection protocols to include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage**

**Business Hours Cleaning and Disinfection**

To maintain a clean and disinfected campus environment, during business hours the following procedures will be followed once we have transitioned any or all of PVCC’s operations back to campus.

While the process of deep cleaning will occur overnight, PVCC students and employees will take on some additional cleaning duties as assigned. In cases where medical conditions prevent employees from being around cleaning products, the employees should notify their supervisors of any concerns so that reasonable accommodations can be arranged.
PVCC Student Services Offices (including faculty offices where students visit)

- All offices where students meet with faculty or staff will be supplied with disinfection supplies, in the form of spray bottles of disinfectant and paper towels, or disinfectant wipes.
- The supervisor will create a schedule for each office to ensure that cleaning duties are assigned, and cleaning is occurring throughout each day.
- Each morning, a designated staff member will make sure supplies are available. Contact maintenance to secure additional supplies by using the “Submit B&G Facilities Request” link on PVCC Central. Due to supply-chain demands, supplies are subject to availability.
- Approximately every hour, a PVCC employee from that office should put on disposable gloves. PVCC also recommends putting on a disposable mask or a cloth face covering.
- The employee should inspect the student side of any barriers in place. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- Be sure to wash your hands immediately after removing gloves.

Laboratories

Workstations and supplies within the workstation will be wiped down with a disinfecting wipe before and after use. Disinfecting wipes will be available in the laboratory. Sharing of disinfecting wipes between workstations is not permitted. Students will also wipe down their own personal supplies and equipment brought into the workstation with disinfecting wipes. This includes cell phones and computer devises. Cell phone use will only be permitted for emergencies or while on instructor approved breaks.

Students will be required to disinfect their workstations prior to the completion of the lab in preparation for the next group. The laboratory will be cleaned using an approved disinfecting product between laboratory sessions.

Instructions for Cleaning a Computer Workstation

Link for video: https://web.microsoftstream.com/video/bb28ef10-570b-41f6-b8d9-92b5c5f820a7

1. Put on gloves, use a hand sanitizer, or wash hands thoroughly with soap/water before each cleaning.
2. Get Lysol wipe or isopropyl alcohol wipe from the PVCC supplied container. (Do not use bleach products as they can damage plastics.)
3. Ensure that wipe is damp but not dripping liquid. It is important to ensure that liquid doesn’t drip when the wipe is squeezed
4. Clean top and sides of keyboard and mouse, and the bezel of the monitor. Do not wipe the screen surface!!
5. Clean work surface
6. Clean all surfaces of chain that hands touch when positioning the chair for use. (top of chairback and armrests)
7. Rearrange keyboard, mouse, and chair for next user
8. Remove gloves and dispose of gloves and used wipe

<table>
<thead>
<tr>
<th>b) Provisions for hand sanitizer/handwashing stations</th>
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<tbody>
<tr>
<td>Hand sanitizer stations will be provided at major traffic intersection points, in restrooms, and classrooms/laboratories where possible. Signage will be posted advocating the benefits of hand washing when possible and the use of hand sanitizer when hand washing is not feasible.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>c) Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.)</th>
</tr>
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<tbody>
<tr>
<td>Objects in common areas that may be shared will be removed until further notice (pens, clipboards, etc.). Any products that are shared and alternatives cannot be arranged will be properly sanitized prior to future use.</td>
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7. Housing

Not applicable to PVCC.

8. Consideration of vulnerable individuals

<table>
<thead>
<tr>
<th>a) 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).</th>
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</table>
| **Health Precautions for the Vulnerable individuals at PVCC**  
According to the CDC, those at high-risk for severe illness from COVID-19 include people who are sixty-five years or older and people of all ages with underlying medical conditions.  
PVCC employees who are sixty-five or older or who have an underlying documented medical condition or who are immune compromised will be given flexible options for alternative scheduling or teleworking, when possible. Employees of PVCC who consider themselves at high-risk for severe illness from COVID-19 will notify their supervisor and contact the Human Resources Department for appropriate procedures.  
PVCC students who are sixty-five or older or who have an underlying documented medical condition or who are immune compromised will consult with Student Services to develop appropriate accommodations so that instruction is not interrupted. |

<table>
<thead>
<tr>
<th>b) 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.</th>
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</thead>
</table>
| Appendix 3 contains the expectation and guidelines for students for in-person classes on campus. The guidelines include staying at home when you are sick or when you are displaying COVID-19 symptoms.  
Each department administrator/manager will determine how to safely provide on-site service while observing social distancing rules and facial covering requirements. |
• Base staffing requirements for each area will be determined (the number of staff that must be on site given business requirements and space). Staffing may be staggered by continuing telework and rotational scheduling.
• Appointments are encouraged versus walk-in interactions. For urgent situations, the department will have an on-call contact.
• Department meetings and other cross-discipline meetings will continue to be held via ZOOM or other technology whenever practical.
• Individuals who require accommodation (such as telework) must provide supporting healthcare documentation. Accommodation requirements for faculty and staff will be handled by the Human Resources Department.
• Individuals who require accommodation for a family member or dependent must provide supporting healthcare documentation. When possible, telework may be an option. If telework or alternative work arrangements are not feasible, the employee may be eligible for leave under the Family Medical Leave Act (FMLA). This will be handled by the Human Resources Department.
• Social distancing is a requirement. Facial coverings in common areas are requirements. If an employee or faculty member does not observe those requirements, the manager/dean must address the issue immediately. If the employee or faculty member continues not to observe the requirements, the manager/dean will contact the Human Resources Office to address.

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

If a PVCC student, faculty or staff member has been diagnosed with COVID-19 they must have a letter clearing them to return to class/campus. The individual must be symptom free and completed all quarantine timelines established by VDH or other appropriate healthcare provider. Students will need to contact the Dean of Student Services prior to returning to class and all faculty/staff must contact the HR officer prior to returning to work.

9. International student considerations

PVCC has a small number of international students. There are no special considerations for them given the college’s approach to offering mostly online classes for the fall semester.

• Online Anytime classes—no set meeting time. Students complete their coursework on their schedule, at whatever time of day is convenient. All coursework is online.
• Online Scheduled Time classes—meet via ZOOM at set times which are listed in the fall semester course schedule. All coursework is online.
• Hybrid classes--- hands-on work is required. Small group, in-person meetings will supplement the online coursework. This may include studio art classes, science labs, health science labs, and clinics.

PVCC does not offer on campus housing so there are no housing issues applicable to international students.

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

In the event of a suspected or confirmed case of COVID-19 the designated personnel from PVCC will immediately contact the TJHD.
The contact information for the Thomas Jefferson Health District (TJHD) is below:

Jessica Salah, BS, NRP, Health Emergency Coordinator
Email: Jessica.Salah@vdh.virginia.gov
Phone: (434) 422-4577

The key points of contact for the Albemarle County Emergency Communication Center are:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>Sonny Saxton</td>
<td>(434) 971-1765</td>
</tr>
<tr>
<td>Operations Manager/FOIA Officer</td>
<td>Todd Richardson</td>
<td>(434) 971-1779</td>
</tr>
<tr>
<td>Emer Mgmt (Interim) Coordinator</td>
<td>Maribel Street</td>
<td>(434) 971-1263</td>
</tr>
</tbody>
</table>

11. Face coverings.

Face coverings are mandatory to be worn by all people in public spaces and when around others on PVCC’s campus when social distancing may not be possible. If a student refuses to wear a face mask, in the absence of a documented medical condition, the student will not be allowed to participate in on-campus instruction and will be asked to leave.

a) Plans submitted by each institution should include information on how it intends to teach/reinforce use of face coverings among students, faculty, and staff.

All communications to staff and students will include reminders on the requirements for face coverings. Signage about the importance of face coverings will be posted throughout the campus and posted on the PVCC website. All persons who are allowed on PVCC’s campus will maintain social distancing practices and stay at least 6 feet (about 2 arms’ length) from other people.

Laboratories

- Students, faculty, and staff are required at a minimum to wear a face mask/covering that covers the nose and mouth at all times when in the laboratory.

- If for some reason the student cannot wear a mask due to a documented medical condition, the student is responsible for letting the instructor know prior to the first day of the campus laboratory and arrangements will be made to provide the student with an alternation method to meet this requirement.

- Gloves, gowns, and other personal protective equipment may be required if social distancing is not an option. If a new mask or other personal protective equipment is required at any time during the laboratory session the instructor will be notified, and personal protective equipment will be provided. Sharing of PPE between students or workstations is not permitted.

b) For faculty cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained.

Face coverings are mandatory to be worn by all people when around others on PVCC’s campus when social distancing may not be possible.

PVCC will require facial coverings when in hallways and common areas where social distancing may be difficult.

- Signage will include reminders that all students, faculty, and staff must cover nose and mouth. Pictures/diagrams will be used to show the proper way to wear a facial covering.
• If a student, faculty, or staff member does not have a facial covering, a disposable one will be provided.
• A box of disposable facial coverings will be available inside each division office and all resource centers throughout the college.
• If disposable facial coverings are not in stock, the person must not enter the facility until she/he retrieves a facial covering.

c) Students should be encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.

Face coverings are mandatory to be worn by all people when around others on PVCC’s campus when social distancing may not be possible.

PVCC will require facial coverings when in hallways and common areas where social distancing may be difficult.

• Signage will include reminders that all students, faculty, and staff must cover nose and mouth. Pictures/diagrams will be used to show the proper way to wear a facial covering.
• If a student, faculty, or staff member does not have a facial covering, a disposable one will be provided.
• A box of disposable facial coverings and hand sanitizer will be available inside each division office and all resource centers throughout the college.
• If disposable facial coverings are not in stock, the person may not enter the facility until she/he retrieves a facial covering.

PVCC police and security guards, faculty, and staff are encouraged to remind students in a friendly manner of the 6-foot requirement and the need for face coverings when they notice students gathering and ignoring social distancing. This is required inside and in all parking lot areas. Smoking shelters on campus will be limited to one person at a time.

d) Institutions should consider adopting relevant business-sector guidance for staff regarding the use of face coverings (e.g. fitness center, dining, student services, etc.). Face coverings should be worn in public facing areas and in office spaces where six feet of physical distance cannot be maintained.

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

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

12. Student Health Services (SHS):

Sections a) through f) below are not applicable to PVCC. The college does not provide health services.

a) Assurance of provision of medical-grade PPE for health services staff
b) Maintenance of typical (non-COVID-19) health services
c) Mental health services
d) SHS facility considerations such as waiting areas, signage, environmental management cleaning, its considerations, etc.
e) SHS administrative/staff considerations such as PPE, employee health program protocols, education/training of staff, billing/charges, staff scheduling, etc.
f) SHS patient care considerations such as online appointments, strategies to limit shared objects (e.g. pens, keypads), triage protocols, screening forms, patient screening procedures (e.g. for symptoms/temperature checks before entering the clinic).

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

PVCC will not allow social gatherings of more than 50 individuals. The college does not have athletic programs and all ceremonies will either be delayed or conducted virtually.

14. Communications strategy

Objective
To provide timely information and guidance on safely reopening the campus, including dates, times, phases, guidelines, requirements and stipulations for all buildings and divisions on main campus and all satellite spaces for PVCC. To help ensure a smooth transition back to campus and satellite facilities and ensure uninterrupted schedules and education.

Audiences
❖ Students
❖ Faculty and Staff (all employees)
❖ Visitors
❖ Media
❖ General Public

Messages
Safe, orderly reopening of PVCC buildings, main campus, divisions and satellite offices. Ensuring uninterrupted education for PVCC students and prospective students. The safety and support of external communities and partners.

Tools and activities
❖ Email communication to students, faculty, and staff
Web home page update in alert banner and specific coronavirus update page
Specific division page update notes
FAQs
Social media updates – Facebook, Twitter, Instagram, YouTube (TBD), LinkedIn
Press release(s) – overarching, follow-on with any phases or stepped reopening
Other media outlets – chambers and radio

Resources

- President
- Assistant to President
- Director of Marketing and Media Relations
- VP for Instruction and Student Services
- Dean of Student Services
- VP Institutional Advancement and Development
- VP Finance and Administration
- Chief Information Officer
- Chief of Police and Head of Security
- Human Resources Director
- Facilities Manager

College Spokesperson and Media Contact

- Spokesperson: President
- Media Contact: Director of Marketing

Timescales

TBD – dependent upon decision date and start date for back on campus activities

Evaluation and Amendment

- Review of opening day/week
- Review of types of questions/inquiries after announcements for reassessment and adjustments
- Ensure that all audiences are fully informed on all aspects of reopening campus and safe
- Ensure all students and prospective students can enroll/register and know where to go for their class(es)
- Providing area point persons who are informed and prepare to handle questions
- Amendments are ongoing/as required

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

While we have not received any reports of bias or discrimination related to COVID-19 to date, we want to ensure that we will take swift action if anyone in our community has been targeted. If students or employees witness any bias or harassment they are to report it to the Human Resources Office, the Dean of Student Services, or the Public Safety Office at 434-961-5319.

The college is promoting facts that come from reputable sources such as the CDC, WHO and APA. Examples include
B. MONITORING HEALTH CONDITIONS TO DETECT INFECTION

1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population.

The following screening questions (see appendix 2) will be used for all staff and students at PVCC:

a. Have you or a member of your household had any of the following symptoms in the last 14 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever, temperature at or greater than 100 degrees Fahrenheit?

b. Have you or a member of your household cared for an individual who is in quarantine or has tested positive for COVID-19?

c. To the best of your knowledge have you been in close contact to any individual who tested positive for COVID-19?

Faculty teaching on-campus in-person classes will verbally administer the screening questions at each class session (see appendix 3 and 4).

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

Persons who are infected with a contagious disease must seek expert medical advice and are encouraged to advise local health authorities of a possible public health threat. They must follow the directions of local health authorities to prevent the spread of infection and to protect their own health.

- Persons who know they are infected with a contagious disease are urged to immediately share that information with an appropriate college administrator.
- Students should contact the Dean of Student Services, and
- Employees should contact the Director of Human Resources so that the College may respond appropriately to their needs and assess the health risks to the college community.
- Medical information relating to contagious diseases of persons within the college community will only be disclosed to responsible college officials and local health officials on a need-to-know basis.
- Persons testing positive for COVID-19, or who suspect they might have COVID-19 based on fever, cough, or other symptoms as listed below are required to isolate themselves from the college community until the danger of infection is no longer present, as determined by expert medical professionals.
- Any person who becomes sick on campus with symptoms consistent with COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention.
- Any person who arrives on campus showing symptoms of COVID-19 without having been tested for COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention.
Students, staff, and faculty should not attend class or work when sick, whether COVID-19 is suspected or not.

PVCC will practice as much flexibility as reasonably possible for any member of the PVCC community during this time of pandemic.

PVCC does not provide health services to its students. Should any student or staff member contract COVID-19 the college will inform the local VDH office per guidelines established by the TJHD. PVCC will use all information available to monitor COVID-19 cases on campus and follow all CDC/VDH guidance pertaining to outbreaks. The college will monitor VDH news releases and other media sources for updates on outbreaks in the local area. See section C.3 for additional information.

PVCC does not provide health services for its students. Information on COVID-19 testing available through the community and other health organizations will be shared with students and staff using normal campus communications methods.

At this time, VDH does not recommend campus-wide testing of students or faculty/staff upon arrival or at certain set intervals. In areas with low prevalence (presumably most of Virginia), there is a high likelihood of false positive or false negative test results (see CIDRAP resource for description of problems with Positive Predictive Value and Negative Predictive Value of tests in areas of low prevalence). Recommendations might change if prevalence increases in Virginia communities or as more information about SARS-CoV-2, the virus that causes COVID-19, becomes available.

See the following release from VDH dated June 4, 2020 for more information:


C. CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED

1. Partnership with VDH for contact tracing

The contact information for the Thomas Jefferson Health District (TJHD) is below:

Jessica Salah, BS, NRP, Health Emergency Coordinator
Email: Jessica.Salah@vdh.virginia.gov
Phone: (434) 422-4577

TJHD will conduct case-by-case investigations and contact tracing as needed. PVCC will report any COVID-19 cases to TJHD by providing - name, birthdate, and address.

The links for additional information on contact tracing are:
VDH and PVCC will coordinate all activities necessary to ensure the health of those in our college community. VDH has established procedures that need to be followed to conduct contact tracing activities, which require a balance of protecting confidentiality and sharing information in a careful manner that is consistent with state law. Communication and decision-making as early as possible is needed to ensure the best coordination of services to prevent and control the spread of COVID-19 in these settings. VDH and PVCC will work collaboratively to ensure that VDH’s public health mission is accomplished as well as the educational mission of the college.

2. Quarantining and isolating

Not applicable to PVCC. The college does not provide housing or medical services.

3. Campus outbreak management

The College will implement a short-term building closure if a COVID-19 infected person has been on campus, regardless of the level of community spread. According to CDC recommendations, if an infected person has been on campus:

- If the infected person is a student, the Dean of Student Services has been designated as the college official that will coordinate with the VDH officials. If the infected person is a faculty or staff member, the Human Resources Director has been designated as the college official that will coordinate with the VDH officials. Once learning of a COVID-19 case in someone who has been on campus, the official will immediately reach out to the VDH and other local appropriate authorities. These officials will assist PVCC administrators to determine a course of action to take, including:
  - Determine who the individual may have had contact with and the locations in which the individual traveled on campus.
  - Determine if a short-term closure of any campus buildings and facilities is necessary.
  - PVCC administrators, working with the public health officials, may choose to only close buildings and facilities that had been entered by the individual(s) with COVID-19.

According to the CDC, this initial short-term class suspension allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting PVCC. This allows the local health officials to help PVCC determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

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

PVCC’s administrators will communicate with students, staff, and faculty in coordination with local health officials. This coordinated effort will lead to the communication of possible COVID-19 exposure. However, all PVCC employees must follow all PVCC policies regarding the dissemination of private information, in addition to all requirements related to the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
4. Partnership with local health systems to assure care for symptomatic individuals as needed.

The college will provide information and local health care options to all symptomatic individuals should they request assistance with finding adequate health care.

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

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

The College will adhere to all executive orders, mandates, and directives from the Governor’s Office and VCCS at all times.

The College will implement a short-term building closure if a COVID-19 infected person has been on campus, regardless of the level of community spread.

According to the CDC, this initial short-term class suspension allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting PVCC. This allows the local health officials to help PVCC determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

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

There will be 3 types of courses offered in the fall semester at PVCC:

   a. **Online Anytime classes** --- no set meeting time. Students complete their coursework on their schedule, at whatever time of day is convenient. All coursework is online.

   b. **Online Scheduled Time classes** -- meet via ZOOM at set times which are listed in the fall semester course schedule. All coursework is online.

   c. **Hybrid classes** --- hands-on work is required. Small group, in-person meetings will supplement the online coursework. This will include studio art classes, science labs, health science labs, and clinicals.

In the event of severe conditions during the fall PVCC will cease the on-campus meetings of Hybrid classes and move that instruction online to the extent possible. The College will reinstitute telework options for college staff and faculty.
3. Considerations regarding student health and safety on campus versus returning home.

PVCC does not provide housing for students. PVCC will promote stay at home if ill; send home if symptoms present.

- Signage will include reminders for all visitors, students, faculty, and staff that if they have a fever or feel ill to go home.
- A space will be designated for students who become ill and do not have an immediate way home to remain in until their transport arrives.


<table>
<thead>
<tr>
<th>Communication</th>
<th>Audience</th>
<th>Goals</th>
<th>Schedule</th>
<th>Format</th>
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</thead>
</table>
| Alert Identified Crisis Task Team | President, Leadership Team including Director of MMR and Dean of Student Services | Inform, prepare and Guide | Prepare for plan delivery across organization | - Face-to-face/Zoom meeting  
- Email  
- Follow-up phone calls | President and Assistant to President |
| Internal Audience | Students, Faculty and Staff | Inform, prepare and Guide | Provide uninterrupted learning and work | - Email  
- Announcements in classes  
- Social Media posts  
- Web alert banner update  
- Web page updates | Email - President or as assigned  
In class announcements - Faculty  
Social Media and Web – Director MMR |
| External Audience | Media General Public | Inform, prepare and Guide | TBD – based on timing of event and level of crisis | - Press Releases  
- Media advisories  
- Radio directives | All - Director MMR |
| Inbound calls and inquiries | Admissions General Line Marketing and Media Relations | Inform, prepare and Guide | | | Admissions Team Outreach Manager President’s Assistants Director Marketing and Media Relations |
| Onsite Management (once shutdown) | Anyone attempting to enter facilities | Inform, prepare and Guide | | - Locked buildings  
- Door signage at all buildings – main campus and satellite offices | Campus Security and Police onsite  
Building and Grounds/Facilities Management |
| FAQs | Students Faculty | Inform, prepare and Guide | | - Linked in email communications  
- On web pages | Development of FAQs dependent upon area/type: |
E. APPENDIX

1. Instructional space reopening checklist.

Instructional Space Reopening Checklist

Program

Room(s)/Space(s)

Physical space modified to ensure social distancing

Employee staffing plan in place

Cleaning/disinfecting materials, hand sanitizer, disinfecting wipes present in instructional space(s)/classroom(s)

Required personal protective equipment available in classroom(s)/instructional space

Signage posted in public spaces, classroom door(s), inside classroom(s)/instructional space(s)

Listing of students participating, and signed Assumption of Risk forms collected and kept on file

On Campus Health Screening Questionnaire placed in instructional space(s)/classroom(s)

Student Expectations document distributed to participating students

Faculty Expectations document distributed to supervising faculty/staff

I certify that all requirements have been met and the instructional space is approved to reopen

____________________________________  _______________________
Name and Signature                      Date
2. On-campus instruction health screening questionnaire.

On-Campus Instruction Health Screening Questionnaire

All faculty and staff who are facilitating or supervising on-campus instruction must ask each participating student the questions below before the on-campus instruction begins each day. If the answer is YES to any of these questions, the student may not participate in the on-campus instructional experience.

a. Have you or a member of your household had any of the following symptoms in the last 14 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever, temperature at or greater than 100 degrees Fahrenheit?

b. Have you or a member of your household cared for an individual who is in quarantine or has tested positive for COVID-19?

c. To the best of your knowledge have you been in close contact to any individual who tested positive for COVID-19?
On-Campus In-Person Classes

Student Expectations and Guidelines

The health and well-being of our students, instructors, and staff is a top priority. In order to keep everyone safe, PVCC has procedures in place to maintain social distancing and to thoroughly and regularly clean and disinfect common areas, restrooms, labs, classrooms, and other instructional areas at the conclusion of classes to mitigate the risk and of transmission of COVID-19.

For everyone’s safety, the following procedures will be followed, and students participating in all on-campus in-person classes are expected to consistently practice and follow the expectations and guidelines listed below.

• Before your first class meeting you will be asked to complete and sign the PVCC Assumption of Risk form. This form will be provided to you as a hard copy or will be included in your CANVAS course.

• At the first-class meeting and before each subsequent class meeting, your instructor will take attendance and privately ask you questions from the On-Campus Instruction Health Screening Questionnaire as you enter the classroom/lab.

• Practice Social/Physical Distancing and do not congregate before, during, and after class, as well as during breaks. Leave the classroom, building, and campus promptly when your class ends. Wash your hands before and after class, and use hand sanitizer upon entering and leaving the classroom.

• Wear a protective face covering (mask) to all in-person classes. This will be required for class admission. Other Personal Protective Equipment may be required by the college or by your instructor. Failure to wear a face covering while on campus will result in being asked to leave.

• Do not come to class sick or stay in class if you get sick, regardless of symptoms. Contact your instructor so that he/she is aware and can make instructional accommodations, if necessary. It is your responsibility to stay in touch regularly with your instructor until you return to class.

• Do not come to class if you have been exposed to someone with COVID 19. Stay home and quarantine per CDC guidelines. Do not come back to class until you have quarantined for at least 14 days. Contact your instructor so that he/she is aware and can make instructional accommodations if necessary. It is your responsibility to stay in touch with your instructor until you return to class.

• If after attending a class, you find that you were exposed to someone with COVID 19, contact your instructor immediately and quarantine per CDC guidelines. Do not come back to class until you have quarantined for at least 14 days. Your instructor may make instructional accommodations, if possible. It is your responsibility to stay in touch with your instructor until you return to class.

• If you are diagnosed with COVID 19, do not come to class. If you recently attended class, contact your instructor immediately. Quarantine at home but advise your instructor immediately so he/she is aware of your diagnosis. Please stay in touch with your instructor as able. Do not return to class until a doctor/health professional verifies you have fully recovered and be sure to contact your instructor before returning.
On-Campus In-Person Classes
Instructor Expectations and Guidelines

The health and well-being of our students, instructors, and staff is a top priority. In order to keep everyone safe, PVCC has procedures in place to maintain social distancing and to thoroughly and regularly clean and disinfect common areas, restrooms, labs, classrooms and other instructional areas at the conclusion of classes to mitigate the risk of transmission of COVID-19. The purpose of this document is to provide you with guidelines and expectations for your class as we begin on-campus instruction. To mitigate the risk of transmission of COVID-19, we ask that you do the following:

Before your first class back on campus:

1. Distribute and collect the PVCC Assumption of Risk form or ensure all students have completed the form. This form is available as a hard copy or it is included in your CANVAS course (if applicable). All students must complete and sign the form to participate in on-campus instruction. Notify your dean/supervisor if you have students who have not completed the form before the first class.

2. Remind students that face masks and other required PPE must be worn during each class session. All students are required to wear a mask and other PPE, where required, during an entire class session. Faculty are also required to wear a mask and other required PPE.

3. At the first class and each subsequent class verbally administer the On-Campus Instruction Health Screening Questionnaire. A copy of the questionnaire is in each classroom/instructional space. The questions must be asked of each student before each class begins. If students answer YES to any questions, they may not participate in the class.

4. Take class attendance and review the syllabus with students. Be sure to include your contact information on the syllabus. It will be important to stay in touch with students and be responsive to emails, phone calls, and other means of communication.

5. Review the On-Campus In-Person Classes Student Expectations and Guidelines document with students. Emphasize that students should stay home if they have ANY SYMPTOM of illness or any illness and emphasize the requirement to maintain social distancing (6 foot distance) whenever possible and the requirement to wear face coverings (masks) and any other required personal protective equipment (PPE). Remind students to wash their hands before and after the class and use hand sanitizer when entering and leaving the classroom/instructional space.

At all Subsequent Classes:

1. Verbally administer the On-Campus Instruction Health Screening Questionnaire to each student.

2. Ensure that face masks and any other required PPE is consistently worn, social distancing is practiced as appropriate, and lead by example.

3. If you have students who will not follow these guidelines, please approach them, and reemphasize the importance of compliance and the fact that if students do not comply, they risk removal from the class.
4. After and/or between each class session wipe down surfaces used by students. Use the available cleaning supplies stored in each classroom, lab, or studio to disinfect surfaces touched by students.

5. If you have any issues, concerns, or questions, please contact your dean or supervisor.

6. Immediately report any positive or suspected cases of COVID-19 to your dean or supervisor.