

# Patrick Henry Community College Reopening Plan



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

## TABLE OF CONTENTS

<b>A. Repopulation of the Campus .....</b>	<b>5</b>
1. Establishment of a COVID-19 coordinator/campus team .....	5
2. Contact information and procedures for reaching the local health department. ....	5
3. Students, faculty, and staffs initial return to campus (such as initial screening) .....	5
4. Education/training of students: consider COVID-19 prevention education as part of student orientation. (hand washing, staying home if ill, etc.) .....	6
5. Physical distancing, according to CDC guidance: .....	7
a) Strategies to allow physical distancing in classrooms/learning environments. ....	7
b) Social distancing considerations outside the classroom .....	8
c) Restrict occupancy/stagger use of communal, shared spaces such as classrooms, computer classrooms, and labs, LRC Learning Computer Lab, Testing Center, Math Lab, Lester Library Reference Lab, etc. to ensure physical distancing. Occupancy must be consistent with any active executive orders.....	8
d) Limitations on size of gatherings and/or strict physical distancing to be in place during gatherings. ....	9
e) Strategies for food/dining areas 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 self-serve food, and take out/delivery options.....	10
6. Hygiene practices and cleaning/disinfecting protocols. ....	10
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 .....	10
b) Provisions for hand sanitizer/handwashing stations.....	11
c) Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).....	11
7. Housing: .....	11
8. Consideration of vulnerable individuals .....	11
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). ....	11
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. ....	12
c) Develop policies for return to class/work after COVID-19 illness.....	12
9. International student considerations .....	13
10. Partnership and communication/information sharing with the local community, health systems and other stakeholders. ....	13
11. Face coverings. ....	13
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.....	13

b) For faculty cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained.....	13
c) Students are required to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.....	14
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. ....	14
12. Student Health Services (SHS): .....	14
a) Assurance of provision of medical-grade PPE for health services staff.....	14
b) Maintenance of typical (non-COVID-19) health services .....	14
c) Mental health services.....	14
d) SHS facility considerations such as waiting areas, signage, environmental management/cleaning, IT considerations, etc. ....	14
e) SHS administrative/staff considerations such as PPE, employee health program protocols, education/training of staff, billing/charges, staff scheduling, etc. ....	15
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). ....	15
13. Large events, including athletic events, and others such as ceremonies or performances .....	15
14. Communications strategy .....	15
15. Orientation and education/training, including anti-stigma training .....	15
<b>B. Monitoring Health Conditions to Detect Infection .....</b>	<b>15</b>
2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible. ....	16
3. Establishment of a testing strategy. Testing strategies should consider testing for all students, faculty or staff with symptoms and access to testing for close contacts of cases as recommended by public health. Institutions may consult with their local health department, local health systems and other relevant partners. ....	16
<b>C. Containment to Prevent Spread of the Disease When Detected .....</b>	<b>16</b>
1. Partnership with VDH for contact tracing.....	16
2. Quarantining and isolating .....	17
3. Campus outbreak management .....	17
4. Partnership with local health systems to assure care for symptomatic individuals as needed. (e.g. a local health system representative could serve on the COVID-19 team) .....	18
<b>D. Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance .....</b>	<b>18</b>
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. ....	18
2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance. ....	19

3. Considerations regarding student health and safety on campus versus returning home.....19

4. Communications plan for dismissals/shutdowns. ....19

**E. APPENDIX ..... 21**

1. Health Screening Questions.....21

2. Student Health Safety Agreement .....22

3. Employee Health Safety Agreement.....23

4. Athletics COVID-19 Safety Protocol .....24



## A. REPOPULATION OF THE CAMPUS

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

PHCC established a COVID-19 New Reality, Safe Welcome Back Task Force on June 2, 2020. The team was comprised of the following personnel:

- Jack Hanbury (VP of Finance and Administrative Services)
- Roberta Wright (Facilities Director)
- Gary Dove (Chief of Police, Emergency Planning Coordinator)
- David Deal (Dean of Technology)
- Daniel Edwards (Professor, Industrial Electronics Technology)
- Amy Webster (Director of Nursing and Allied Health)
- Brenell Thomas (Workforce Programs Coordinator)
- Randy Ferguson (Marketing and Media Director)

PHCC heeds the then current 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), reduce the risk of spreading COVID-19 but do 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 PHCC represent an attempt to prevent the spread of COVID-19 during this public health crisis. Every person on PHCC's campus should cooperate with the guidance, protocols, and procedures established in this plan. This plan is subject to change, based upon changes in federal, state, and local governmental guidelines.

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

Roberta Wright has been designated as the college official that will coordinate with the Henry/Martinsville Health Department. Gary Dove has been designated as her replacement in the event that she is not available. Once learning of a COVID-19 case in someone who has been on campus, she will immediately reach out to the Henry County/Martinsville public health official Sharon Ortiz-Garcia, 276-638-2311 ext. 129. Garcia will assist PHCC administrators to determine a course of action.

### 3. Students, faculty, and staffs initial return to campus (such as initial screening)

Before being granted entry to any PHCC location, we are asking that students, faculty, and staff sign a Health Agreement attesting to the following statements:

**I have not been exposed or had close contact to any individuals who have been ill with respiratory illness within the last 14 days, who are under investigation for COVID-19, or who have tested positive for COVID-19.**

A close contact is defined as a person who:

- provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact **without consistent and appropriate use** of personal protective equipment **OR**

- who lived with or otherwise had close prolonged contact (within six feet) with the person while they were infectious **OR** had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment.

**I have not traveled to or been in close contact with individuals who recently returned from a country where the CDC has issued a Level 3 travel health notice.**

**I have not experienced any of the following new symptoms in the last 48 hours: Fever, Cough, or Shortness of Breath.**

**If you cannot attest to the statements above, you should not come to campus.**

- Faculty will be responsible for obtaining forms from students.
- Supervisors will be responsible for obtaining forms from employees.

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

Health Promotion and Wellness, including the prevention and mitigation of COVID-19, will be covered in student orientation and placed in Canvas.

PHCC will promote hygiene to include:

- Promote physical and social distancing with signage placed throughout the college and continued communications via website, social media, email, and reminders by faculty, staff, and leadership.
- 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.
- Place trash cans and soap dispensers (hung from the wall) inside the bathrooms.
- Encourage the use of foaming hand sanitizer station in each classroom. Set up classrooms to promote physical distancing. Add messages to video display screens in each building that will serve as reminders for handwashing and social and physical distancing.
- Require the use of sanitizing wipes and Lysol on classroom desks, keyboards, and chairs by students.

Discourage the use of others' equipment when entering a workspace. Remind students, faculty, and staff to remain within their own workspace. PHCC 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, one will be provided.
- A box of facial coverings and hand sanitizer will be available at the Police Dept. and Switchboard.
- If facial coverings are not in stock, the person must not enter the facility until she/he retrieves a facial covering.

PHCC 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.

- Spaces will be designated for students, faculty, and staff who become ill and do not have an immediate way home to remain in until their transport arrives.

#### Laboratories and clinical instruction

In addition to existing college wellness and health strategies, laboratory instruction will be staggered to ensure adequate social and physical distancing are implemented.

- Gloves will be available for use in the healthcare laboratories.
- Laboratory equipment will be sanitized by students after each use.
- Clinicals will require the appropriate use of PPE and will be provided by the affiliated clinical agency.
- Students will participate in clinical facility orientations as requested and comply with agency expectations for safe care.

#### Cover Coughs and Sneezes

- PHCC 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.

#### 5. Physical distancing, according to CDC guidance:

Social distancing can help decrease the chance of spread of COVID-19, based on the CDC findings that some people without symptoms may be able to spread the coronavirus. This guidance is subject to change based upon changes in federal, state, and local governmental guidelines.

Until further notice, everyone on PHCC's campus will practice social distancing. All individuals must:

- Stay at least six feet (about 2 arms' length) from other people.
- Not gather in groups larger than 10 people in phase 1; 50 people in phases 2 and 3; 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.

PHCC Classrooms (including, computer labs, LRC Computer Learning Lab, Testing Center, Math Lab, Lester Library Reference Lab, 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 be marked with caution tape or signage for non-use to maintain social distancing guidelines.

- 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 students to get to their seats.
- It is recommended as a best practice 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 in order to allow for at least six feet or more between seats. In some cases, this will also include sectioning off entire alternating rows in order to extend social distancing in all directions of a given seat.
- Phase 1 of Governor Northam’s Forward Virginia Blueprint has concluded.
- 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.
- During phase 3 of Governor Northam’s Forward Virginia Blueprint and until further notice, classrooms will retain the social distancing configuration.
- Facial coverings will be worn in classrooms. If a person cannot wear a mask due to health concerns, a face shield will be provided.

#### Labs and Hands on Training

Students should avoid close contact with other individuals when entering or exiting any building. On entering the laboratory 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).

#### 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. Elevators will be marked for minimum occupancy and hallways with “Keep Right” signage. All persons should use these markers to maintain proper social distancing. In addition, faculty, staff, students, and guests must maintain six 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 classrooms, computer classrooms, and labs, LRC Learning Computer Lab, Testing Center, Math Lab, Lester Library Reference Lab, 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 shields.
- Any staff offices in which students or guests enter for services will also receive Wellness shields to act as a barrier between students and PHCC employees.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and the student or guest.
- The COVID-19 New Reality Task Force recommends that students schedule appointments for tutoring or librarian assistance and that staff conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-COVID era, whenever possible. 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 LRC Learning Lab, Testing Center, Math Lab, and Lester Library Reference Lab 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, to indicate which seating should not be used in order to allow for at least six feet or more between seats.
- Each unused computer station will be deactivated and marked with caution tape or signage. Each seat should be facing in the same direction, rather than having students face one another.
- Until further notice, the LRC 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, 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.
- The PHCC COVID-19 New Reality Task Force recommends the removal of recreational games in the Student Center, as the CDC recommends removing objects in common areas that may be shared.

#### Physical Distancing During Restroom Breaks

Establish physical distancing guidelines for restroom breaks to include the following:

- Occupy alternate urinals and restroom stalls to maintain separation of six feet.
- Avoid congregating in the restroom. Emphasize courteous behaviors and a needed awareness of others’ need to use the restroom.
- To the extent possible, encourage employees to not touch doorknobs, faucets, paper towel dispensers, etc. with clean, bare hands. Communicate the CDC guidance on handwashing for proper precautions and hand washing techniques when using the restroom.

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

PHCC will not allow social gatherings of more than 50 individuals. Social distancing requirements apply in these group settings. Stay at least six feet (about 2 arms’ length) from other people.

e) Strategies for food/dining areas 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 self-serve food, and take out/delivery options.

Indoor and outdoor seating in food/dining areas 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, 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 lunching, or taking breaks.

## 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 should be followed once we have transitioned any or all PHCC's operations back to campus.

While the process of deep cleaning will occur overnight and more thoroughly on Fridays, PHCC administrators, faculty, staff, and students must 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.

PHCC Student Services Offices (including faculty offices where students visit) and computer classrooms and labs

- All offices where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every office. Cleaning: The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. Disinfecting: Next, the spray disinfectant is to be used to disinfect surfaces.
- The supervisor can create a schedule for each office to ensure that cleaning duties are assigned, and cleaning is occurring throughout each day.

- Each morning, someone from the office should be designated to make sure supplies are available. Contact Housekeeping to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- Approximately every hour, a PHCC employee from that office should put on disposable gloves. PHCC also recommends putting on a mask or a cloth face covering, and 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.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer’s instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- Be sure to wash your hands immediately after removing gloves.

#### Vehicle Sanitizing and Disinfecting

To maintain a clean and disinfected vehicle interior, cleaning, and disinfection supplies in the form of spray bottles of disinfectant, aerosols and paper towels or disinfectant wipes will be supplied to the PHCC Police Department.

Upon return of a PHCC vehicle, a PHCC employee from Police/Security should put on disposable gloves, PHCC also recommends putting on a mask or a cloth face covering, and the employee will inspect the vehicle and:

- Spray disinfectant on the cloth seat coverings.
- Sanitize the steering wheel, signals control, windshield wiper control, and gear shifter.
- Sanitize door handles and pulls
- Sanitize the dashboard, screens, and controls using alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.

#### b) Provisions for hand sanitizer/handwashing stations

Install hand sanitizer stations at major traffic intersection points and classrooms/laboratories where possible.

#### c) Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).

PHCC discourages the use of others’ supplies, material, and equipment. Use of lab equipment, computers, dedicated student supplies, etc. will be minimized with sanitizing and disinfecting taking place between uses.

#### 7. Housing:

Not applicable to PHCC

#### 8. Consideration of vulnerable individuals

##### 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).

Health Precautions for the Vulnerable individuals at PHCC

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.

PHCC employees who are sixty-five or older or who have an underlying documented medical condition and are immune compromised should be given flexible options for alternative scheduling or teleworking, when possible. Therefore, employees of PHCC who consider themselves at high-risk for severe illness from COVID-19 should alert their supervisor and contact the Human Resources Department for appropriate procedures.

PHCC students who are sixty-five or older or who have an underlying documented medical condition and are immune compromised must consult with Student Services to develop an individualized education plan for continuing distance education.

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.

Each department administrator/manager must 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 must 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 Department to address.

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

If an employee is diagnosed with COVID 19 he/she will not come to work. If he/she recently attended work, he/she will advise their supervisor immediately of the diagnosis. The employee will stay in touch with his/her supervisor as he/she is able. The employee will not return to work until (1) a doctor/health professional verifies that he/she has fully recovered OR the employee is 14-days post-diagnosis and symptom-free and (2) contacts the Human Resources Department prior to returning.

If a student is diagnosed with COVID 19 he/she will not come to class. If he/she recently attended class, he/she will advise his/her instructor immediately of the diagnosis. The student will stay in touch with his/her instructor as he/she is able. The student will not return to class until (1) a doctor/health professional verifies that he/she has

fully recovered OR the student is 14-days post-diagnosis and symptom-free and (2) contacts the Dean of Student Services prior to returning.

#### 9. International student considerations

International students must self-quarantine for fourteen days after entering the United States before coming on campus.

#### 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, PHCC will immediately contact the Henry County/Martinsville public health official Sharon Ortiz-Garcia, 276-638-2311 ext. 129. Garcia will assist PHCC administrators to determine a course of action.

#### 11. Face coverings.

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 PHCC website. All persons who are allowed on PHCC's campus will maintain social distancing practices and stay at least six feet (about 2 arms' length) from other people. According to the Governor's Executive Order 63, all patrons aged ten and over shall, when entering, exiting, traveling through, and spending time inside PHCC's buildings, cover their mouth and nose with a face covering, as described and recommended by the CDC. Students are required to wear face covering in classes to reduce the spread of COVID-19, therefore creating a lower risk environment. If needed, masks may be obtained from the campus police department and Switchboard. If an individual refuses to wear a mask under these circumstances without claiming a medical exemption, campus police should be contacted at 276-656-0221.

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 PHCC's campus when social distancing may not be possible. For Faculty cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained. For example, an instructor standing in a classroom seven feet from students could teach without a face covering. During meetings or gatherings or in narrow hallways or other settings where physical distancing may not be easy to maintain, a face covering would be prudent to wear.

PHCC will require facial coverings when in hallways, classrooms, 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, one will be provided.
- A box of facial coverings and hand sanitizer will be available at the Police Dept. and Switchboard.
- If facial coverings are not in stock, the person must not enter the facility until she/he retrieves a facial covering.

c) Students are required 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 PHCC's campus when social distancing may not be possible.

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

- Students are required to wear face covering in classes to reduce the spread of COVID-19, therefore creating a lower risk environment.
- 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, one will be provided.
- A box of facial coverings and hand sanitizer will be available at the Police Dept. and Switchboard.
- If facial coverings are not in stock, the person must not enter the facility until she/he retrieves a facial covering.

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.

PHCC 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 PHCC represent an attempt to prevent the spread of COVID-19 during this public health crisis. Every person on PHCC's campus should 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):

The below sections a) through f) are not applicable to PHCC. 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, IT 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

PHCC will not allow social gatherings of more than 50 individuals. All ceremonies will either be delayed or conducted virtually. The PHCC Athletics COVID-19 Action Team will encourage athletes to follow the social distancing guidelines, campus policies, and NJCAA guidelines. The protocols for the athletics department are attached hereto as Exhibit A

### 14. Communications strategy

PHCC will communicate via website, email, emergency alert, social media, and/or text to students, faculty, and staff the following:

- Conditions of campus and access to facilities.
- Instructional delivery changes if an illness develops.
- Health education messages and messages to reduce the spread of disease.
- Widely communicate prevention and control messages, including information about outbreaks, disease prevention and control recommendations, steps to take if illness develops, etc.
- Promote flu vaccination when available and COVID-19 vaccination (if it becomes available)

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

The college is promoting facts that come from reputable sources such as the CDC, WHO and APA. Examples include

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html>

<https://www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf>

<https://www.apa.org/news/press/statements/combating-covid-19-bias.pdf>

PHCC police and security guards, faculty, and staff are encouraged to remind students in a friendly manner of the six-foot requirement when they notice students gathering and ignoring social distancing. This is required inside, at outside common areas, and in all parking lot areas.

Additional information on education/training can be found on PHCC's home page: <https://www.patrickhenry.edu/>

## 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.

All students will be required to complete the Student Health Safety Agreement upon starting classes for the fall semester to assure they understand their obligations in maintaining a safe environment when on campus. This form includes the obligation to complete a daily self-check via an instrument provided by the CDC prior to coming to campus. Faculty will be responsible for obtaining these signed agreements and forwarding them to the Dean of Student Services.

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

2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.

PHCC does not provide health services to its students or employees. PHCC will use all information available to monitor COVID-19 on campus and follow all CDC guidance pertaining to outbreaks. Should any student or staff member contract COVID-19 the college will inform the local VDH office for contact tracing support.

3. Establishment of a testing strategy. Testing strategies should consider testing for all students, faculty or staff with symptoms and access to testing for close contacts of cases as recommended by public health. Institutions may consult with their local health department, local health systems and other relevant partners.

PHCC does not provide health services to its students or employees. Should any student or staff member contract COVID-19 the college will inform the local VDH office for testing support.

## C. CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED

1. Partnership with VDH for contact tracing

PHCC will work cooperatively with Henry County/Martinsville public health official Sharon Ortiz-Garcia, 276-638-2311 ext. 129 to assist with tracing of individuals who may have come into contact with people who have tested

positive for COVID-19. The local health department and VDH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.

In the case of a worker or visitor testing positive, the local health department will be notified of all workers and visitors who entered the site dating back to 48 hours before the worker began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening logs will be shared with the local health department to meet this requirement.

Links for additional information on contact tracing are:

<https://www.vdh.virginia.gov/coronavirus/prevention-tips/contact-tracing/>

[https://www.vdh.virginia.gov/content/uploads/sites/182/2020/06/VDH-IHE-and-ContactTracing\\_061720\\_final.pdf](https://www.vdh.virginia.gov/content/uploads/sites/182/2020/06/VDH-IHE-and-ContactTracing_061720_final.pdf)

## 2. Quarantining and isolating

Space has been identified for temporary use in case an employee or student becomes ill and is either unable or does not have immediate transportation.

## 3. Campus outbreak management

In the event a confirmed case has been on PHCC's campus 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:

Roberta Wright has been designated as the college official that will coordinate with the Henry County/Martinsville Health Department officials. Once learning of a COVID-19 case in someone who has been on campus, the official will immediately contact the Henry County/Martinsville Health Department and other local appropriate authorities. The Henry County/Martinsville Health Department will assist PHCC 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 (for 2-5 days) of all campus buildings and facilities is necessary.
- In some cases, PHCC 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 PHCC. This allows the local health officials to help PHCC 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.

PHCC'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 PHCC employees must follow all PHCC 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. (e.g. a local health system representative could serve on the COVID-19 team)

PHCC will partner with the VDH for contact tracing. PHCC will refer individuals to local health care providers and local health departments as needed.

#### 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.

If a person is suspected or confirmed to have COVID-19, Patrick Henry Community College will close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick person used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility according to the CDC recommendations.

Roberta Wright has been designated as the college official that will coordinate with the Henry County/Martinsville Health Department officials. Once learning of a COVID-19 outbreak on campus, she will immediately contact the Henry/Martinsville public health officials. These officials will assist PHCC administrators to determine a course of action to take, including:

- Determining if a short-term closure (for 2-5 days) of all campus buildings and facilities is needed.
- In some cases, PHCC administrators, working with the Henry County/Martinsville 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 PHCC. This allows the local health officials to help PHCC determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

Local health officials will contact the Virginia Department of Health with any positive cases locally. In turn, the VDH may engage contact investigators and contact tracers to provide guidance, education, resources, and tracking. Patrick Henry Community College faculty will take attendance during each course or lab per normal attendance guidelines. The attendance logs will be used to assist the Virginia Department of Health contact investigators or tracers should the need arise.

Area supervisors will keep daily attendance of employees on campus, so that PHCC can assist the Virginia Department of Health contact investigators and tracers in the event of a COVID-19 infected person on campus.

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.

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

If local health officials report that there are multiple cases in the college community, the college may need to implement additional strategies in response to prevent spread in the community, but the college should continue using the strategies implemented when there was no community transmission. These additional strategies include:

- Coordinate with local public health officials. This should be a first step in making decisions about responses to the presence of COVID-19 in the community. Health officials can help the college determine which set of strategies might be most appropriate for their specific community's situation.
- Implement multiple social distancing strategies. Select strategies based on feasibility given the unique space and needs on college campuses. College administrators are encouraged to think creatively about all opportunities to increase the physical space between students and limit interactions in large group settings.
- Cancel large gatherings. Cancel activities and events such as athletic events or practices, or special performances for groups of 50 people or more. Cancel events for groups of 20 people or more if attendees are at increased risk for severe illness from COVID-19
- Cancel or modify courses where students are likely to be in very close contact, such as lecture courses with close seating, or music or physical activity classes where students are likely to be in proximity.
- Increase space between desks. Where possible, rearrange desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Consider ways to accommodate the needs of students and staff at higher risk of severe illness with COVID-19. Consider if and how to honor requests of students or staff who may have concerns about being on campus due to underlying medical conditions or those of others in their home.
- Consider extended in-person class suspension. In collaboration with local public health officials, implement extended class suspension and event/activity cancellations (e.g., suspension/cancellations for longer than two weeks). This longer-term, and likely broader-reaching, strategy is intended to slow transmission rates of COVID-19 in the community. During extended class suspensions, also cancel extracurricular group activities and large events.

## 3. Considerations regarding student health and safety on campus versus returning home.

PHCC does not provide student housing. PHCC will promote stay at home if ill; send home if symptoms present.

## 4. Communications plan for dismissals/shutdowns.

Should transmission rates increase, the COVID-19 coordinator/campus team will monitor the situation by communicating with local and state health officials and review media sources in order to provide appropriate information to the college community. College officials may temporarily close the college if such closure serves the best interest of the college community.

Patrick Henry Community College will inform the college community of plans to provide continuity of operations that will minimize disruption to campus operations. Such continuity measures may include requiring and/or permitting employees to transition to temporary telework through a telework agreement; modifying or shifting responsibilities and duties based on College needs and access to the campus; or modifying or altering normal working hours and schedules.

Other measures may include implementing new safety and sanitary measures at the workplace based on current and applicable recommendations by the VDH, CDC or any other state or federal agency, and in compliance with any Executive Orders issued that would require such measures. Students and employees will be notified of specific measures and may be asked to acknowledge receipt and understanding of those measures as well as agreement to abide by them.

The President, college spokesperson and if possible, in collaboration with the COVID-19 coordinator/campus team will inform the college community of plans to provide continuity of operations/instruction that will minimize educational and social disruption.

The COVID-19 coordinator/campus team may require infected persons to isolate themselves from the college community until the danger of infection is no longer present.

The COVID-19 coordinator/campus team will consult with local and state health officials to provide any specific instructions for individuals returning to the college following an outbreak

1. Health Screening Questions

**Patrick Henry Community College**

**Campus Access COVID-19**

**Campus Building:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THIS IS A TEST**

**In order to access campus, we are asking that you attest to the following statements:**

**I have not been exposed or had close contact to any individuals who have been ill with respiratory illness within the last 14 days, who are under investigation for COVID-19, or who have tested positive for COVID-19**

A close contact is defined as a person who:

- provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact **without consistent and appropriate use** of personal protective equipment **OR**
- who lived with or otherwise had close prolonged contact (within 6 feet) with the person while they were infectious **OR** had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment?

**I have not traveled to or been in close contact with individuals who recently returned from a country where the CDC has issued a Level 3 travel health notice**

**I have not experienced any of the following new symptoms in the last 48 hours: Fever, Cough or Shortness of Breath**

By signing below, you are attesting that the statements above reflect your current health condition and that you believe your entry to this facility will not create any COVID-19 health risks to others. In the event there is a report of a positive COVID-19 contact on the day of your visit to the campus you will be notified.

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

## 2. Student Health Safety Agreement

### COVID 19 RETURN TO IN-PERSON CLASS



# Student Health Safety Agreement

**The health and well-being of our students, instructors and staff is a top priority.** With the current and uncertain future of the COVID 19 Pandemic outbreak, it imperative we follow very specific guidelines until such time as the Pandemic ends.

This document provides guidelines for keeping students, instructors, and college staff safe during the current COVID 19 pandemic for all in-person classes. As a condition for your return to class, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter at the college.

### For my safety, the **College will do the following:**

- Maintain a commitment to keeping educational interruptions to a minimum and helping students stay on track to complete their programs of study;
- Initiate steps to mitigate the risk and of transmission including thorough cleaning and disinfecting of classroom/lab areas at the conclusion of classes;
- Provide hand sanitizers on campus;
- Provide regular cleaning/disinfecting of common areas such as water fountains and restrooms;
- Quickly respond to student concerns and/or questions as they may arise, and;
- Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

### Student Expectations:

As a student, **I agree to the following conditions to return to class:**

1. **I will not come to class sick or stay if I feel sick**, regardless of symptoms. I will contact my instructor so that he/she is aware and can make instructional accommodations if necessary. I will stay in touch regularly with my instructor until I return to class. If he/she has not provided me with contact information, I will ask or contact the Dean of Students office;
2. **I will not come to class if I have been exposed to someone with COVID 19** or traveled to an area with a high incidence COVID 19. I will quarantine per CDC guidelines. I will not come back to class until I have quarantined for a minimum of 14 days. I will contact my instructor so that he/she is aware and may make instructional accommodations if appropriate, until I return to class;
3. **If after attending a class, I find out that I was exposed to someone with COVID 19 outside of class, I will contact my instructor immediately** and quarantine per CDC guidelines. I will not come back to class until I have quarantined for at least 14 days. My instructor may make instructional accommodations if appropriate. I will stay in touch with my instructor until I return to class;
4. **If I am diagnosed with COVID 19 I will not come to class. If I recently attended class, I will advise my instructor immediately of my diagnosis.** I will stay in touch with my instructor as I am able. I will not return to class until (1) a doctor/health professional verifies I have fully recovered OR I am 14-days post-diagnosis and symptom-free and (2) contact the **Dean of Students** office prior to returning.
5. **I will practice Social/Physical Distancing and will not congregate** before, during, and after class, as well as during breaks. I will not loiter or socialize on campus and will leave the campus when not engaged in active course-related activity;
6. **I will wear a protective face covering (mask) to all in-person classes.** This will be required for class admission until such time as I am directed to discontinue. Other Personal Protective Equipment (PPE) may be required by the college or by my instructor. Failure to wear a face covering and required PPE while on campus may result in being asked to leave as well as possible dismissal from class;
7. **I will be prepared if this in-person class is moved online.** In the event of a new outbreak or change in state guidelines, I understand it is possible my class may be moved online, fully or partially. I understand that if my class is moved online, I will need access to technology and internet with as little as 24 hours' notice; and,
8. RECOMMENDATION: **I should sign up for the PHCC Alert** so that I will receive school-wide bulletins and update TEXTS/EMAILS not only about closing, but other emergency information I should know. For the latest emergency closing information, please sign up for PHCC Alert by visiting <http://alert.patrickhenry.edu/>.

### Signature

By signing below, **I agree to the above Student Expectations as a condition of returning to campus for in-person classes.** If, at any time, I fail to follow any of these conditions, I understand I may be dismissed from my class without a refund. This agreement will become part of the class record.

PRINTED NAME

SIGNATURE

DATE



## Employee Health Safety Agreement

**The health and well-being of our students, instructors, and staff are a top priority.** With the current and uncertain future of the COVID-19 Pandemic outbreak, it imperative we follow very specific guidelines until such time as the pandemic ends.

This document provides guidelines for keeping students, instructors, and college staff safe during the current COVID-19 pandemic as we re-open campus and transition to in-person labs and classes. You will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter at the college.

### For my safety, the **College will do the following:**

1. Maintain a commitment to keeping educational interruptions to a minimum and helping students stay on track to complete their programs of study
2. Initiate steps to mitigate the risks and transmission of COVID-19, including thorough cleaning and disinfecting of classroom/lab areas at the conclusion of classes
3. Provide hand sanitizers on campus
4. Provide regular cleaning/disinfecting of common areas such as water fountains and restrooms
5. Quickly respond to student and employee concerns and/or questions as they may arise
6. Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

### Employee Expectations:

As an employee, I agree to the following:

1. **I will not come to work sick or stay if I feel sick**, regardless of symptoms. I will contact my supervisor so that he/she is aware and can make accommodations if necessary. I will stay in touch regularly with my supervisor until I return to work. If he/she has not provided me with contact information, I will ask or contact the Human Resources office
2. **I will not come to work if I have been exposed to someone with COVID-19** without consistent and appropriate use of personal protective equipment. I will **quarantine** per CDC guidelines. I will not come back to work until I have quarantined for a minimum of 14 days. I will contact my supervisor so that he/she is aware and may make accommodations if appropriate, until I return to work
3. **If after attending work, I find out that I was exposed to someone with COVID-19 without consistent and appropriate use of personal protective equipment outside of work, I will contact my supervisor immediately** and quarantine per **CDC guidelines**. I will not come back to work until I have quarantined for at least 14 days. My supervisor may make accommodations if appropriate. I will stay in touch with my supervisor until I return to work
4. **If I am diagnosed with COVID-19 I will not come to work. If I recently attended work, I will advise my supervisor immediately of my diagnosis.** I will stay in touch with my supervisor as I am able. I will not return to work until (1) a doctor/health professional verifies I have fully recovered OR I am 14-days post-diagnosis and symptom-free and (2) contact the **Human Resources Office** prior to returning
5. **I will practice Social/Physical Distancing and will not congregate on campus** before, during, and after work, as well as during breaks. I will not loiter or socialize on campus and will leave the campus when not engaged in active work-related activity
6. **I will wear a protective face covering (mask) to all in-person functions.** This will be required for work admission until such time as I am directed to discontinue. Other Personal Protective Equipment (PPE) may be required by the college or by my supervisor. Failure to wear a face covering and required PPE while on campus may result in being asked to leave
7. **If I am faculty, I will instruct my students to wipe down their work space after each class.**
8. **I will be prepared if the campus closes.** In the event of a new outbreak or change in state guidelines, I understand it is possible my work may be moved online, fully or partially. I understand that if my work is moved online, I will need access to technology and Internet with as little as 24 hours' notice
9. **RECOMMENDATION: I should sign up for the PHCC Alert** so that I will receive school-wide bulletins and updated TEXTS/EMAILS not only about closing, but other emergency information I should know. For the latest emergency closing information, please sign up for PHCC Alert by visiting <http://alert.patrickhenry.edu/>.

### Signature

By signing below, I agree to the above Employee Health Safety Agreement. If, at any time, I fail to follow any of these conditions, I understand I may be sent home from work. This agreement will become part of my employee record.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**PHCC ATHLETICS COVID-19**  
**ATHLETIC SAFETY PROTOCOL**  
**FALL 2020**

In March, the 2019-20 academic and athletic year changed abruptly for everyone. As the COVID-19 pandemic spread across the country and world, several of PHCC's athletic sports teams saw their seasons end, while those spring sport student-athletes and coaches saw their championship hopes cut short. The closure of campus required students and faculty to transition to remote learning. Athletics department staff quickly responded to help support the Patriots make the transition while simultaneously initiating preparations for their highly anticipated return.

Through it all, PHCC Athletics has remained closely engaged with College leadership. The PHCC Athletics Roadmap For Fall 2020 is the result of collaborative information collection, planning and strategic decision making. It relies upon information from the Center for Disease Control and Prevention and the Occupational Safety and Health Administration, as well as the guidance provided by campus leaders and experts, state and local public health officials, and peer institutions. The aim is to help all student-athletes and department employees safely and confidently return to campus to pursue the opportunities for which we have such great passion.

The issues surrounding the pandemic continue to evolve, and this Roadmap is an initial plan that will continue to be updated. PHCC Athletics will closely monitor local, state and national developments and update our standards and safety protocols, as needed. The safety of all Patriot student-athletes, coaches and staff will always be the top priority.

PHCC Athletics will face this challenge head on and aim to defeat it together. We are stronger together; We Are PHAMILY!

## **Returning to the Workplace and to Athletic Activities**

Beginning July 13, the department's facilities will be cleaned and prepared for coaches, student-athletes and athletics personnel to return to campus in a coordinated and phased process to better manage facility preparation, density, and distribution of important supplies. The needs and timelines for its student-athletes and staff vary across competition seasons. Therefore, each sport has a return plan for staff members, while head coaches have collaborated with the Athletic Director to plan and coordinate the return of coaching staffs and student-athletes.

**Current Schedule**

<b>Team / Personnel</b>	<b>Date</b>	<b>Action</b>
Facilities	July 13, 2020	Clean, disinfect and prepare all department facilities. Community protective equipment (CPE) and cleaning supplies will be allocated to ensure proper distribution and availability
Athletic Training: JR Smith	July 15, 2020	Prepare for student-athlete arrival
Volleyball, M/W Soccer, M/W Cross Country, Golf	July 18, 2020	Can Return for to use Stone Hall Facilities for Scheduled Trainings. Trainings for Baseball, M/W Basketball, Softball, Track and Field, Wrestling will be delayed as Fall Sports take priority. Evaluation of student-athlete must be documented
Practice begins for Fall Sports	August 1, 2020	Prepare for return of remaining teams and the 2020-21 academic year. Athletic Director will meet with each team individually.
PHCC Athletics Student-Athlete Orientation	August 3, 2020	Mandatory attendance of all student-athletes. Documents and pertinent COVID information will be handed out and discussed. Proper Social Distancing requirements will be met. Physical for each student-athlete must be collected. Each team will have a certain time to meet.
PHCC Fall Semester Begins	August 24, 2020	Online/ Few In-Person Classes
Practice begins for Fall Non-championship sports	August 31, 2020	Baseball and Softball, Track and Field, Wrestling
Competition begins for Fall Non-championship sports	September 9, 2020	Baseball and Softball
Practice begins	September 14, 2020	M/W Basketball
Practice begins	October 1, 2020	M/W Indoor Track and Field
Competition Begins	October 16, 2020	M/W Basketball
Competition ends for Fall Non-championship sports	October 31, 2020	Baseball and Softball
Regular season practice begins	January 1, 2021	Wrestling
Regular season competition begins	January 20, 2020	Wrestling

\*Spring sports schedule currently remains the same.

Student-athletes should self-quarantine or wear a mask in public and social distance for at least a week prior to returning to PHCC.

## **Testing**

PHCC Athletics will not give COVID-19 tests. However, staff will check and monitor for symptoms. If a student-athlete, coach, or staff has any symptoms, they will be referred to the proper location for testing.

All athletics personnel and student-athletes must self-monitor for symptoms of COVID-19 daily before they arrive on campus or at a practice site. Student-athletes will enter athletics facilities or begin participation in athletics activities, whichever occurs first, at a designated location. Prior to entering these facilities, they will be scanned for temperature readings. If temperature is 100.3 or above, they will not be allowed entrance.

JR Smith, Head Athletic Trainer, will continue to evaluate testing and safety protocols for the for all student-athletes.

## **Community Standards for Health and Safety**

The unique nature of intercollegiate athletics instruction, participation and support requires we take additional measures and modify protocols to protect the health and safety of all involved. All department staff and student-athletes are expected to fully comply with these standards.

### **Monitor Symptoms**

Stay home if you are not feeling well. All employees and student-athletes must conduct a daily review of COVID-19 symptoms before arriving on campus or at a practice site. Anyone experiencing any of the following COVID-19 symptoms must not come to campus:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Repeated shaking with chills
- Muscle pain
- Sore throat
- New gastrointestinal symptoms
- Sudden loss of taste or smell

Employees experiencing symptoms should notify their health care provider and supervisor. Student-athletes should notify their athletic trainer or their head coach, and Athletic Director. Any individual who has tested positive for COVID-19, who has been referred for testing or who is awaiting test results may not come to campus for any reason until approved to do so by a medical professional.

### **Face Coverings or Masks**

Staff and student-athletes are encouraged to bring their own face coverings or masks but will be provided one by the department if needed.

All employees and student-athletes must wear a face covering or mask when inside a campus facility and in settings where physical distancing measures are difficult to maintain. (e.g., meeting rooms, hallways, and training areas). Face coverings or masks may not be required when a student-athlete is participating in a physical or team activity supervised or conducted by a coach and athletics trainer, but in such cases alternative and appropriate precautions will be taken.

### **Disposable Gloves**

According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Frequent hand-washing is considered the best practice for common everyday tasks. Disposable gloves will be provided to facilities staff members and others who frequently exchange objects or materials with the public.

### **Physical Distancing**

All staff and student-athletes should make every effort to maintain appropriate physical distancing – a minimum of 6 feet distance (or 200 square feet per person, or about two arms lengths away) – from others at all times. Avoid assembling or convening in groups of greater than 10 people indoors. For gatherings and meetings that cannot meet these requirements, Zoom or another form of teleconferencing should be used. The only exception to this standard is when student-athletes participate in a physical or team activity supervised or conducted by a coach and athletics trainer and in such cases, alternative and appropriate precautions will be taken.

### **Facility Use**

Department staff will coordinate with PHCC Facilities to ensure all athletic department facilities are thoroughly cleaned and disinfected before student-athletes and employees return. Plans

for each facility address occupancy limits for offices, shared spaces, elevators and restrooms. Temporary signage and other visual cues communicate important safety information and facilitate proper physical distancing. In some areas, furniture and amenities have been arranged or removed.

Visitors are currently not permitted inside department facilities until further notice. Employees are not permitted to use indoor training facilities for their personal use and attendance at all team activities is limited to essential student-athletes and employees.

## **Practices**

1. Pre-Screen
  1. Daily temperature scan with PHCC equipment.
2. Temperature – before practice
  1. 100.3 or over results in removal from building
3. Athlete becomes sick during practice
  1. Send home immediately – coach will touch base and will alert Athletic Director.
4. Hydration
  1. All athletes bring their own water bottle. Water bottles must not be shared.
  2. Water coolers will not be made available
5. Masks
  1. Available for teams and officials
6. Sanitizers/Wipes
  1. Available always
7. Athletic Equipment
  1. Cleaned before, during, and after
8. Workouts
  1. Groups must stay together
  2. Core group: 4-6 people in each
  3. Coaches must schedule according to pre-season, in-season, and post-season
9. Roommates
  1. List of roommates for all athletes
  2. If your roommate has a positive test, roommate quarantined as well
  3. Personal hygiene, laundry, dishes, etc. covered during meetings and orientation

## Games/Matches

1. Handshakes
  1. No handshakes before and after match or game
  
2. Facilities Cleaning
  1. Before and after event
    - i. Locker rooms, Bleachers, Restrooms, Doors, Scorer's Table, Chairs
  
3. Travel
  1. In some cases, driving themselves may be permitted via Athletic Director
  2. Masks must be worn on the bus.
  3. Temperature before they leave and coming back home

If Yes to any of the questions, you must NOT come to school or practice. See example below:

### COVID-19 Athlete/Coach Monitoring Form

Name	Time	Circle Yes/No below										Temp (if higher than 100.3°F)
		Fever		Cough		Sore Throat		Shortness of Breath		Close contact, or cared for someone with COVID-19		
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	