



# UNIVERSITY OF CHARLESTON

## FALL 2020

### RETURN TO CAMPUS PLAN

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The University of Charleston (UC) has developed this plan for reopening our campuses for the Fall 2020 semester. Much has transpired since March 2020 when the novel coronavirus became a global pandemic requiring UC to end in-seat classes, close its campuses, and transition to remote work. We now have a plan for employees and students to return to campus, the details of which are outlined in this document.

Two guiding principles underly this plan for UC to reopen its campuses and begin Fall 2020 semester activities: (1) ensure the health and safety of everyone in the University community, and (2) enable students to continue to progress toward their academic, career, and professional goals.

The development of this plan was the result of a Scenario Planning process involving 38 members serving on five task forces. Various frameworks and guidelines were utilized by the task forces and many external subject matter experts consulted, including those from the City of Charleston, Kanawha-Charleston Health Department, West Virginia Higher Education Policy Commission (HEPC), and the West Virginia National Guard. This plan follows closely the HEPC framework for college reopening. While this plan represents our best thinking at the current time, we recognize that the prevailing conditions may change, and that circumstances beyond our control may cause UC to modify these plans or deviate from them. We will continue to work closely with local and state officials and monitor national and global events to make modifications to this plan as appropriate.



**UNIVERSITY OF CHARLESTON  
FALL 2020 RETURN TO CAMPUS PLAN**

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## Return to Campus Schedule

All employees and students will be required to complete and submit a health assessment and travel notification form prior to arriving back on campus. The form will be distributed to employees via the Office of Human Resources and to students via the Office of Student Life. Future periodic updates may be required.

### Employees

Employees will begin transitioning from remote to campus-based work in phases beginning in late-June 2020. By the week of August 3, 2020, we anticipate most employees will have returned to campus, with 9 and 10-month faculty returning August 17, 2020. Supervisors will communicate specific schedules with their offices and teams. Before returning to campus work all employees will participate in training that describes UC's health and safety practices. Employees coming or returning to campus from other countries or who have been in recent contact with someone diagnosed with COVID-19 may be required to quarantine for a period of 14 days. Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place of residence.<sup>1</sup>

More information will be forthcoming in the *UC Return-to-Campus Employee Policy*.

### Students

UC serves three broad groups of students: distance learners who engage in online instruction (with the exception of some residency experiences in select programs), non-residential students who attend classes on the Beckley campus, and both residential and non-residential students who attend classes on the Charleston campus.

UC's Fall semester classes will begin August 24, 2020.

Beckley campus students will begin arriving on campus with the start of Fall 2020 classes, on or after August 24, 2020 depending on their course schedules.

Charleston campus students will begin arriving on campus in stages. For example, Fall sport athletes and students in certain academic programs may be instructed to arrive during the weeks of August 10 and August 17, 2020. Residential students will also be notified about arrival times.

Before arriving on the Beckley or Charleston campus all students will complete and submit an information form and will participate in training that describes UC's health and safety practices. Students coming or returning to either campus from other countries or who have been in recent contact with someone diagnosed with COVID-19 and who have not been tested may be required to quarantine for a period of 14 days.

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<sup>1</sup> As defined by the Centers for Disease Control, **isolation** separates sick people with a contagious disease from people who are not sick. **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.



Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place of residence. Accommodations will be made for such students to begin their classes online.

More information for Beckley and Charleston students will be forthcoming in the *UC Return-to-Campus Student Policy*.

### **Screening and Testing**

All employees and students are required to perform a daily health self-assessment. All UC community members must take responsibility for monitoring their daily health for their own benefit and the safety of their fellow UC community members. Everyone will need to ensure that they follow the template for health monitoring plus any specific screening questionnaires required by the Athletics Department or health science academic programs involving patient care. Everyone should take their temperature before leaving home or their residence hall each day as part of the daily health screening. Additionally, everyone will have their temperature checked daily on campus. Anyone whose temperature exceeds 100.4°F will not be permitted to enter academic buildings (Clay Tower, Geary Student Union, Gorman, Innovation Center, Rigglesman Hall, School of Pharmacy), the Fitness Center, or athletic venues.

Employees and commuter students will use designated checkpoints each day to have their temperature screened prior to entry. Residential students in Charleston will use checkpoints each time they enter and exit their residence hall. Student athletes will undergo additional screening as directed by the Athletic Department.

COVID-19 testing is required for all residential students in Charleston. Onsite testing will be required when residential students arrive. Such students will self-quarantine as instructed on campus until their test results are received. Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place of residence. Meals will be delivered to self-quarantined students while awaiting their test results. Additional details will be shared in the *UC Return-to-Campus Student Policy*.

In the event a residential student tests positive for COVID-19 they will follow the University's *Isolation and Quarantine Policy*. UC will work with the local health department in accordance with all regulatory guidance and applicable laws to ensure that contact tracing occurs if a Beckley or Charleston campus employee or student tests positive for COVID-19. The CDC defines contact tracing as part of the process of supporting patients and warning contacts of exposure in order to stop chains of transmission. Through the contact tracing process others who may have come into contact with the person who tested positive are identified, notified, and informed of any actions that may be required. UC has certified contact tracers in both Beckley and Charleston who can be a resource for the local health departments.

### **Fall and Spring Academic Calendars**

Unless otherwise noted, Fall 2020 semester classes begin Monday August 24, 2020. There will be no Fall break. In-seat instruction will continue through the week of November 21, 2020. There will be no classes the week of Thanksgiving (the week of November 23). For Charleston students, courses will continue online



only from November 30, 2020 through December 4, 2020, except for students enrolled in the weekend ADN program. Beckley students will continue with in-seat classes, supplemented with online instruction as needed, for the week of November 30<sup>th</sup>. Final exams in all classes will be conducted online December 7-11, 2020. Winter break will begin December 12, 2020. More information will be forthcoming on December commencement.

The Spring 2021 semester will begin January 11, 2021. There will be no spring break. Final exams will end April 23, 2021, and commencement is scheduled for April 24, 2021.

### **Campus-based Instruction and Course Delivery**

Classroom spaces will be configured to ensure six (6) feet of distance between occupants. Given the limitations social distancing requirements will place upon classroom occupancy, a plan is being developed to supplement in-seat instruction with the online, synchronous delivery of classes as needed. This option also will enable students who are unable to attend a class due to illness or other considerations to continue participating in their classes. To the extent possible, classes will become paperless and contact-free.

Laboratory and simulation experiences will be managed to the extent possible so that occupants are able to maintain six or more feet of distance. Students eligible to participate in clinical rotations, internships and other types of community placements will be provided with detailed information by program directors about the personal protective equipment (PPE) they will need to safely participate in the experience at a particular site.

Face masks or face coverings must always be worn in classrooms, as well as in all public spaces on campus. Instructors may use face shields in classrooms to better facilitate communications.

The Academic Success Center will work with students who are at increased risk on appropriate accommodations.

Students will be asked to have a personal laptop or desktop computer at their disposal. This will facilitate the quick transition to online instruction and participation should the need arise. The Office of Information Technology will provide a list of the minimum specifications for computers and program directors will provide a list of any specialized computer capabilities required for their respective programs. This information will be shared with students along with additional details about social distancing and cleaning protocols in classrooms.

### **Prevention and PPE (Personal Protective Equipment)**

All employees and students will be provided with documentation and training on COVID-19 related health and safety practices. Following Centers for Disease Control and other appropriate guidance, topics to be covered will include:

- Knowing the signs and symptoms of COVID-19



- Daily self-checks
- What to do if you are sick
- Myth-busting messages
- Respiratory and hand hygiene
- Face covering
- Physical distancing/social connections

Hand hygiene supplies will be readily available throughout campus with trashcans readily available to dispose of potentially contaminated items.

Face masks/coverings must be worn at all times by employees and students in all campus buildings with the exception of individual offices and dormitory rooms. If you are not accustomed to wearing a face mask or covering, please do so prior to arriving on campus to get comfortable with wearing one. UC will provide all campus-based employees and students with washable face masks; however, everyone is encouraged to have additional reusable face masks/coverings for use if theirs get lost or damaged.

Gloves, gowns, and other personal protective equipment necessary for labs and health care program training and for custodial, dining, and maintenance services will be provided.

Campus-based employee work-related travel out of state will be restricted for the Fall 2020 semester. Requests for business travel required for University or program accreditation can be submitted to your Vice President for review at least four weeks in advance of travel dates. If permission is granted, travel is subject to cancellation by the University at any time. Athletic team and coach travel must be pre-approved by the President based on athletic conference commitments and guidelines.

Campus-based employees planning to travel outside WV for personal reasons or for approved University business reasons must have the University's Travel Questionnaire reviewed by Human Resources before and after out-of-state travel.

Due to the low in-state positive COVID-19 test rates, Beckley and Charleston campus students are strongly encouraged to stay in West Virginia throughout the Fall semester, unless traveling out-of-state for approved University activities. Students who wish to travel out-of-state for any other reason must complete and submit a travel notification form to the Office of Student Life prior to travel, except for athletic team travel that has been pre-approved. Students returning to campus from zones with high COVID-19 transmission or who have been in contact with someone who has tested positive for COVID-19 may be required to self-quarantine upon their return to campus.

### **Emergency Operations**

UC has an Emergency Response Plan and a Pandemic Response Plan. Both have been updated and will be part of the documentation and training provided to all employees. The Pandemic Response Plan includes information on the following:

- Shifting to distance learning and telework processes



- Plans for housing students who cannot leave campus
- Plans for quarantining exposed or isolating positive-tested students
- Plans for campus closure

UC maintains close ties with the Kanawha-Charleston Health Department and has emergency contact plans in place to reach them after hours and if needed to report an outbreak.

### **Physical Distancing**

Employees should avoid office gatherings, break rooms, and unnecessary in-person meetings and socializing in the workplace. Workspaces will be configured and managed to allow for 6 feet distances. Similarly, students should avoid congregating in groups. Employees and students should wear masks or face coverings in all public spaces and spaces used by multiple people.

Meetings should be conducted electronically, even when working on campus. If meetings cannot be conducted virtually, participation should be limited to ten (10) participants while maintaining appropriate physical distancing and wearing of masks or face coverings. The largest available meeting location should be used.

As described in the “Campus-based Instruction and Course Delivery” section, learning spaces will be configured and managed to allow for 6 feet distances. In addition, the following measures will be taken in other areas of campus to avoid congestion and large gatherings:

- Maximum occupancy of campus locations will be posted to the extent possible.
- Conference and meeting rooms will be arranged to maintain appropriate physical distancing and will have wipes and hand sanitizer.
- The Library, Academic Support Center (ASC) and the Center for Career Development (CCD) will utilize a variety of health and safety initiatives, including wiping tables after each use, limiting common area use to small groups, online tutoring and virtual career advising sessions.
- Where possible, hallway doors will be open to maximize traffic flow space and minimize the need to touch handles.
- Foot traffic flow in hallways and stairwells will be coordinated where possible to minimize congregation and congestion.
- Elevators will be marked for maximum occupancy. Only those with physical need to do so should use the elevators.
- Gatherings, particularly indoors, will be monitored to not exceed maximum number of participants.
- Residence hall move-ins will be coordinated by dorm/living facility. Physical distancing and face covering will be required by everyone during move-in. A maximum of two family members can enter residence halls with students during move-in.



## **Cleaning**

Hand hygiene supplies are available in all campus buildings and common areas. All common areas will be cleaned daily. Surfaces frequently touched by multiple people, such as door handles, bathroom surfaces, and handrails, will be cleaned with soap and water or another detergent at least daily when facilities are in use. Supplies will be available so that certain high-use surfaces and objects in public spaces, such as recreation equipment, telephones, common printers and copiers, and point of sale keypads, can be cleaned and disinfected before each use. If you notice that sanitizing wipes, hand sanitizer, or other supplies have been depleted, please request additional supplies through the Facilities Work Orders link on the MyUC portal or contact the Facilities Office at 304-357-4871 and they will be replenished. While cleaning alone does not kill germs, it reduces the number of germs on a surface. Wipes will be available in all classrooms. Faculty and students are strongly encouraged to wipe the surface areas of their desks, chairs, podiums, etc. upon classroom arrival.

## **Housing**

All residence halls have been cleaned and prepared for student arrival. Training on public health measures and signs/symptoms of COVID-19 will be provided for all live-in professionals, including residence directors, residence assistants, security personnel, and others in similar roles. Residential students will receive specific instructions on cleaning, PPE, and other supplies to bring with them to campus.

Many students will have single rooms. Others may share a room. Students in shared rooms will be selected based on their involvement in the same activities (e.g., participate on the same athletic team, enrolled in many of the same classes, clinical rotation location). Public spaces will be arranged to maintain physical/social distancing and will be cleaned daily.

Personal face coverings are required in all areas outside of a resident's room. Frequent reminders of proper hand hygiene will be made (verbally, posters, videos) and hand sanitizer will be widely available in common areas and rooms.

Students have access to free laundry machines in each residence hall. In order to minimize the possibility of dispersing virus through the air, dirty laundry items should not be shaken. Items should be washed as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect hampers or other carts for transporting laundry.

Any students who are symptomatic of COVID-19 and awaiting test results will be required to quarantine while they await test results as will their roommate if applicable. They will receive telehealth monitoring, meal deliveries, and be provided with appropriate supplies.



Any students who are COVID-19 positive will be moved to dedicated isolation spaces that have private rooms and are physically separated from other residential rooms. They will receive telehealth monitoring, meal deliveries, and appropriate supplies.

See the “Screening and Testing” section for more information on screening, testing, and other health and safety protocols.

### **Student Life**

The Office of Student Life will coordinate activities that comply with physical distancing guidelines and ensure that appropriate face covering, respiratory and hand hygiene are used. Technology-based platforms will be used for larger scale experiences.

Intramural sports activities will also be managed to comply with physical distancing guidelines and athletics best practices. Supplies will be available so that equipment and surfaces can be cleaned and disinfected before each use, and that hand hygiene can be practiced before and after activities.

### **Athletics**

The Athletics Department has an “Always Safety-First Taskforce” that is developing plans and procedures for athletic training, practices, competitions, travel, and fan participation. The Taskforce is following NCAA guidelines on the “Resocialization of Collegiate Sport.” The Athletic Department will communicate with student athletes separately on measures being taken to ensure their health and safety. Questions can be directed to Vice President and Athletic Director Dr. Bren Stevens at [brenstevens@ucwv.edu](mailto:brenstevens@ucwv.edu).

### **Food Services**

UC’s three dining facilities will provide students, faculty and staff with take-away meal service and sit-down dining at adjusted seating capacity in accordance with state and local health official guidance. Seating will be arranged to provide six or more feet of distance between diners. Maximum occupancy will be 50% of normal occupancy. Signs will be posted, and entrances monitored for compliance. Hours of service have been determined and may be modified to accommodate service needs and ensure proper distancing. All diners will be encouraged to wash their hands prior to entry and to use hand sanitizer stationed at facility entrances and exits.

Food service workers will maintain six feet of distance between themselves and diners to the extent possible. All food will be served by dining staff – there will be no self-service food stations.

UC will be offering grab and go food options at specific campus locations.

Food delivery services will be provided for those in isolation or quarantine.



While we know that many community members visit our campus and enjoy our dining facilities, we will not be able to accommodate external customers at this time.

### **Transportation Services**

UC operates select buses and vans primarily for athletics use. Vehicles will be cleaned and disinfected prior to each use, including the seating and driver areas. Students, coaches, trainers, and drivers will use hand sanitizer when entering and exiting buses and occupy the same seat in each round trip. Face masks/coverings will be worn when entering, on board, and exiting vehicles. To the extent possible, close contact will be minimized by maintaining a distance of at least six feet. Transportation will be provided for students who are ill and require medical care.

Students may also use the free KRT (Kanawha Valley Regional Transportation Authority) bus service. Students are encouraged to use hand sanitizer when entering and exiting buses, and wear face masks/coverings when entering, on board, and exiting vehicles. Students should avoid contact with or sitting near the driver and other passengers.

### **Health Care Services**

Employees and students must inform UC if they are feeling ill and/or exhibiting COVID-19 symptoms. Emails should be sent to the following individuals:

- Employees: Janice Gwinn, Human Resource Director, [janicegwinn@ucwv.edu](mailto:janicegwinn@ucwv.edu)
- Students: Virginia Moore, Vice President & Dean of Students, [virginiamoore@ucwv.edu](mailto:virginiamoore@ucwv.edu)

These individuals will provide initial guidance. In the event that a health situation warrants COVID-19-related intervention, it will be referred to UC's Virtual Command Center. The Virtual Command Center will function as a point of contact for students, faculty, and staff for any COVID-19 questions, and to direct services that are needed for students that are in isolation or quarantine, including health care provider connections for testing, diagnosis and treatment, contact tracing, and counseling services.

Members of the Command Center include UC's Human Resources Director, Dean of Students, and representatives from the following areas: Counseling Services, Facility Services, Food Services, Health Science Faculty, Information Technology, Residence Life, Security, and University Communications.

Employees and students are encouraged to use telehealth services if they are not feeling well or if their temperature is above 100.4°F. The University is partnering with the Charleston Area Medical Center (CAMC) for COVID-19 testing, telemedicine, urgent care, emergency care, hospitalization, and other services. A link to CAMC's coronavirus resource page can be found in the "Resources" section of this plan. More information on CAMC services will be forthcoming. CAMC Emergency services at Memorial Hospital are less than one mile from campus at 3200 MacCorkle Ave SE, Charleston, WV 25304. A MedExpress Urgent Care facility is located three (3) miles from campus at 5430 MacCorkle Ave SE, Charleston, WV 25304, telephone (304) 925-3627.



UC offers student counseling services through the Office of Student Life. Students can learn more about counseling services and make appointments by emailing [uc-counseling@ucwv.edu](mailto:uc-counseling@ucwv.edu). Employees may access the Employee Assistance Program for counseling services provided through Process Strategies by calling 304-941-1599 or by contacting the University's Human Resources Office. Additional resources for employees and students include substance use disorder services (1-844-HELP4WV), suicide prevention lines (1-800-273-8255), Veteran's crisis lines (1-800-273-8255 and Press 1 to talk to someone) and social services help like utilities, shelter and food (WV 211—just dial 211 from any phone).

### **Communication**

This plan has been communicated to all UC employees and students via email and is posted on the UC Coronavirus web page. Virtual Town Hall meetings for students and families will be held one week after this plan has been distributed, two weeks prior to the start of the Fall semester, and two weeks after the start of the Fall semester. Virtual Town Hall meetings for employees will be held one week after this plan has been distributed, one week prior to the start of the Faculty Institute in August, and one month after the start of the Fall semester. Date, time, and access information for all Virtual Town Hall meetings will be distributed via email.

UC will provide regular update, reminder, and myth-rumor busting communications throughout the Fall semester including:

- Twice weekly email communications to students from the Office of Student Life
- Twice weekly email communications to employees from the Provost and Business Offices
- Monthly email communications to the UC community from the President

Signage using Centers for Disease Control guidelines and materials will be posted throughout campus.

UC uses an emergency messaging system. All employees and students will be trained on how to access and use this system.

### **Visitors on Campus**

Access to University locations is restricted to students, faculty and staff (UC Campus Community) who will be required to follow a daily check-in process. Visitors will not be permitted to enter academic or residential buildings without University approval. Students requesting permission for out of state visitors on campus must have a Travel Questionnaire form reviewed by the Office of Student Life. Invited guests such as parents of current students, prospective students, and visiting athletic teams may be permitted on campus with pre-approval. All approved guests will be required to check in and out through the Campus Safety and Security Office and must be accompanied by an escort from the Campus Community. All will be required to have a temperature screening and wear a mask or face covering while in UC campus buildings to comply with the federal, state, and local health requirements. Non-essential visitors will be discouraged.



Additional information will be forthcoming in the *COVID-19 Interim Restrictions for Campus Visitors* policy.

### **Partner and Third-Party Interactions**

The following steps will be taken with partners, vendors, and third parties (referred hereafter as third parties) that may need to come to campus to deliver supplies or perform services:

- All third parties will be temperature screened prior to allowing building entry
- All third parties will wear face masks or coverings at all times while on campus and use standard precautions of handwashing, avoiding touching the face, nose or eyes.
- Purchasing services are procuring increased supplies of hand soap, hand sanitizer, cleaning agents, disinfecting agents and are working with suppliers to assure contracts are delivered.
- Cash or other paper financial transactions will be eliminated as much as practical.



## Resources

American College Health Association, [COVID-19 Resources](#)

American Council on Education, [Recovery 2020: Key Questions and Principles for Campus Leaders](#)

Centers for Disease Control, [Coronavirus \(COVID-19\)](#)

Centers for Disease Control, [People Who Need to Take Extra Precautions](#)

Centers for Disease Control, [Colleges and Universities](#)

Centers for Disease Control, [Considerations for Schools](#)

Centers for Disease Control, [COVID-19 Guidance for Shared or Congregate Housing](#)

Charleston Area Medical Center, [COVID-19 \(Coronavirus\) News for You](#)

Chronicle of Higher Education, [Does Anthony Fauci Think Colleges Should Reopen? We Asked Him](#)

Inside Higher Ed, Steven Mintz, [Maintaining the Campus Experience in the Time of Social Distancing](#)

Kanawha-Charleston Health Department, [Essential CoVid-19 Documents](#)

Kauli, [Higher Ed Return to Campus Guide: COVID-19 Phase II](#)

McKinsey, [Contacting Tracing for COVID-19: New Considerations for its Practical Application](#)

National Collegiate Athletic Association (NCAA), [Core Principles of Resocialization of Collegiate Sport](#)

National Collegiate Athletic Association (NCAA), [Resocialization of Collegiate Sport: Action Plan Considerations](#)

West Virginia Higher Education Policy Commission, [Coronavirus](#)

West Virginia Office of the Governor, [West Virginia Strong – The Comeback](#)

West Virginia Department of Health & Human Resources, [Coronavirus Disease 2019](#)

## Additional Information

More information can be found on the University's [Coronavirus webpage](#), including a full list of [campus offices and resources](#).

For additional information please contact:

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