



Campus Reopening Plan for State Compliance Review

Submitted to the State Council of Higher Education for Virginia

July 6, 2020

**RADFORD
UNIVERSITY**

Repopulation of the Campus

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

President Brian O. Hemphill, Ph.D. has named Ashley Schumaker, Chief of Staff and Vice President for Strategic Operations, as Radford University's COVID-19 coordinator. In this role, Vice President Schumaker will chair the COVID-19 Working Group with the following members.

1. Sandra Bond, Director of Alumni Relations - Operations
2. Avraham Boruchowitz, Assistant Director of Environmental Health and Safety
3. Cory Durand, Deputy Athletics Director
4. Peter McCann, Director of Emergency Management
5. Margaret McManus, University Auditor
6. Jeanne Mekolichick, Ph.D., Associate Provost for Academic Programs
7. Ed Oakes, Associate Vice President for Information Technology
8. Orion Rogers, Ph.D., Dean of the Artis College of Science and Technology
9. Susan Trageser, Ed.D., Vice President for Student Affairs

In addition to the COVID-19 Working Group, which will meet on a weekly basis to discuss campus updates and ensure proper implementation of all plans, President Hemphill convened the COVID-19 Contingency Planning Group on April 23, 2020. The 24-member cross-functional team was tasked with developing a series of broad-based scenarios regarding the continued operation and reopening of Radford University in light of the ongoing global health pandemic. The group was provided a 45-day timeline to complete this important work and developed a robust meeting schedule in order to engage in detailed planning and in-depth discussions. This group completed its initial phase of work in mid-June, including an early opening plan. (*See Appendix A for a campus message and Appendix B for an executive summary.*)

Although the group will not continue to meet on a regular basis, it will reconvene as needed to make recommendations and formulate plans regarding the Spring 2021 semester. The COVID-19 Contingency Planning Group is co-led by Chief of Staff and Vice President for Strategic Operations Ashley Schumaker and Vice President for Student Affairs Susan Trageser, Ed.D. and includes the following members with a two-part structure.

Academic Committee

1. Sharon Barrett, Assistant Vice President for Finance and Operations (Radford University Carilion)
2. Matthew Brunner, Registrar
3. Katie Hilden-Clouse, Ph.D., Professor, School of Teacher Education and Leadership, College of Education and Human Development
4. Ken Cox, Au.D., Dean of the Waldron College of Health and Human Services
5. Crystal Cregger, University Budget Director
6. Jake Fox, Ph.D., Professor, Department of Anthropological Sciences, Artis College of Science and Technology
7. Kitty McCarthy, Interim Associate Vice President for Transfer Partnerships and Recruitment
8. Jeanne Mekolichick, Ph.D., Associate Provost for Academic Programs

9. Angie Mitchell, Associate Vice President for Student Affairs and Dean of Students
10. Ed Oakes, Associate Vice President for Information Technology
11. Tammy Wallace, Ph.D., Dean of the College of Education and Human Development

Services Committee

1. Lisa Blackwell, Director of Enterprise Systems
2. Tim Channell, Ed.D., Professor and Chair, Department of Music, College of Visual and Performing Arts
3. Jorge Coartney, Assistant Vice President for Facilities Management
4. Kristina Contreras, Graduation Coordinator
5. Cory Durand, Deputy Athletics Director
6. Stephanie Jennelle, Associate Vice President for Finance and University Controller
7. James Perkins, Director of University Services
8. Allison Pratt, Assistant Vice President for Enrollment Management and Director of Financial Aid
9. Tricia Smith, Associate Vice President for Student Life
10. David Underwood, Chief of Police
11. Margie Vest, Assistant Vice President for Information Technology (Radford University Carilion)

In addition to the above groups, Radford University has an Emergency Management Team, led by President Hemphill. This group meets as needed. It is important to note that, during the spring and summer months, the group often met on a weekly basis.

1. Joy Bhadury, Ph.D., Dean of the Davis College of Business and Economics
2. Ben Caldwell Ph.D., Dean of the College of Graduate Studies and Research
3. Jorge Coartney, Assistant Vice President for Facilities Management
4. Teresa Conner, Ph.D., Associate Provost for Health Sciences
5. Craig Cornell, Vice President for Enrollment Management
6. Ken Cox, Au.D., Dean of the Waldron College of Health and Human Services
7. Jason Deese, Senior Epidemiologist at the Virginia Department of Health
8. Margaret Devaney, Dean of the College of Visual and Performing Arts
9. Jake Fox, Ph.D., Faculty Senate Past President and Professor, Department of Anthropological Sciences, Artis College of Science and Technology
10. Angela Joyner, Ph.D., Special Advisor to the President for Partnerships and Chief Innovation Officer
11. Thomas Knisely, D.O., Carilion Student Health Services and Radford University Student Health Center
12. Lyn Lepre, Ph.D., Provost and Vice President for Academic Affairs
13. Robert Lineburg, Director of Athletics
14. Wendy Lowery, Vice President for Advancement and University Relations
15. Peter McCann, Director of Emergency Management
16. Jeanne Mekolichick, Ph.D., Associate Provost for Academic Programs
17. Heather Miano, Executive Director of Administration
18. James Perkins, Director of University Services
19. Chad Reed, Vice President for Finance and Administration and Chief Financial Officer
20. Orion Rogers, Ph.D., Dean of the Artis College of Science and Technology

21. Ashley Schumaker, Chief of Staff and Vice President for Strategic Operations
22. Matt Smith, Ph.D., Dean of the College of Humanities and Behavioral Sciences
23. Susan Trageser, Ed.D., Vice President for Student Affairs
24. David Underwood, Chief of Police
25. Tammy Wallace, Ph.D., Dean of the College of Education and Human Development
26. Al Wilson, Senior Assistant Attorney General

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

Radford University has built and fostered a strong partnership with the Virginia Department of Health's New River Health District. This partnership has been significantly enhanced during the COVID-19 global health pandemic to include close collaborations and regular communication with University and public health officials as outlined below.

- President Brian O. Hemphill, Ph.D. and District Director Noelle Bissell, M.D.;
- Vice President for Student Affairs Susan P. Trageser, Ed.D. and Senior Epidemiologist Jason Deese;
- Chief of Staff and Vice President for Strategic Operations Ashley Schumaker and Western Region Public Information Officer Robert Parker; and
- As plans have developed and implementation has begun, an expanded partnership has been established with various offices across campus.

The New River Health District office can be contacted utilizing the below information.

Physical Location: 210 South Pepper Street, Suite A, Christiansburg, VA 24073
Phone: (540) 585-3300
Fax: (540) 381-7104

In addition to the District office, Radford University is served by the Radford City Health Department, which can be contacted utilizing the below information.

Physical Location: 220 East Main Street, Radford, VA 24141
Phone: (540) 267-8255
Fax: (540) 831-6109

3. Students' initial return to campus (such as initial screening, move-in).

Move-in for on-campus housing and University-operated apartments will take place over an extended period beginning August 1, 2020 and ending August 11, 2020. Move-in for new students will be completed by August 9, 2020 and followed by two days of welcome activities on August 10-11, 2020. Move-in for returning students will primarily take place on August 10-11, 2020.

This extended period is being utilized in order to reduce the population density on campus and in specific buildings. In prior years, move-in activities took place over a two-day period. This year, following consultation with the Virginia Department of Health, specifically the New River Health District, that process is being extended in an effort to ensure physical distancing.

Students were sent instructions on July 1, 2020 outlining how to sign-up for move-in slots. The move-in sign-up period will go through July 15, 2020. As part of the sign-up process, resident students are being required to acknowledge a COVID-19 Community Agreement, which outlines health and well-being measures being instituted by Housing and Residential Life. (*See Appendix C for the agreement.*)

The agreement must be electronically acknowledged before a move-in appointment can be confirmed. Confirmations will be sent by the system automatically as students complete the process of signing up for their slot. After the July 15, 2020 deadline, outreach with instructions and reminders will be sent to students who signed up. A reminder will be sent to students who did not sign up.

For students living in off-campus rental properties with non-University entities, preliminary discussions occurred with housing providers. Company representatives expressed a willingness to work with individual residents/tenants regarding move-in dates in order to accommodate the University's early opening. Students were encouraged to contact their housing providers to make those requests.

The University will provide face coverings to all students, faculty, and staff. For students living in on-campus housing, face coverings will be distributed as part of move-in. For non-campus housing students, the Division of Student Affairs will coordinate distribution.

Students arriving early, such as student-athletes and resident assistants or RAs, are expected to participate in testing, which will be organized and performed by the Virginia Department of Health, specifically the New River Health District. Students returning from hot spot or high prevalence areas are expected to participate in testing, which will be organized and performed by PathGroup.

Students will be expected and faculty and staff will be encouraged to begin utilizing symptom tracking through a tool developed by the University. Students are expected to begin inputting information into the system on a daily basis two weeks prior to their arrival on campus.

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

In the weeks leading up to the campus reopening and semester start, an outreach campaign will occur in order for students, as well as faculty and staff, to fully understand the University's expectations and Commonwealth's requirements regarding campus operations and personal responsibilities. That messaging will be focused on the University's "Slow the Spread. Do the Five." Initiative. For an example of general messaging to be shared electronically and posted across campus, please see Appendix D.

The Division of Student Affairs will offer a robust welcome experience for both new and returning students. The programming will include campus tour opportunities for new students and student life programming for both new and returning students. A component of that programming will be focused on creating awareness about health, safety, and well-being measures and ensuring compliance with campus-wide initiatives in response to COVID-19. Additionally, the Office of

New Student and Family Programs is coordinating with the Division of Student Affairs to enable the delivery of some UNIV 100 course content between move-in and the first day of classes. Consistent messaging will be shared as part of the content delivery.

Students, as well as faculty and staff, will be strongly encouraged to participate in the “Healthy Highlanders” Initiative, which will launch during the week of July 20, 2020. This initiative will ask members of the campus community to sign an honor pledge attesting to their commitment to put their own health and the health of others first. The pledge will be signed electronically and provide an opportunity for students, faculty, and staff to share why they are pledging to be a “Healthy Highlander” and why it is important for others to do the same. A reminder about the “Healthy Highlanders” Initiative will be distributed during the week of August 3, 2020 in advance of the semester start.

In the days leading up to the semester start and once classes begin, staff in the Division of Student Affairs, specifically the Dean of Students Office, will actively meet with faculty and staff to fully encourage and better inform them of their critical support of students during these challenging and difficult times. Following a training, which will utilize a trauma-informed approach, a handout will be left with each faculty and staff member as an information resource when working with students. *(See Appendix E for the handout.)*

5. Physical distancing, according to CDC guidance.

“Large” classes, defined as those with maximum capacities of 50 and above, will be moved to an online format. A small number of classes larger than 50 may need to move forward with face-to-face instruction as planned due to faculty resources and/or accreditation requirements. Those will be permitted on a case-by-case basis with a request from the College Dean and confirmation by the Office of the Registrar.

Classrooms and laboratories, as well as workspaces, are being reconfigured for physical distancing (i.e. placement of desks/tables/chairs six feet apart). Facilities Management and the Office of the Registrar collaboratively worked with academic leaders regarding the revised occupancy for academic spaces and confirmed capacity for individual courses. For example, a lecture hall that previously accommodated 100 students may now be able to seat 42 students, while practicing physical distancing with a revised configuration. As such, a number of classes will be reassigned to new locations in order to accommodate the number of registered students.

In every situation possible, the previously announced days of the week and times will be maintained, especially if students have already registered for such courses. Courses with no registered students may be moved to days of the week and times in which a greater number of classrooms are available. That will occur through the Office of the Registrar based on collaboration and discussion with colleges, departments/schools, and individual faculty/instructors. The fully updated and final class schedule for the Fall 2020 semester is to be posted on the Office of the Registrar webpage by July 10, 2020.

Updated signage for classrooms and laboratories will indicate the new occupancy limit. Revised configurations and occupancies for all classrooms and laboratories have been created and are on file with Facilities Management. *(See Appendix F for implementation plan.)* For examples of

campus signage, including revised capacity numbers for every classroom, laboratory, conference room, meeting space, etc., as well as a two-person limit on all elevators and dedicated entrances in and exits out of all buildings, please see Appendix G.

Other work to ensure physical distancing has occurred in offices, common areas, and other locations across campus. Facilities Management conducted a thorough analysis of all spaces and configurations to ensure physical distancing in every situation possible. Furniture has been moved into storage and/or reconfigured, and plexiglass has been installed for walk-up service functions, as well as in areas where faculty members stand to lecture.

Visitors

There will be restricted access for visitors. Day visitors will be required to register, and overnight visitors will not be permitted. As such, all students, faculty, staff, and others with University-issued identification cards should have their credentials with them at all times.

Detailed information regarding day visitors, including a pre-registration process, is available at <https://www.radford.edu/content/radfordcore/home/reopening/visitor-information.html>. The pre-registration process requires a name, location, e-mail address, and phone number for the individual(s) visiting, as well as date, time, business purpose or reason, building, room number, and office or employee for the visit(s). Pre-registration requires acknowledgement of University expectations and Commonwealth requirements, such as wearing a face covering and maintain physical distancing where possible. Pre-registration is requested at least 24 hours in advance of the visit. Once pre-registration is completed, an e-mail confirmation will be provided and should be maintained in an electronic or printed format when visiting campus. This will be the process for main campus only.

Conference Services, housed in the Division of Finance and Administration, will coordinate the visitor registration process for main campus. Conference Services can be contacted utilizing the following information.

Physical Location: Heth Hall 146
Mailing Address: P.O. Box 6992, Radford, VA 24142
Phone: (540) 831-5800
Fax: (540) 831-6363
E-mail: conf-serv@radford.edu
Office Hours: Monday - Friday (8 a.m. to 5 p.m.)

The pre-registration process does not apply to move-in and move-out activities, athletic events, Commencement activities, or other University-promoted events on the main campus, as individual processes will be established and shared to ensure attendees are aware of the University's expectations and the Commonwealth's requirements.

Outside of move-in or move-out activities, visitors will not be permitted in residence halls. Resident students residing in a specific building will only be able to have a "guest" in their room if that person is also an assigned resident in the same hall. Resident students are being required to sign a COVID-19 Community Agreement, which outlines health and well-being measures being instituted by Housing and Residential Life. (*See Appendix C for the agreement.*)

For individuals visiting Radford University Carilion (RUC) located in Carilion Roanoke Community Hospital, an on-site health screening and related questionnaire will be required prior to accessing the facility. Individuals should allow extra time to complete these requirements, which are being administered and regulated by Carilion Clinic.

Dining

Radford University has a long-standing partnership with Chartwells to provide dining services for the campus. Chartwells has altered its procedures and processes to align with the U.S. Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), and industry best practices for COVID-19. For individuals visiting the main dining location, located in Dalton Hall, they will scan their own cards to access their meal plans or provide payment. Prior to the COVID-19 global health pandemic, Chartwells staff personally handled each person's card. Also, the all-you-care-to-eat locations are being modified from self-serve to staff-served in order to reduce common touch areas. Therefore, there will no longer be a buffet-style, but rather a staff-served approach available on Radford University's main campus.

There will be an increased amount of pre-packaged food available for purchase. Additional sneeze/breath guards, as well as proximity limiting measures, are being added in order to physically distance customers from service lines. Chartwells is working with all retail brands to adhere to their specific approach for reopening in addition to the aforementioned actions. Customer line control and traffic flow patterns will be in place in all dining locations in order to adhere to physical distancing requirements.

Chartwells has a robust plan in place company-wide and at Radford University. Chartwells is responsible for ensuring all dining staff wear personal protective equipment, including face coverings and gloves. All staff will be screened prior to each shift by their management. Chartwells is also responsible for ensuring regular cleaning of all areas and items, including equipment and surfaces. Their reopening plan includes a guideline for increased handwashing greater than required by VDH and increased sanitization in addition to cleaning protocols. Finally, the food service option at Radford University Carilion (RUC), a Carilion Clinic-operated cafeteria, will follow similar protocols for cleaning and service.

Events and Gatherings

Major events and large gatherings will be altered and/or canceled to ensure any and all size limitations are followed. Decisions regarding specific activities will be made by individual divisions, departments, and offices, which will be responsible for ensuring all University expectations, state requirements, and federal guidelines are followed, and the communication details regarding the events, expectations and enforcement, etc. are shared.

It is important to note that the University's largest gatherings for the Fall 2020 semester have either been moved to a digital environment or canceled in their entirety. Examples are as follows.

- DIGITAL: September 18-20, 2020 Family Weekend;
- CANCELED: October 10, 2020 Highlanders Festival on Moffett Lawn (NOTE: This on-campus event is a partnership with the City of Radford and a significant revenue and tourism activity for the local area.); and
- DIGITAL: October 16-18, 2020 Homecoming and Reunion Weekend.

6. Hygiene practices and cleaning/disinfecting protocols.

Facilities Management has developed and implemented enhanced cleaning and disinfecting practices, which will remain in place and include reoccurring and thorough sanitizing protocols. (*See Appendix H.*) Additionally, over the course of the summer, Facilities Management has engaged in a series of initiatives to prepare the campus for reopening. (*See Appendix I.*) The major areas of emphasis include physical distancing (room densities, physical barriers, and traffic control); sanitization and disinfection (door hardware and housekeeping); communication (signage and other platforms); and HVAC and ventilation.

7. Housing: it is difficult to maintain physical distancing in on-campus housing, even with modifications. Plans should consider strategies to decrease the risk such as requirements for face coverings in shared spaces, reminders of proper hand hygiene, enhanced cleaning, training for residential advisors/live in staff, restrictions on events/social activities in housing facilities, establishment of occupancy limits, restrictions on building access, etc. IHEs may want to require training and document training of certain staff.

Radford University has modified its housing structure in terms of room assignments, move-in process, and daily operations. Historically, the University has not offered a single occupancy option for new or returning students. Single occupancy is normally only granted for medical reasons or accommodation requests through the Center for Accessibility Services. This year, the University distributed a communication to both new and returning students offering a limited number of single occupancy rooms. In total, 687 students responded with interest in single occupancy housing. All requests are being accommodated with a total of 687 students assigned to single occupancy rooms. This will greatly assist in reducing the overall density for on-campus housing.

An extended move-in period of 10 days versus the traditional two days will also reduce overall density on campus with students and their families arriving in preparation for the Fall 2020 semester. All students living in on-campus residence halls are being required to acknowledge a “Community Agreement” before confirming a move-in appointment. (*See Appendix C for the agreement.*) That agreement outlines no outside or overnight guests being permitted in the residence halls.

In addition to the above referenced modifications and according to the University’s Specialized Cleaning and Disinfection Guidelines, “The University’s Housing and Residential Life staff will assist with additional cleaning and disinfection beyond the initial daily cleaning and disinfection provided by the Housekeeping Department of the following space types: door handles and push plates, elevator call buttons and cart buttons, laundry sites, lounge and study common furniture and high touch points and kitchen and dining areas of Residence Halls.” The guidelines further state that “Housing and Residential staff will need to complete required OSHA training provided by EHS if using cleaning equipment and chemicals.”

For programming, Housing and Residential Life is making the following adjustments. In-person programs will be limited based on gathering guidelines. In-person programs will be held in spaces that both allow for and support physical distancing. Masks will be required. Virtual programs will be implemented and substituted when in-person programs are not appropriate due to

participant size. Additionally, virtual options will be provided to residents with reservations about being around others for any reason in order to promote engagement. Housing and Residential Life will continue to promote and partner with Student Involvement, the Center for Diversity and Inclusion, Recreation and Wellness, and others to encourage residents to participate in activities that are happening on campus.

No changes will be made to the on-call schedule or duties; however, staff will be required to wear masks while doing rounds in buildings and when responding to calls. Lounges and kitchens will remain locked, and residents can check out a key for access from the front desk. This will allow for sanitizing between uses. Lobbies, lounges, and other common areas that cannot/should not be locked will have appropriate signage about physical distancing and masks required whenever residents are in and using common spaces. Wherever possible, excess furniture will be removed to promote physical distancing. Occupancy, according to physical distancing guidelines, will be posted in all common areas.

8. Consideration of vulnerable individuals (e.g. 65 years or older, underlying health conditions).

Students requesting alternate learning arrangements for conditions deemed a higher risk for COVID-19 by the U.S. Centers for Disease Control and Prevention (CDC) should make such a request through the Center for Accessibility Services. The direct link to the existing form is https://radford-accommodate.symplicity.com/public_accommodation/. Students have been encouraged to complete the form as soon as possible in order to make necessary arrangements for the upcoming semester.

To ensure students return to a fully supported campus, employees, both faculty and staff, are expected to return to campus in order to fulfill their job responsibilities. Alternative work arrangements can be requested for the Fall 2020 semester by completing the COVID-19 Alternative Work Arrangement Request Form, which was available on the Human Resources webpage. (*See Appendix J for the form.*) Please note that the Radford University Department of Human Resources is serving as a single point of contact for the collection of all employee submissions. Employees were encouraged to submit completed forms to the Radford University Department of Human Resources no later than June 22, 2020 with follow-up occurring during the week of July 6, 2020.

In addition to flexible learning and working arrangements, the University has provided attendance guidance for both students and employees as follows.

- Radford University does not have a uniform attendance policy for students. Attendance requirements are established for each course and are at the discretion of individual faculty. In order to establish clear expectations, the Faculty Senate Executive Council, in consultation with the Academic Affairs Leadership Team, is developing attendance guidance. This guidance will provide a framework to support students in not attending class if they are sick (i.e. running a fever or exhibiting COVID-19 symptoms). Students who are sick should not come to in-person classes or participate in in-person activities.

- Faculty and staff who are sick (i.e. running a fever or exhibiting COVID-19 symptoms) should not report to work. They should report their absence to their immediate supervisor and charge the appropriate leave category.

Additionally, as employees of the Commonwealth of Virginia, Radford University faculty and staff, including wage employees and adjunct faculty, are eligible for Public Health Emergency Leave (PHEL). As of March 26, 2020, the amount was increased to 160 hours of paid leave in a calendar year for eligible employees to attend to their own medical needs (and/or those of their immediate family members) related to the declared public health threat during a pandemic illness. Additional information is available at [https://www.dhrm.virginia.gov/docs/default-source/covid-19/pHEL-guidance-update-march-26-2020-\(2\).pdf?sfvrsn=f7bae379_0](https://www.dhrm.virginia.gov/docs/default-source/covid-19/pHEL-guidance-update-march-26-2020-(2).pdf?sfvrsn=f7bae379_0). The Radford University Department of Human Resources is the responsible campus office for working with employees on a case-by-case basis regarding the increased need for leave flexibility.

9. International student considerations (e.g. COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.).

During the Fall 2019 semester, Radford University enrolled a total of 188 international students. Of those returning, nearly all remained in the United States during the spring and summer months. Therefore, a majority of international students will undergo the same screening as other students due to their recent status of living in the United States. There are a total of five international students who will be traveling to the United States for the purpose of attending Radford University. These individuals will self-quarantine prior to attending classes and engaging with the campus community. These five students will be provided one-on-one support from the Center for Global Education and Engagement staff.

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

Radford University has been working in partnership with the Virginia Department of Health (VDH), specifically the New River Health District, as well as other local organizations, including higher education institutions. Radford University President Brian O. Hemphill, Ph.D. participated in a VDH-hosted town hall, which was led by New River Valley Regional Commission Executive Director Kevin Byrd. President Hemphill was joined by Virginia Tech President Tim Sands, Ph.D. and New River Community College President Pat Huber, Ph.D. Additionally, the University has accepted numerous invitations to participate in virtual-based meetings to provide briefings on the University's planning and response to the COVID-19 global health pandemic. Throughout the spring and summer months, the University created and maintained an informational portal at www.radford.edu/coronavirus. The University is now transitioning to a new information portal, www.radford.edu/reopening, which is focused on the Fall 2020 semester and moving forward.

11. Face coverings.

Radford University will provide face coverings to all students, faculty, and staff. For students living in on-campus housing, face coverings will be distributed as part of move-in. For non-campus housing, student distribution will vary. Broad-based distribution will be coordinated by the Office of Environmental Health and Safety with support from various campus partners. The Cloth Mask

or Face Covering Distribution Plan is available at <https://www.radford.edu/content/radfordcore/home/reopening/mask/mask-distribution-plan.html>. (See Appendix K for the plan.)

Students will be required to wear face coverings while in class, conducting business on campus, and in shared/common spaces. Faculty will be provided the option to stand behind a clear barrier at a podium or wear a face covering. The clear barrier is preferred as some students require accommodations for comprehension of material being discussed and/or presented. Employees, both faculty and staff, in their offices working independently will not have to wear face coverings. Employees in common areas and shared/meeting spaces will be required to wear face coverings. Face coverings will not be required outside; however, they will be required anywhere that appropriate physical distancing is not possible.

The face covering requirement will be enforced by the local health district and will be monitored by the appropriate University division, department and/or office. Individuals are asked to exercise social responsibility, as well as kindness, with respect to the face covering requirement. If you encounter students, faculty, and staff who are not wearing face coverings, be mindful that there could be clear and compelling reasons. The full text of the University Masking and Cloth Mask Guidance is available at <https://www.radford.edu/content/radfordcore/home/reopening/mask/universal-mask-guidance.html>. (See Appendix L for the guidance.)

Radford University is proud to be part of the Virginia Department of Health’s “Mask Up Virginia” Initiative. For additional information about the importance of cloth masks, students, faculty, and staff are being encouraged to visit <https://www.vdh.virginia.gov/blog/2020/05/11/masks-up-why-you-need-to-be-wearing-a-cloth-mask/>. Finally, the University is utilizing electronic communication, including e-mail messages and social posts, as well as campus signage, to ensure the campus community is aware of the masking guidance and related requirements. (See Appendix M for the masking signage.)

12. Student Health Services (SHS).

Radford University is proud to partner with Carilion Clinic in providing student health services for main campus and Radford University Carilion (RUC) students. Please note that the University is in the process of finalizing a contract for student health services with Carilion Clinic for Radford University Carilion (RUC) students. This service will be available with the start of the Fall 2020 semester.

All visits will be scheduled appointments when feasible. Students will be encouraged to self-schedule in My Chart online or call to schedule. The University’s Information Technology Services staff has enabled appropriate infrastructure and support for telehealth visits. Telehealth visits will be used as often as appropriate. Students will be e-mailed instructions for the telehealth app. If, during the video visit, the student requests an onsite visit or it is deemed that an onsite visit is necessary, the student will be given instructions to be seen the same day.

When students schedule an appointment, they will be screened for COVID-19 symptoms. Instructions will be given to complete all paperwork online and then send to the RUSH e-mail. This reduces paperwork contact. The use of any pens or other objects will be minimal and will be sanitized after each patient occurrence.

All Radford University Student Health Center staff will wear face masks. Appropriate PPE will be used when treating respiratory patients or those with suspected COVID-19 symptoms. No employee is to come to work with illness symptoms. Employees are required to complete an attestation prior to their arrival. Once they arrive, their temperature will be checked. Training and education are provided at the beginning of the semester and with each update regarding COVID-19. Staff schedules are created to consider the high-risk staff, as well as limit each staff member from repetitive potential exposure.

Carilion Clinic will provide PPE for all Radford University Student Health Center staff members to wear during clinic operation and for on campus activities. PPE includes masks, respirators, gloves, gowns, goggles, and face-shields. Again, PPE is provided by Carilion Clinic to ensure adequate supply.

The Radford University Student Health Center, located on the main campus, has removed the chairs from the lobby to promote physical distancing. All paperwork, wall posters, and magazines have been removed from the lobby. Glass barriers separate the office staff from the student patients. Room cleaning will be done in accordance with protocol with lapse between room uses as recommended. The area has been reconfigured with two distinct outside entrances that clearly divide the well from the sick. All well students will enter through the second entrance. Well visits include injuries, allergy injections, vaccines, lab testing, women's health, and STI testing, etc.

Signage clearly delineates the well versus sick entrance. Signage reminds students to call for an appointment and also to call prior to entry. All patients will be masked upon entrance. Their temperature will be taken, and they will be escorted into the assigned room. The visit will be started in the electronic health record or EHR. Additionally, all patients will be screened for depression. Patients that arrive for well psychiatric visits will be separated from sick patients and enter through the well door. Some of the psychiatric services will be provided via telehealth to decrease the spread of illnesses.

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

As previously referenced, major events and large gatherings will be altered and/or canceled to ensure any and all size limitations are followed. Decisions regarding specific activities will be made by individual divisions, departments, and offices, which will be responsible for ensuring all University expectations, state requirements, and federal guidelines are followed, and the communication details regarding the events, expectations and enforcement, etc. are shared.

Radford Athletics has not made a final determination regarding spectators. That decision will be made in accordance with the Big South Conference and consistent with NCAA guidelines. The University has made a decision to move away from the traditional approach for ceremonies and performances, especially those coordinated by the College of Visual and Performing Arts.

14. Communications strategy.

Radford University will implement a robust communication strategy in advance of campus reopening, move-in, and the semester start. Due to a majority of students, faculty, and staff not being physically present on campus, the distribution method will heavily rely on e-mail messages, website postings, and social media engagement. The following is an outline of specific messaging for students, faculty, and staff.

Week of July 6, 2020

- “Slow the Spread. Do The Five” Initiative Launch
- Mask Up Virginia: Masking Requirement and Distribution Plan
- Cleaning and Disinfecting Protocols

Week of July 13, 2020

- Handwashing
- Physical Distancing

Week of July 20, 2020

- Symptom Tracking
- Testing
- Stay at Home if Ill
- “Healthy Highlanders” Initiative Launch

Week of July 27, 2020

- Symptom Tracking Reminder
- Mask Up Virginia: Masking Reminder

Week of August 3, 2020

- Academic Calendar
- “Slow the Spread. Do The Five” Initiative Reminder
- “Healthy Highlanders” Initiative Reminder

Week of August 10, 2020

- President Hemphill’s Fall 2020 Welcome

The Office of Environmental Health and Safety (EHS) has developed a presentation that will be shared virtually with the entire campus community. The online training, which is available at <https://www.radford.edu/content/ehs/home.html>, can be provided in-person or to a specific campus group upon request by contacting EHS staff at (540) 831-7790 or ehs@radford.edu. The aforementioned messages will include appropriate components of the EHS training.

The communication strategy will expand once students, faculty, and staff are on campus. Additional communication will be distributed as deemed necessary and appropriate.

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

Radford University's orientation for new students, called Quest, has transitioned from in-person engagement to online delivery. The programming includes an opportunity for students and their families to receive information about the University's planning and response efforts, as well as offer one-on-one support.

As referenced in the prior section, the Office of Environmental Health and Safety (EHS) has developed a presentation that will be shared virtually with the entire campus community. The online training, which is available at <https://www.radford.edu/content/ehs/home.html>, can be provided in-person or to a specific campus group upon request by contacting EHS staff at (540) 831-7790 or ehs@radford.edu.

Also, as previously referenced, the Division of Student Affairs will offer a robust welcome experience for both new and returning students. The programming will include campus tour opportunities for new students and student life programming for both new and returning students. A component of that programming will be focused on creating awareness about health, safety, and well-being measures and ensuring compliance with campus-wide initiatives in response to COVID-19. Additionally, the Office of New Student and Family Programs is coordinating with the Division of Student Affairs to enable the delivery of some UNIV 100 course content between move-in and the first day of classes. Consistent messaging will be shared as part of the content delivery.

In the days leading up to the semester start and once classes begin, staff in the Division of Student Affairs, specifically the Dean of Students Office, will actively meet with faculty and staff to fully encourage and better inform them of their critical support of students during these challenging and difficult times. Following the training, which will utilize a trauma-informed approach, a handout will be left with each faculty and staff member as an information resource when working with students. *(See Appendix E for the handout.)*

Despite the current environment, Radford University sees this as an opportunity to highlight the Highlander spirit of service above all else. And, in the Spring 2020 semester, as the University transitioned to online learning, working, and service delivery, the University proudly launched a "Highlander Rise" Initiative.

Highlanders are able to push through fear and frustration to pursue their hopes and dreams, even in trying times. Our resiliency sustains us, and our responsiveness empowers us. The entire Radford family, both near and far, is demonstrating a tremendous amount of strength.

Now, more than ever, we must be community minded and think beyond ourselves and past the here-and-now. We must have care and compassion for those we love and those we have never met. Our actions and alignment with guidance from health officials are a demonstration of the Radford University core value of community. This is one critical way in which we can collectively rise.

For information about the initiative and to hear personal stories of dedicated Highlanders, please visit <https://www.radford.edu/content/highlanders-rise/home.html>. This initiative will continue throughout the Fall 2020 semester.

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 members of the Radford University community will be asked to monitor their health daily through the COVID-19 Daily Symptom Tracking, which is being developed by the University and will be made available through the University's mobile app or a dedicated webpage. This tool is intended to assist with the consistency of regular health screenings and can serve as a journal. Individuals will be encouraged to establish a daily routine and always respond to these questions first thing in the morning as a good approach to keeping all Highlanders safe and healthy.

All Radford University students, attending in-person classes or participating in a clinical or other field experience or internship, are expected to complete this symptom tracking tool on a daily basis. Faculty and staff are also strongly encouraged to complete this tool on a daily basis.

Individuals will be encouraged to contact COVID19@radford.edu for general questions, and they will be advised that any questions regarding medical care should be directed to a healthcare provider or Student Health Center if you are a student. For technical questions regarding access to and operation of the COVID-19 Daily Symptom Tracking, individuals will be encouraged to contact the Radford University Technology Assistance Center at (540) 831-7500.

The information collected from the COVID-19 Daily Symptom Tracking will be utilized to connect individuals with recommended resources based on symptoms. Information will only be shared with the response teams working to reduce the impact of the COVID-19 global health pandemic and its impact on our campus and our community.

The below messages will be displayed on the submission page for the COVID-19 Symptom Tracking Tool/Journal based upon individual responses.

If the user answers YES to any of the following QUESTIONS:

Persistent pain in chest that is not explained by seasonal allergies, flu, or another health condition
New confusion or inability to arouse that is not explained by seasonal allergies, flu, or another health condition

Bluish coloration of lips or face that is not explained by seasonal allergies, flu, or another health condition

RESPONSE:

CALL 911. You may be experiencing an acute health crisis

If the user answers YES to any of the following QUESTIONS:

Fever (100.4°F/ 38°C, or higher)

Cough

Shortness of breath

Have you been in close contact, that is within 6 feet, of a person who has tested positive for COVID-19 within the past 14 days

Have you been in close contact of a person who is currently waiting for COVID-19 test results

RESPONSE:

Contact a primary health care provider, Student Health Center, urgent care clinic or local health department for further instruction.

CALL AHEAD for instructions.

In addition, the CDC has a 24-hour information line. Call 800-232-4636 or visit their website at www.cdc.gov.

You should remain off-campus.

Self-quarantine instructions are available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>.

You are asked to complete a daily symptom journal.

Final RESPONSE if user DOES NOT respond YES to any of the QUESTIONS above:

RESPONSE: Thank you for submitting the survey. Please keep monitoring your symptoms. Be sure to complete the survey daily.

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

The Radford University Student Health Center utilizes electronic health record or HER for every patient interaction. Also, for testing organized and performed by PathGroup, it is anticipated that Thomas Knisely, D.O. with Carilion Student Health Services and the Radford University Student Health Center will serve as the ordering provider. Therefore, there will be a consistency in the medical care provided to students on the main campus, those being tested due to coming from high prevalence areas or being close contacts, and those being cared for due to positive results.

Additionally, the University is implementing the COVID-19 Daily Symptom Tracking. All members of the Radford University community will be asked to monitor their health daily through the COVID-19 Daily Symptom Tracking, which is being developed by the University and will be made available through the University's mobile app or a dedicated webpage. Faculty and staff are also strongly encouraged to complete this tool on a daily basis. All Radford University students, attending in-person classes or participating in a clinical or other field experience or internship, are expected to complete this symptom tracking tool on a daily basis. Faculty and staff are also strongly encouraged to complete this tool on a daily basis. This tool is intended to assist with the consistency of regular health screening and can serve as a journal.

The information collected from the COVID-19 Daily Symptom Tracking will be utilized to connect individuals with recommended resources based on symptoms. Information will only be shared with the response teams working to reduce the impact of the COVID-19 global health pandemic and its impact on our campus and our community.

3. Establishment of a testing strategy.

Radford University is actively working with officials from the Virginia Department of Health, specifically the New River Health District, and colleagues at the University of Virginia to determine areas of high prevalence and test students coming from those areas and returning to campus. A central location with single paths of access and egress will be identified. Multiple stations for test administration will be set-up in this location. Testing will be organized and performed by PathGroup and occur between August 1-14, 2020. The partnership with PathGroup was established by working with LewisGale, a regional health system.

Prior to arrival to campus, a student will be notified of the need to be tested. For a residential student, upon arrival to campus as part of move-in, they will be directed to the testing location. Following testing, they will then check-in, receive their residence hall or apartment keys, and proceed with move-in. They will be encouraged to quarantine, follow physical distancing, wear a face covering, and follow all other safety guidelines until test results are received.

Students living off-campus and returning from an area determined to be of high prevalence will be notified of the need for testing and made aware of the expectation to participate upon arrival in Radford and prior to starting classes. For students not able to return to campus by or before the start of classes, but who may be returning from an area deemed to be of high prevalence, testing will be available on campus upon arrival and prior to the students starting classes. Staff at the Student Health Center will test students that become symptomatic once on campus. Testing for close contacts of positive cases will be done through the PathGroup and administered by staff at Radford University's Student Health Center, which is located on the main campus. Please note that the University is in the process of finalizing a contract for student health services with Carilion Clinic for Radford University Carilion (RUC) students. This service will be available with the start of the Fall 2020 semester.

For testing organized and performed by PathGroup, it is anticipated that Thomas Knisely, D.O. with Carilion Student Health Services and the Radford University Student Health Center will serve as the ordering provider. It is estimated that PathGroup will perform nasal swabs (not nasopharyngeal swabs) on roughly 1,700 students the first two weeks of August and post results to their secure internet portal. Individual students and officials in the Radford University Student Health Center will have access to the PathGroup portal to view results once posted.

It is anticipated that all positive tests will be contacted and managed by Dr. Knisely or his delegate with responsibility for reporting all positive results to the Virginia Department of Health. If PathGroup obtains consent from students to share their information/results with the University and the Radford University Student Health Center is provided a copy of the consent form, the information will be provided to the University. The Student Health Center will share daily totals of positive tests with the University.

It is important to note that there are a variety of students arriving early, such as student-athletes and resident assistants, or RAs. These groups are being tested by the Virginia Department of Health, specifically the New River Health District.

Containment to Prevent Spread of the Disease When Detected

1. Partnership with VDH for contact tracing.

Radford University will partner with the Virginia Department of Health (VDH), specifically the New River Health District, for contact tracing. Due to privacy concerns and considerations, the University will not engage in any direct contact tracing activities; however, the University will fully offer its resources and support to the VDH in their efforts, which will be critical to limiting the community spread of COVID-19. Should the needs related to contract tracing exceed the capacity of VDH, the University will enter into a MOU with VDH to enhance the contact tracing process and capacity.

2. Quarantining and isolating (provision of housing, basic needs, medical case management).

Isolation and quarantine guidance outlines the procedures and processes for providing and maintaining isolation housing. (*See Appendix N.*) The guidance clearly articulates the roles and responsibilities of various campus offices and partners, such as Carilion Clinic (through the Student Health Center), Chartwells (through campus dining), and the Virginia Department of Health (VDH).

The University-operated apartments located at 1015 Calhoun Street will be held for isolation housing needs. This apartment complex has a 36-person minimum and a 54-person maximum capacity depending upon configuration and usage.

3. Campus outbreak management.

Through collaboration between PathGroup, the testing entity, and the Radford University Student Health Center, the ordering provider, a system is being established in which the occurrences of COVID-19 illness will be identified through testing and monitoring in partnership with the Virginia Department of Health (VDH) and local medical providers. The implementation of a testing protocol will be critical in identifying any form of a campus outbreak.

Additionally, there is an expectation that all students, attending in-person classes or participating in a clinical or other field experience or internship, monitor their health daily through the COVID-19 Daily Symptom Tracking, which is being developed by the University and will be made available through the University's mobile app or a dedicated webpage. Faculty and staff are also strongly encouraged to complete this tool on a daily basis. This tool is intended to assist with the consistency of regular health screening and can serve as a journal.

4. Partnership with local health systems to assure care for symptomatic individuals as needed.

Radford University is proud of its longstanding partnerships with two local health systems, Carilion Clinic and LewisGale, which have acute-care facilities in close proximity to the main campus. Carilion New River Medical Center (CNRV) is the closest fully-functioning hospital to Radford University's main campus. CNRV is a Level III trauma center with 110 beds and treats nearly 30,000 cases on an annual basis. Additionally, LewisGale Hospital Montgomery, also a Level III trauma center, is located 12 miles from the main campus with 146 beds. Both hospital

systems have a network of qualified medical providers and additional hospital locations throughout Southwest Virginia.

Throughout the COVID-19 global health pandemic, Radford University has maintained regular communication with both hospital systems. LewisGale assisted the University in establishing a partnership with PathGroup, which is their diagnostic and testing partner. It is important to note that, for more than thirty years, Radford University and Carilion Clinic have been closely connected through education initiatives and health services. Carilion Clinic provides oversight and services for the Radford University Student Health Center on the main campus, and we are in the final stages of establishing a similar arrangement for students studying in Roanoke. Radford University and Carilion Clinic most recently joined forces to establish Radford University Carilion (RUC) through a merger of Jefferson College of Health Sciences to further grow a health sciences educational experience in Roanoke.

Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance

1. Plans regarding the criteria and process for campus dismissals or shutdowns.

Radford University will utilize the structures put in place to both carefully monitor and fully assess developments (including the number of positive cases, the presence of community spread, etc.) through the COVID-19 Working Group and the Emergency Management Team in which a Carilion Clinic doctor and Virginia Department of Health representative serve as official members.

If any decisions regarding campus dismissals or shutdowns are necessary, Radford University will have in-depth consultation with local and state public health officials. No decisions would be made without such consultation.

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

Radford University has developed a complex matrix that provides role-based functions and service-based activities for every campus unit. It is arranged by levels from zero to four as outlined below.

- Level 0: Return to normal operations
- Level 1: Early start to Fall 2020 semester
- Level 2: Online scenario with critical pedagogical operations on campus (clinical rotations, student teaching, research)
- Level 3: Online only
- Level 4: Online only with critical infrastructure modifications (e.g. building shutdown and campus closed)

The campus is currently at Level 2 and moving to Level 1 with reopening on July 27, 2020 followed by campus move-in and related activities from August 1-11, 2020 with classes starting on August 12, 2020.

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

If Radford University moves to modified operations, students will have the ability to return home or request to remain on-campus and live in residence halls. That request must include a justification as to how the student's health, safety, and well-being would be better served by remaining on-campus rather than returning home. All requests may not be approved in order to ensure physical distancing and proper cleaning. If the University must fully close, no students will be able to reside in on-campus halls as adequate services, such as cleaning, would not be available. However, the University would locate available off-campus housing options, such as University-operated apartments, in cases as necessary and appropriate.

4. Communications plan for dismissals/shutdowns.

Any decision regarding dismissals and/or shutdown will be shared broadly utilizing all available communication channels, including the University's e-mail system, social media accounts, a www.radford.edu/reopening posting, a main website advisory, and a media release. When utilizing the University's e-mail system, a direct message is sent to all students, faculty, and staff at both the main campus and Radford University Carilion (RUC). Additionally, direct messages are sent to alumni, parent, and supporter distribution lists.

The full contents of the Campus Reopening Plan for State Compliance have been reviewed and affirmed by Radford University President Brian O. Hemphill, Ph.D. as responsive to all elements outlined in Higher Education Guidance Requirements as issued by the Commonwealth of Virginia and required for detailed submission to the State Council of Higher Education for Virginia (SCHEV) by July 6, 2020 and posting at www.radford.edu/reopening.

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Appendices

- Appendix A: Early Opening Plan Presidential Campus Message
- Appendix B: Early Opening Plan Executive Summary Document
- Appendix C: Health and Well-Being Measures for Residential Students
- Appendix D: “Slow the Spread. Do the Five.” Initiative Campus Signage
- Appendix E: Faculty and Staff Resource Guide
- Appendix F: Physical Distancing Implementation Plan
- Appendix G: Physical Distancing Campus Signage
- Appendix H: Specialized Cleaning and Disinfection Guidelines
- Appendix I: Facilities Management Initiatives (Summer 2020 Summary)
- Appendix J: Alternative Work Arrangement Request Form
- Appendix K: Cloth Mask or Face Covering Distribution Plan
- Appendix L: Universal Masking and Cloth Mask Guidance
- Appendix M: Masking Signage
- Appendix N: Isolation and Quarantine Guidance

Appendix A: Early Opening Plan Presidential Campus Message



Dear Radford Family:

As we continue to find our new normal and establish daily routines as part of the ongoing global health pandemic, I am pleased to share that Radford University continues to proactively engage in planning efforts as it relates to our campus re-opening for the Fall 2020 semester. Just a couple of weeks ago, I shared information regarding the convening of the COVID-19 Contingency Planning Group, which has been diligently working to prepare for the return of students, faculty, and staff and ensure their health, safety, and well-being remain front and center. In the midst of a challenging and unknown time for our campus and our nation, it is critical for every one of us to step forward, be present, and support each other.

Since the group began their work, I have received regular briefings and comprehensive updates regarding their in-depth discussion and overall progress. Most recently, I received information regarding their strong recommendation for an early opening as part of the Fall 2020 semester. The group is to be applauded for the great deal of energy and thought around their work, specifically an early opening. You are encouraged to read the [Early Opening Plan Executive Summary \[PDF\]](#) in its entirety.

In light of the group's prepared plan and following the administration's full consideration, Radford University will reopen on July 27, 2020 with students moving into campus housing, such as residence halls and University-operated apartments, between August 1-11, 2020 with the first day of classes on August 12, 2020. This revised schedule as part of early opening will provide an opportunity for Radford University to complete all instruction on November 16, 2020 with final exams from November 17-20, 2020. The alternate approach related to early opening will ensure that students and others do not travel over Thanksgiving Break and then return to campus for final exams followed by Winter Commencement.

Appendix A: Early Opening Plan Presidential Campus Message

Knowing that many individuals are experiencing their own challenges given the pandemic, the executive summary shares information regarding the ability for students, faculty, and staff to request arrangements for alternate learning and working environments. The executive summary also shares the requirement for students, faculty, and staff to maintain physical distancing and wear face coverings or utilize an alternate barrier, while in classrooms, laboratories, common areas, and workspaces. As detailed in the plan, Radford University will engage in broad-based testing and provide a platform for symptom tracking as appropriate and contact tracing if necessary.

The early opening was recommended and is being implemented due to public health concerns over a resurgence of COVID-19 in late fall. The early opening will provide an opportunity for Radford University to complete required instruction and related activities at an earlier date, while maintaining instructional days and meeting federal requirements, such as the United States Department of Education. This is yet another way in which Radford University is placing the health, safety, and well-being of students, faculty, and staff first and foremost, while remaining committed to our important mission and critical work.

As the University continues to receive guidance and support from state and federal officials, additional guidance and direction will be forthcoming regarding implementation of the Early Opening Plan. Your flexibility and patience during the Spring 2020 semester were unmatched, and I am certain the Radford family will continue to support the broader campus and each other as we move toward our re-opening. The reality is that our students are depending upon our faculty and staff now more than ever before.

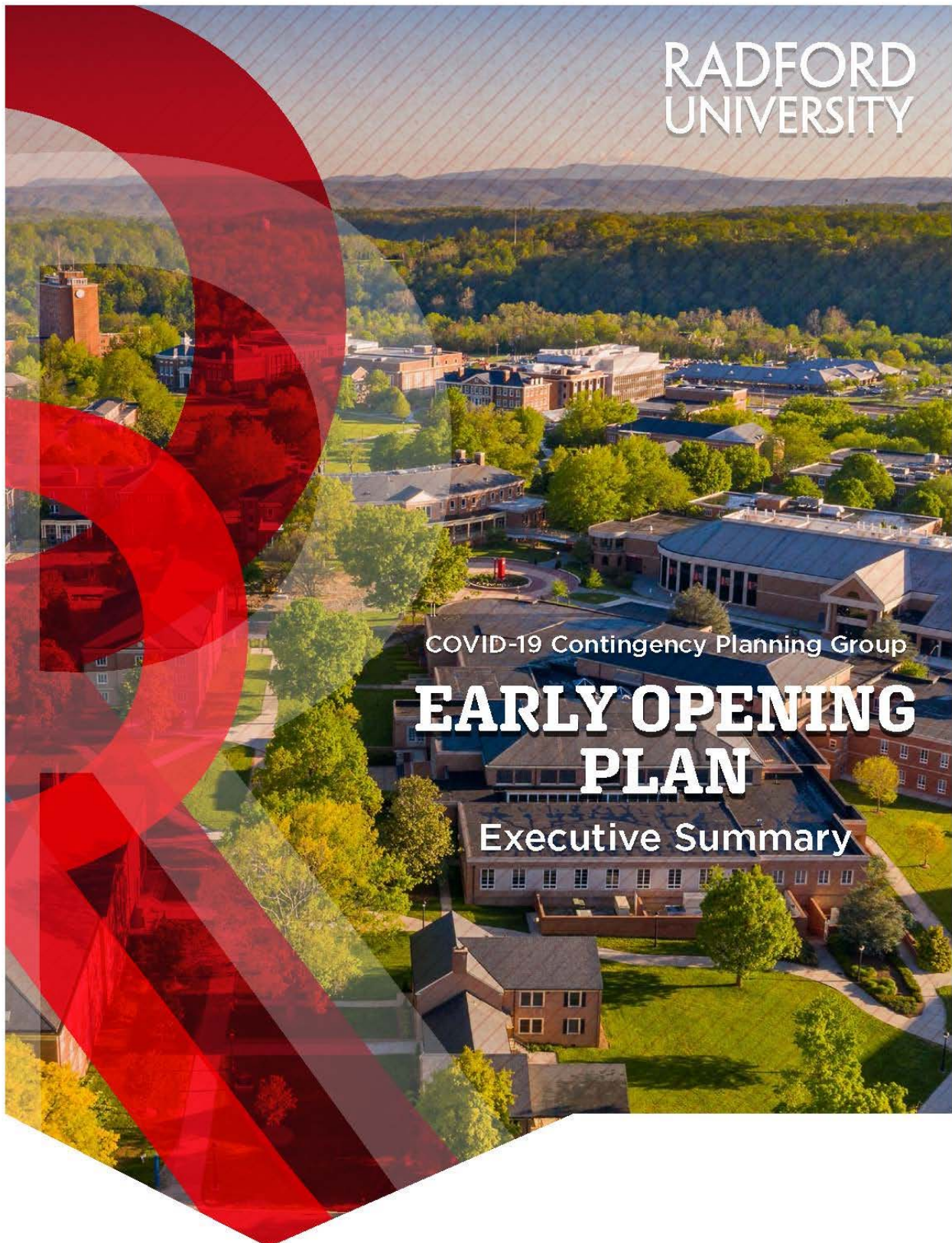
As our students return to campus, they are expecting the in-person experience that Radford University is known for and the engaging environment that makes our students successful. As such, all buildings will be open, and all services will be available. Individual functions and offices may be different, but our commitment will remain the same. I look forward to working with each of you to make the Fall 2020 semester a success for all Highlanders!

With Highlander Pride,



Brian O. Hemphill, Ph.D.
President
[@BrianOHemphill](#)

Appendix B: Early Opening Plan Executive Summary Document



Appendix B: Early Opening Plan Executive Summary Document

RADFORD UNIVERSITY

COVID-19 Contingency Planning Group



Based on continued analysis and research by public health officials, Radford University is moving forward with detailed planning for an early opening as part of the Fall 2020 semester. In order to accommodate an early opening, a variety of recommendations have been made by the COVID-19 Contingency Planning Group for consideration and implementation by the University.

The plan provided has been designed based on the guidelines and requirements available at the time. This information is subject to change as deemed necessary by University leadership in accordance with directives and recommendations issued by federal, state, and local public health and government officials.

Campus Reopening Date

The previously announced campus reopening date of Monday, August 3, 2020 will be moved to Monday, July 27, 2020.

Student Move-In

Move-in for on-campus housing and University-operated apartments will take place over an extended period beginning Saturday, August 1, 2020 and ending Tuesday, August 11, 2020. Move-in for new students will be complete by Sunday, August 9, 2020 and followed by two days of welcome activities on Monday, August 10, 2020 and Tuesday, August 11, 2020. Move-in for

returning students will primarily take place on Monday, August 10, 2020 and Tuesday, August 11, 2020.

Students will be sent instructions on how to sign-up for move-in slots on Wednesday, July 1, 2020. The move-in sign-up period will go through Wednesday, July 15, 2020. Confirmations will be sent by the system automatically as students complete the process of signing up for their slot. After the Wednesday, July 15, 2020 deadline, outreach with instructions and reminders will be sent to students who signed up. A reminder will be sent to students who did not sign up.

For students living in off-campus rental properties with non-University entities, preliminary discussions have occurred with housing providers. Company representatives have expressed a willingness to work with individual residents/tenants regarding move-in dates in order to accommodate the University's early opening. Students should contact their housing providers to make those requests.

Faculty Contracts

Contracts for new faculty and returning faculty will still start on Monday, August 10, 2020. The first two days, Monday, August 10, 2020 and Tuesday, August 11, 2020, will be dedicated to on-boarding for new faculty and final preparations for returning faculty.

Appendix B: Early Opening Plan Executive Summary Document

New Faculty

New faculty will be provided the opportunity to complete their on-boarding paperwork in a virtual environment as appropriate. They will also be provided early access to their Radford University e-mail account and D2L, the University's online learning platform. Additionally, the Center for Innovative Teaching and Learning will provide a host of optional modules for those wanting to engage in early preparations and trainings. Communication regarding on-boarding of new faculty will be developed and distributed by the Center for Innovative Teaching and Learning.

Faculty Meetings and Welcome Events

College, as well as department/school, meetings will be held after classes begin rather than before in order to allow new faculty to complete on-boarding activities and returning faculty to focus on final preparations. Additionally, Fall Convocation for faculty and staff will be held on Friday, August 14, 2020, as an outdoor event and recorded for those unable to attend in-person.

A revised personnel timeline will be developed and released by the Provost's Office on or around Monday, June 15, 2020 to all teaching and research faculty.

Student Return Dates

Students unable to return to campus for the early opening due to unavoidable and/or unforeseen circumstances should contact the Dean of Students Office to discuss available options.

Employee Return Dates

For 12-month faculty, administrative and professional faculty and classified staff, individual conversations should occur with immediate supervisors to determine any changes in the return to work dates given a campus reopening date of July 27, 2020.

Updated Academic Calendar

An updated academic calendar is available to reflect an early opening with the below adjustments and respective dates.

First Day of Classes: The first day of classes for the Fall 2020 semester will be held on August 12, 2020.

Fall Break: Fall Break, to be held on Friday, October 9, 2020, will be utilized as: (1) a make-up day for Monday/Wednesday classes that would have been held on Monday, August 10, 2020, or (2) a regular day for Monday/Wednesday/Friday classes to be held on Friday, October 9, 2020.

Last Day of Classes: The last day of classes will be held on Monday, November 16, 2020, as a make-up day for Tuesday/Thursday classes that would have been held on Tuesday, August 11, 2020.

Finals Week: Final exams will be administered across four days from Tuesday, November 17, 2020 through Friday, November 20, 2020. The manner in which the exam is administered is at the discretion of the faculty member.

Winter Commencement: Winter Commencement will be held in accordance with state requirements and federal guidelines and immediately follow finals over a two-day period, specifically Saturday, November 21, 2020 and Sunday, November 22, 2020. Main campus, both undergraduate and graduate, events will be held on Saturday, November 21, 2020. The Radford University Carillon (RUC) event will be held on Sunday, November 22, 2020. Planning for Winter Commencement activities will occur over the coming months and may look different based on various requirements and guidelines from government and health officials.

Final Grades: Final grades will be due from faculty to the Office of the Registrar by 2 p.m. on Tuesday, November 24, 2020.

Appendix B: Early Opening Plan Executive Summary Document

RADFORD UNIVERSITY

COVID-19 Contingency Planning Group

	Fall 2020 Semester (Regular Opening)	Fall 2020 Semester (Early Opening)
Residence Halls Open	TBA	8/1 (Sa)
Fall Classes Begin	8/24 (M)	8/12 (W)
Labor Day - Classes in Session with Regular or Early Opening	9/7 (M)	9/7 (M)
Last Day for Undergraduate Students to Add/Drop	8/30 (Su)	8/18 (T)
Last Day to Change P/F or Audit Options	9/7 (M)	8/26 (W)
Last Day for Graduate students to Add/Drop	9/7 (M)	8/26 (W)
Census Date	9/7 (M)	8/26 (W)
Last Day to Withdraw with a Full Tuition Refund	9/7 (M)	8/26 (W)
Last Day for Graduate Students to Apply for Fall Graduation	9/7 (M)	8/26 (W)
Last Day for Undergraduate Students to Apply for Spring Graduation	9/11 (F)	8/31 (M)
Fall Break - Classes in Session with Early Opening	10/9 (F)	10/9 (F)
Mid-Semester Grades Due by 10 a.m.	10/16 (F)	10/5 (M)
Last Day to Withdraw from One or More (but Not All) Classes with a Grade of "W"	10/30 (F)	10/16 (F)
Last Day to Withdraw from the University (All Classes) with a Grade of "W"	11/13 (F)	10/30 (F)
Thanksgiving Break	11/21-11/29	N/A
Last Day of Classes	12/4 (F)	11/16 (M)
Fall Exams	12/7-12/10	11/17-11/20
RUC Winter Commencement	12/11 (F)	11/22 (Su)
Main Campus Winter Commencement	12/12 (Sa)	11/21 (Sa)
Grades Due by 2 p.m.	12/14 (M)	11/24 (T)

Appendix B: Early Opening Plan Executive Summary Document

COVID-19 Contingency Planning Group

RADFORD UNIVERSITY



RUC will follow the early opening schedule and process consistent with main campus. Additional protocols may be put in place in partnership with Carilion Clinic as required at Carilion Roanoke Community Hospital.

Attendance Guidance

For Students: Radford University does not have a uniform attendance policy for students. Attendance requirements are established for each course and are at the discretion of individual faculty. In order to establish clear expectations, Faculty Senate Executive Council, in consultation with the Academic Affairs Leadership Team, is developing attendance guidance. This guidance will provide a framework to support students in not attending class if they are sick (i.e. running a fever or exhibiting COVID-19 symptoms). Students who are sick should not come to in-person class or participate in in-person activities.

For Employees: Faculty and staff who are sick (i.e. running a fever or exhibiting COVID-19 symptoms) should not report to work. They should report their absence to their immediate supervisor and charge the appropriate leave category.

Requests for Alternate Learning and Working Arrangements

For Students: Students requesting alternate learning arrangements for conditions deemed a higher risk for COVID-19 by the U.S. Centers for Disease Control and Prevention (CDC) should make such a request through the Center for Accessibility Services. The direct link to the existing form is https://radford-accommodate.symphlicity.com/public_accommodation/. Students should complete the form as soon as possible in order to make necessary arrangements for the upcoming semester.

For Employees: To ensure students return to a fully supported campus, employees, both faculty and staff, are expected to return to campus in order to fulfill their job responsibilities. Alternative work arrangements can be requested for the Fall 2020 semester by completing the COVID-19 Alternative Work Arrangement Request Form, which is available at <https://www.radford.edu/content/human-resources/home.html>. Please note that the Department of Human Resources is serving as a single point of contact for the collection of all employee submissions. Employees are encouraged to submit completed forms to the Department of Human Resources no later than Monday, June 22, 2020 with follow-up occurring during the week of July 6, 2020.

Appendix B: Early Opening Plan Executive Summary Document

RADFORD UNIVERSITY

COVID-19 Contingency Planning Group



Instructional Delivery Formats and Space Configurations

“Large” classes, defined as those with maximum capacities of 50 and above, will be moved to an online format. A small number of classes larger than 50 may need to move forward with face-to-face instruction as planned due to faculty resources and/or accreditation requirements. Those will be permitted on a case-by-case basis with a request from the College Dean and confirmation by the Office of the Registrar.

Classrooms and laboratories, as well as workspaces, are being reconfigured for physical distancing (e.g. placement of desks/tables/chairs six feet apart).

Facilities Management and the Office of the Registrar are collaboratively working with academic leaders regarding the revised occupancy for academic spaces and confirmed capacity for individual courses.

For example, a lecture hall that previously accommodated 100 students may be able to seat

42 students, while practicing physical distancing with a revised configuration. As such, a number of classes will be reassigned to new locations in order to accommodate the number of registered students.

Updated signage on classrooms and laboratories will indicate the new occupancy limit.

In every situation possible, the previously announced days of the week and times will be maintained, especially if students have already registered for such courses. Courses with no registered students may be moved to days of the week and times in which a greater number of classrooms are available. That will occur through the Office of the Registrar based on collaboration and discussion with colleges, departments/schools and individual faculty/instructors.

The fully updated and final class schedule for the Fall 2020 semester will be posted on the Office of the Registrar webpage by Friday, July 10, 2020.

Appendix B: Early Opening Plan Executive Summary Document

COVID-19 Contingency Planning Group

RADFORD UNIVERSITY

UNIV 100

The class structure for UNIV 100 for the Fall 2020 semester will include the pairing of two sections together for an assigned classroom. This will allow there to be one classroom assigned with the sections alternating days in which the assigned space will be utilized.

For UNIV 100 courses, there will be traditional class meetings scheduled twice per week in the first half of the semester and once per week in the second half of the semester. One class per week will require classroom space.

The Office of New Student and Family Programs will work with the Office of the Registrar to explore scheduling options, including Friday classes, to maximize classroom availability. The team will also work with the Division of Academic Affairs to identify an opportunity for instructor and peer instructor training. Additionally, the Office of New Student and Family Programs will coordinate with the Division of Student Affairs to enable the delivery of some UNIV 100 course content between move-in and the first day of classes.

Online Integration

In order to maximize engagement for all students, faculty are encouraged to create a strong online community at the beginning of their courses regardless of the delivery platform. This will provide an enhanced experience for any students who are engaging remotely due to requested accommodations and/or any absences due to sickness. Additionally, a D2L shell is available for every course and is recommended for utilization. Resources and support for inclusion of this online environment will be distributed to all faculty from the Center for Innovative Teaching and Learning by Friday, June 12, 2020.

Face Coverings

The University will provide face coverings to every student, faculty and staff. For students living in on-campus housing, face coverings will be distributed as part of move-in. For non-campus housing students,

faculty and staff, distribution will vary. Broad-based distribution will be coordinated by the Office of Environmental Health and Safety with support from various campus partners, and a schedule will be made available by Monday, July 6, 2020, utilizing the University e-mail system and by posting on <http://www.radford.edu/coronavirus>.

Students will be required to wear face coverings while in class, conducting business on campus, and in shared/common spaces. Faculty will be provided the option to stand behind a clear barrier at a podium or wear a face covering. The clear barrier is preferred as some students require accommodations for comprehension of material being discussed and/or presented. Employees, both faculty and staff, in their offices working independently will not have to wear face coverings. Employees in common areas and shared/meeting spaces will be required to wear face coverings. Face coverings will not be required outside; however, they will be required anywhere that appropriate physical distancing is not possible.

The face covering requirement will be enforced by the local health district and will be monitored by the appropriate University division, department and/or office. Individuals are asked to exercise social responsibility, as well as kindness, with respect to the face covering requirement. If you encounter students, faculty, and staff who are not wearing face coverings, be mindful that there could be clear and compelling reasons.

Events and Gatherings

Major events and large gatherings will be altered and/or canceled to ensure any and all size limitations are followed. Decisions regarding specific activities will be made by individual divisions, departments and offices, which will be responsible for ensuring all state requirements and federal guidelines are followed and communication details regarding the events, expectations and enforcement, etc.

Appendix B: Early Opening Plan Executive Summary Document

RADFORD UNIVERSITY

COVID-19 Contingency Planning Group



Health and Safety Measures

Due to the University's focus on the well-being of our students, faculty and staff, a number of health and safety measures will be implemented.

- Broad-scale testing will be offered. Testing dates and location will be announced through campus e-mail and coordinated through a private company. Batch testing for students will be administered through the local Health District.
- Symptom checking will be encouraged and made available through the MyRU portal. When an individual inputs any symptoms into the system, a message will be generated if that individual should not attend class, go to work, etc.
- Contact tracing will be implemented to assist in the exposure risk to others if someone is diagnosed with COVID-19.
- Facilities Management has implemented enhanced disinfecting practices, which will remain in place and include reoccurring and thorough sanitizing protocols.
- Dining will alter its food offerings to eliminate any self-serve and/or buffet stations.
- There will be restricted access for visitors. Day visitors will be required to register, and overnight visitors will not be permitted. Additional information regarding the registration process will be made available by Monday, July 27, 2020.

About the COVID-19 Contingency Planning Group

Convened on April 23, 2020 by President Brian O. Hemphill, Ph.D., the 24-member cross-functional team comprising the COVID-19 Contingency Planning Group was tasked with developing a series of broad-based scenarios regarding the continued operation and re-opening of Radford University in light of the ongoing global health pandemic. The group was provided a 45-day timeline to complete this important work and developed a robust meeting schedule in order to engage in detailed planning and in-depth discussions.

Appendix B: Early Opening Plan Executive Summary Document

COVID-19 Contingency Planning Group

RADFORD UNIVERSITY

A Word of Caution from the COVID-19 Contingency Planning Group

Campus will look different this fall. The University will be putting measures in place to ensure the health, safety and well-being of the campus and the community.

There is no perfect plan, ideal situation or one-size-fits-all solution. The group has been working diligently and thinking proactively about what will work best for our campus and our community given our current environment and difficult position.

Even with this thoughtful approach and detailed planning, there will still be many outstanding details and unanswered questions. We are committed to working through these challenges and opportunities together!

A Message of Thanks from the COVID-19 Contingency Planning Group

We are indebted to the many individuals who provided guidance and support throughout the planning, including the select students, faculty and staff for engaging in focus groups that provided thoughtful direction and valuable insight. We also extend our appreciation to the members of the campus community for their engagement and flexibility during this process now and into the future.

Members of the COVID-19 Contingency Planning Group**Academic Committee**

Sharon Barrett, Assistant Vice President for Finance and Operations (Radford University Carilion)

Matthew Brunner, Registrar

Katie Hilden-Clouse, Ph.D., Professor, School of Teacher Education and Leadership, College of Education and Human Development

Ken Cox, Au.D., Dean of the Waldron College of Health and Human Services

Crystal Cregger, University Budget Director

Jake Fox, Ph.D., Professor, Department of Anthropological Sciences, Artis College of Science and Technology

Kitty McCarthy, Interim Associate Vice President for Transfer Partnerships and Recruitment

Jeanne Mekolichick, Ph.D., Associate Provost for Academic Programs

Angie Mitchell, Associate Vice President for Student Affairs and Dean of Students

Ed Oakes, Associate Vice President for Information Technology

Ashley Schumaker, Chief of Staff and Vice President for University Relations

Tammy Wallace, Ph.D., Dean of the College of Education and Human Development

Services Committee

Lisa Blackwell, Director of Enterprise Systems

Tim Channell, Ed.D., Professor and Chair, Department of Music, College of Visual and Performing Arts

Jorge Coartney, Assistant Vice President for Facilities Management

Kristina Contreras, Graduation Coordinator

Cory Durand, Deputy Athletics Director

Stephanie Jennelle, Associate Vice President for Finance and University Controller

James Perkins, Director of University Services

Allison Pratt, Assistant Vice President for Enrollment Management and Director of Financial Aid

Tricia Smith, Associate Vice President for Student Life

Susan Trageser, Ed.D., Vice President for Student Affairs

David Underwood, Chief of Police

Margie Vest, Assistant Vice President for Information Technology (Radford University Carilion)

Appendix B: Early Opening Plan Executive Summary Document



Appendix C: Health and Well-Being Measures for Residential Students

**COVID-19 Health and Well-Being Measures for Residential Students**

As we return to campus and manage the impact of COVID-19 in our community, a mutual commitment to the health and well-being of one another has never been more critical. In a campus residential setting, this is even more essential. Housing and Residential Life at Radford University strives to provide a community experience based upon connection, interaction, and care for one another. While the space between us is necessarily more distanced, we must remain together in our commitment to protect one another. This will require the full dedication of every single resident.

The Commitments:

1. To the best of my ability, I will follow CDC guidelines for quarantine prior to my arrival on campus, and I will not arrive on campus if experiencing any COVID-19 symptoms.
 - Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.
 - Stay home as much as possible to limit potential exposure.
 - Check your temperature twice a day and watch for symptoms of COVID-19 including, but not limited to, cough and shortness of breath.
 - Practice physical distancing when you have to leave your home. Maintain 6 feet of distance from others, and wear a mask or face covering.
2. I will complete daily symptom tracking as required by campus guidelines starting two weeks prior to my return to campus.
3. I understand that if I am returning to campus from an area that is deemed to be a “hot spot” or area of high prevalence as it pertains to COVID-19, I will be expected to participate in testing.
4. In compliance with the directive of the Governor of Virginia and campus guidelines, I will wear a face covering at all times, while in my residence hall (except in my own room, the bathroom, or while eating), as well as when in classrooms, conducting business, and visiting other shared spaces on campus.
5. I will practice stated physical distancing between myself and others.
6. I will practice good personal hygiene, such as frequent handwashing, not touching my face, etc.
7. I will not have any guests or visitors in my room or residence hall unless they are also an assigned resident in my specific building.
8. I will abide by all stated and posted expectations for use of shared residential spaces, such as study lounges, kitchens, bathrooms, and laundry rooms.
9. If I have symptoms of COVID-19, I will avoid public spaces and contact the Student Health Center, my local health care provider, or an urgent care facility as soon as possible.
10. If directed by a health care professional, I will quarantine or self-isolate for as long as deemed necessary and notify Housing and Residential Life that I may have come into contact with someone with COVID-19 or tested positive for COVID-19, so that I can be directed on necessary next steps.

I understand that failing to comply with these commitments may result in disciplinary action or termination of my housing contract. I acknowledge that there is an inherent risk of exposure to COVID-19, and my efforts are critical in reducing this risk for myself and the entire campus community.

Please check the box to acknowledge your review and understanding of these commitments, as well as your willingness to abide by the requirements and responsibilities, by July 15, 2020 as you sign up for your Radford University Fall 2020 move-in time.

Appendix D: “Slow the Spread. Do the Five.” Initiative Campus Signage

Slow the Spread. DO THE FIVE.

1 WASH HANDS
20-40 SECONDS

2 WEAR A MASK

3 AVOID TOUCHING YOUR FACE

4 MAINTAIN PHYSICAL DISTANCING
6 ft

5 STAY HOME IF YOU FEEL SICK

Appendix E: Faculty and Staff Resource Guide

ASSISTING STUDENTS**INTRODUCTION**

In your daily work, you may occasionally meet a student in some level of distress. If you find yourself interacting with such a student, the information contained in this folder may be sufficient to help you address the situation. However, if the information does not address your student's particular situation or the situation is beyond your scope of ability or comfort, the Dean of Students Office is one of your best resources. A department within the Division of Student Affairs, the Dean of Students Office is designated to respond and help students manage during stressful situations.

The Dean of Students Office works closely with various campus departments and the Radford University and Radford City Police Departments to foster a safe, educational environment within the Radford University and Radford City communities and beyond. Staffers are able to advise and partner with you to formulate a more comprehensive response to support students for whom you have shared concerns.

Behavioral Consultation Team (BCT)

The purpose of the Radford University Behavioral Consultation Team (BCT) is to provide a system of intervention and support for students who may be emotionally, socially and/or academically at risk. The BCT is a focused team of interdisciplinary administrators which receives referrals regarding students who have come to public attention and may be in distress. It convenes weekly during the semester with additional meetings called as needed.

The BCT collects information on individuals whose observable behaviors may present a concern; assesses the behavior of individuals whose actions may present a concern; recommends interventions with such individuals through appropriate campus offices and services; and follows up weekly on interventions and actions.

The BCT is chaired by the Associate Dean of Students, and the Dean of Students Office provides staffing assistance to and for the team.

Threat Assessment Team (TAT)

The Threat Assessment Team (TAT) is formed in compliance with Code of Virginia § 23-9.2:10. This team is charged with the assessment of and intervention with individuals whose behavior may present a threat to self, others or the safety of the University community.

The TAT is a standing committee chaired by the Dean of Students and includes representation from across the University. TAT members may appoint a designee as appropriate, and representatives from other University offices may be included when needed.

Appendix E: Faculty and Staff Resource Guide

RADFORD UNIVERSITY Dean of Students

Faculty and Staff Resource Guide

Signs of a Student in Distress

As someone who interacts with students on a regular basis, you can play an important role in early identification of a student in distress. Below are some behaviors that may indicate an individual is in need of assistance:

- Significant academic changes: Falling grades, excessive absences or tardiness
- Frequent requests for exceptions to policies and deadlines
- Increased dependence on you: Scheduling numerous appointments and often remaining after class to speak with you
- Unusual patterns of interaction with others: Showing aggressiveness, dominating conversations or displaying anxiety caused by having to interact with others
- Unusual or exaggerated emotional responses that are inappropriate to the situation

Working with a Student in Distress

If you encounter a student who displays one or more of the above behaviors, that individual is likely in some kind of distress. You may wish to hold a conversation with the student to determine the best approach to help. It may be something minor that can easily be managed, or it may be a more significant issue which requires help from other campus resources.

In speaking with the student:

Do

- Speak privately
- Inform a colleague of the meeting and ask for assistance if necessary
- Let them know you are concerned for their welfare
- Express your concern in nonjudgmental terms
- Seek a time-out if the behavior escalates
- Listen carefully
- Make a referral to the appropriate University department
- Maintain clear physical boundaries
- Recognize your limits

- Document the interaction or incident
- Trust your instincts and end the meeting if you feel it is not going in an appropriate direction

Do Not

- Promise confidentiality
- Judge or criticize
- Ignore unusual behavior
- Personalize the problem
- Involve yourself beyond the limits of your time and/or skill
- Physically touch students or try to force them to leave your office

Absence Notification

Faculty and students are encouraged to deal directly with one another concerning all student absences. The Dean of Students Office does not have the authority to excuse an absence.

As a faculty or staff member, the decision to allow a student to make up missed classes, assignments, exams, employment or other activities belongs solely to you. However, if you prefer that an absence notification is made on a more formal basis, the Dean of Students staff can ask a student to provide documentation of circumstances that prohibited class attendance or completion of assignments. With proper documentation, the Dean of Students staff will provide absence notification for life events that are beyond a student's control.

Examples include, but are not limited to:

- Illness or off-campus medical appointments or hospital admission
- Death of a family member or friend
- Court subpoenas
- Military orders

The Dean of Students staff **will not** provide absence notifications for the following reasons:

- Faith-based practices or celebrations
- Family celebrations
- Planned events such as vacations or trips abroad
- Internships, interviews, student organization or academic trips

For absences due to these circumstances, you are encouraged to discuss the reason for absence with the student and use your discretion when deciding whether or not to allow make-up work.

Students are informed that the Dean of Students staff provides absence notification only and does not excuse or approve absences. Faculty members have the final decision on the completion of any missed assignments, tests or other academic commitments.

Responding to Students in Distress

For Faculty, Staff, Teaching Assistants, Advisors and Others

Aggressive or Disruptive Behavior

If you believe the student is a threat to self or others, contact Radford University Police immediately.

An encounter with a student that leaves you uneasy or in fear for your safety should be taken seriously. If a student is agitated and/or aggressive, contact Radford University Police. The police will assist you in assessing the level of threat, determining the appropriate next step and dispatching additional law enforcement if necessary. Contact the Radford University Police Department at 540-831-5500.

Illness

If you are concerned about a student's physical health, make a referral to Student Health Services. Student Health staff educate students regarding self-care and wellness and assist members of the University community in managing health-related crises. Contact Student Health Services at 540-831-5111.

Emotional Behavior

If a student experiences emotional distress, struggles with a personal or academic issue, experiences a change in behavior such as withdrawal or depression or significantly changes physical appearance, you may make a referral to the University's Student Counseling Services (SCS). It is best if you discuss such a referral with the student prior to contacting SCS, as the student will need to come into the center to access services. SCS provides free, confidential mental health services for currently enrolled students. If you believe the situation is urgent, you may call in the student's presence and/or walk the student over to the center. If you are concerned about a student but unsure about the appropriateness of a counseling referral, contact the SCS staff for a consultation. Contact Student Counseling Services at 540-831-5226.

Disability

The Center for Accessibility Services (CAS) provides accommodations to students who have registered with their office and may have a visible, hidden or temporary disability. Students with disabilities have the choice to disclose or not to disclose the need for accommodations. If you are aware of a student with a disability who has difficulties, or you have questions about accommodations, contact the Center for Accessibility Services (CAS). The CAS staff will assist you in determining any accommodations that may be required for the student. Contact the Center for Accessibility Services at 540-831-6350.

Sexual Misconduct

As an employee of Radford University, you are required to report possible instances of sexual harassment or sexual misconduct by or toward any other member of the University community. Sexual harassment or misconduct cases against students, faculty or staff should be reported to the Office of Institutional Equity (OIE), which manages all Title IX cases. Contact the Office of Institutional Equity at 540-831-5307.

Appendix E: Faculty and Staff Resource Guide

Dean of Students

Faculty and Staff Resource Guide

IMPORTANT CONTACT INFORMATION

Campus Resources

Name	Phone
Emergency	911
Student Counseling Services	540-831-5226
Dean of Students Office	540-831-6297
Housing and Residential Life	540-831-5375
Radford University Student Health	540-831-5111
Center for Accessibility Services (CAS)	540-831-6350
Office of Student Standards and Conduct	540-831-5321
Office of Institutional Equity (Title IX)	540-831-5307
Radford University Police	540-831-5500
Substance Abuse and Violence Education Support (SAVES) Services	540-831-5709

Dean of Students Reporting Concerns

Faculty and staff members are encouraged to share concern for a student with the Dean of Students Office, enabling a more complete profile of the student in distress. This system is in place as one more available tool to report a concern. Phone calls to the Dean of Students Office are still welcomed and encouraged. This is not a system to use for emergencies.

Access for Faculty and Staff

Faculty members have the ability to report a concern for any student assigned to them, either enrolled in a course or as an advisee, on the Dean of Students website. Click "Report a Behavior of Concern."

Additional resources

Links to additional resources can be found on the Dean of Students website, www.radford.edu/dos. General student advocacy training is available for University faculty and staff, departments, groups and organizations. Customized training is provided, on request, by staff members in the Dean of Students Office.

Phone
540-831-6297

Email
dos-web@radford.edu

Walk-in
Heth Hall 274

Hours
8 a.m. - 5 p.m. weekdays

Contact us! An administrator serves on call after business hours and weekends year-round. You can reach the on-call administrator after hours and on weekends by calling Radford University Police at 540-831-5500.

Appendix F: Physical Distancing Implementation Plan

Physical Distancing Implementation Plan

RADFORD
UNIVERSITY

June 15, 2020

Physical Distancing Implementation Plan

- Visit all campus building spaces to confirm current floor plans
- Analyze existing buildings spaces relative to several aspects:
 - Classrooms reduced capacities
 - Class Labs reduced capacities
 - Open Labs reduced capacities
 - Research Labs reduced capacities
 - Gathering spaces reduced capacities
 - Conference rooms, toilets, dining, recreation, athletics, others
- Analyze buildings for entry and exit patterns
- Analyze campus for pedestrian paths
- Develop signage standards
- Compile furniture density requirements and associated moves/storage

Physical Distancing

RADFORD UNIVERSITY

Appendix F: Physical Distancing Implementation Plan

Physical Distancing Space Parameters

1. Floor Plan Parameters

- 6-foot minimum separation between students any direction
- 6-foot is measured "center-to-center" of students
- Maximum of 3 tables end-to-end between aisles
- Minimum 3-foot wide aisles
- 8-foot depth at front of rooms
- 10-foot separation for exertion activities
- Strive for 49 SF/station
- Assigned seats preferable

2. Furniture Parameters

- Assume use the same furniture currently in the space
- Can remove or rearrange

3. AV/IT Parameters

- Use the current AV/IT configurations/locations

4. Scheduling Parameters

- Classrooms schedules reduced seats – Registrar
- Class Labs schedules reduced seats – College/Department
- Open Labs schedules reduced seats – College/Department
- Research Labs schedules reduced seats – College/Department

5. Potential Temporary Classrooms/Labs Parameters

- Same parameters as existing classrooms/labs
- Did not identify typical conference rooms
- Rankings
 - 10 – easy transition, cost-effective, suitable AV/IT, low impact
 - 8 – similar but not quite as effective as 10
 - 5 – somewhat inflexible, costly, some impact, unsuitable AV/IT
 - 1 – inflexible, very costly, high impact, no AV/IT

Physical Distancing

RADFORD UNIVERSITY

Physical Distancing Space Analysis Process

- Visit all campus building spaces to confirm current floor plans
- Estimate reduced densities based on field visits, current floor plans, and SF/station
- Create space floor plan based on field visits information and proposed furniture layouts
- Perform actual furniture changes in the spaces based on created space floor plans
- Adjust reduced densities as required by actual furniture changes

Note: Due to the fact that all spaces are unique and actual field conditions are variable, reduced densities numbers will not be finalized until actual in-place furniture changes have been completed.

Physical Distancing

RADFORD UNIVERSITY

Appendix F: Physical Distancing Implementation Plan

Sample Building Assessment



Physical Distancing

RADFORD UNIVERSITY

Spreadsheet Data Compilation

CLASSROOMS

Building	Room	Sq Ft	Stations	SF/Station	Stations Reduced	SF/Reduced Static	Plan Created	Comments	Load
----------	------	-------	----------	------------	------------------	-------------------	--------------	----------	------

Potential Temporary Classrooms

Building	Room Number	Current Use	Current Capacity	Reduced Capacity	Rating	Comments
----------	-------------	-------------	------------------	------------------	--------	----------

Gathering Spaces

Building	Room Number	Current Use	Comments
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Physical Distancing

RADFORD UNIVERSITY

Appendix F: Physical Distancing Implementation Plan

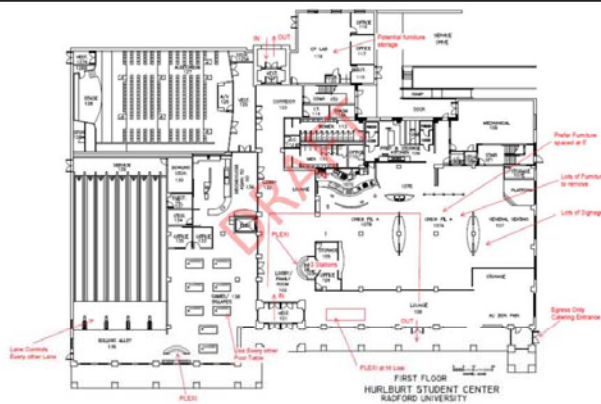
Sample Classroom Reduced Density Plan



Physical Distancing

RADFORD UNIVERSITY

Sample Building Entry/Exit Plan



Physical Distancing

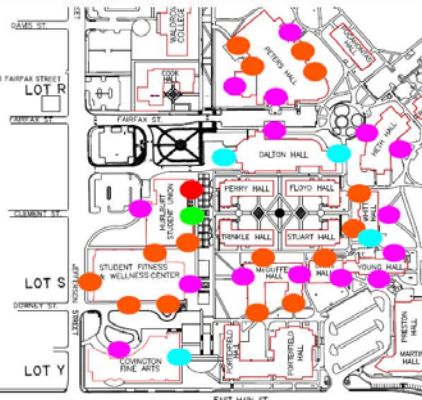
RADFORD UNIVERSITY

Appendix F: Physical Distancing Implementation Plan

Sample Campus Entry/Exit Plan

LEGEND/KEY

- CURRENT OPERATION
- ENTRANCE ONLY
- EXIT ONLY
- ENTRANCE AND EXIT WITH SEPERATION



Physical Distancing

RADFORD UNIVERSITY

Sample Photos of Instructional Spaces



Physical Distancing

RADFORD UNIVERSITY

Sample Photos of Instructional Spaces



Physical Distancing

RADFORD UNIVERSITY

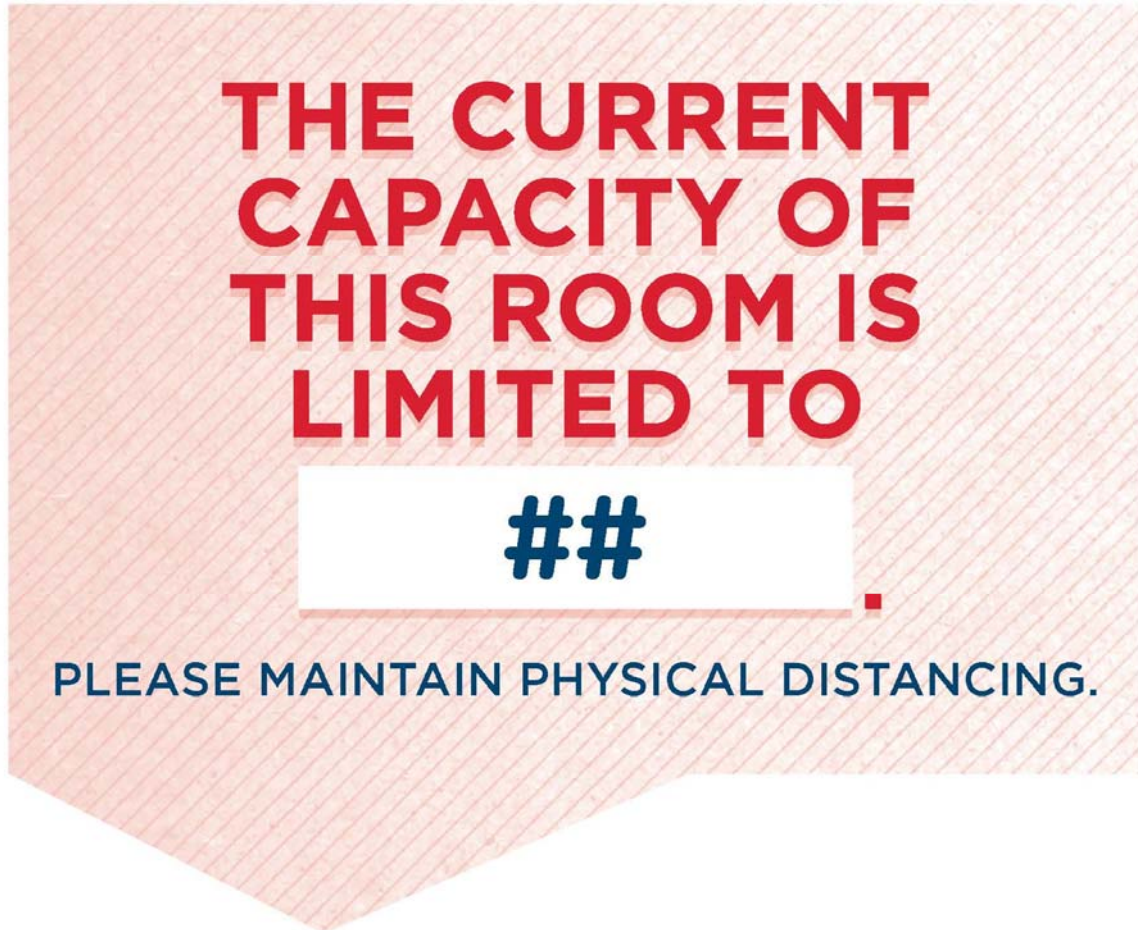
Sample Photos of Instructional Spaces



Physical Distancing

RADFORD UNIVERSITY

Appendix G: Physical Distancing Campus Signage



Slow the Spread.
DO THE FIVE.

- 

1 WASH HANDS
- 

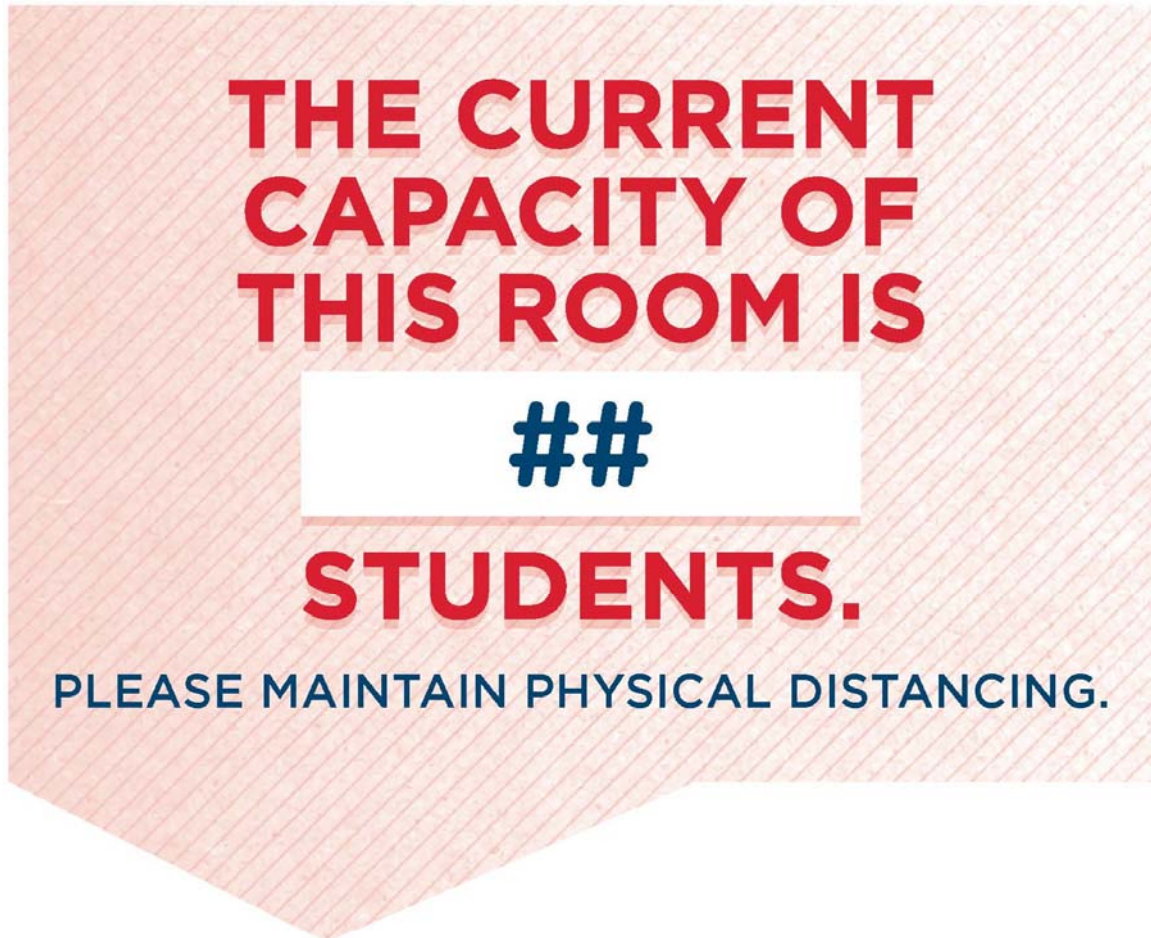
2 WEAR A MASK
- 

3 AVOID TOUCHING YOUR FACE
- 

4 MAINTAIN PHYSICAL DISTANCING
- 

5 STAY HOME IF YOU FEEL SICK

Appendix G: Physical Distancing Campus Signage



**Slow the Spread.
DO THE FIVE.**



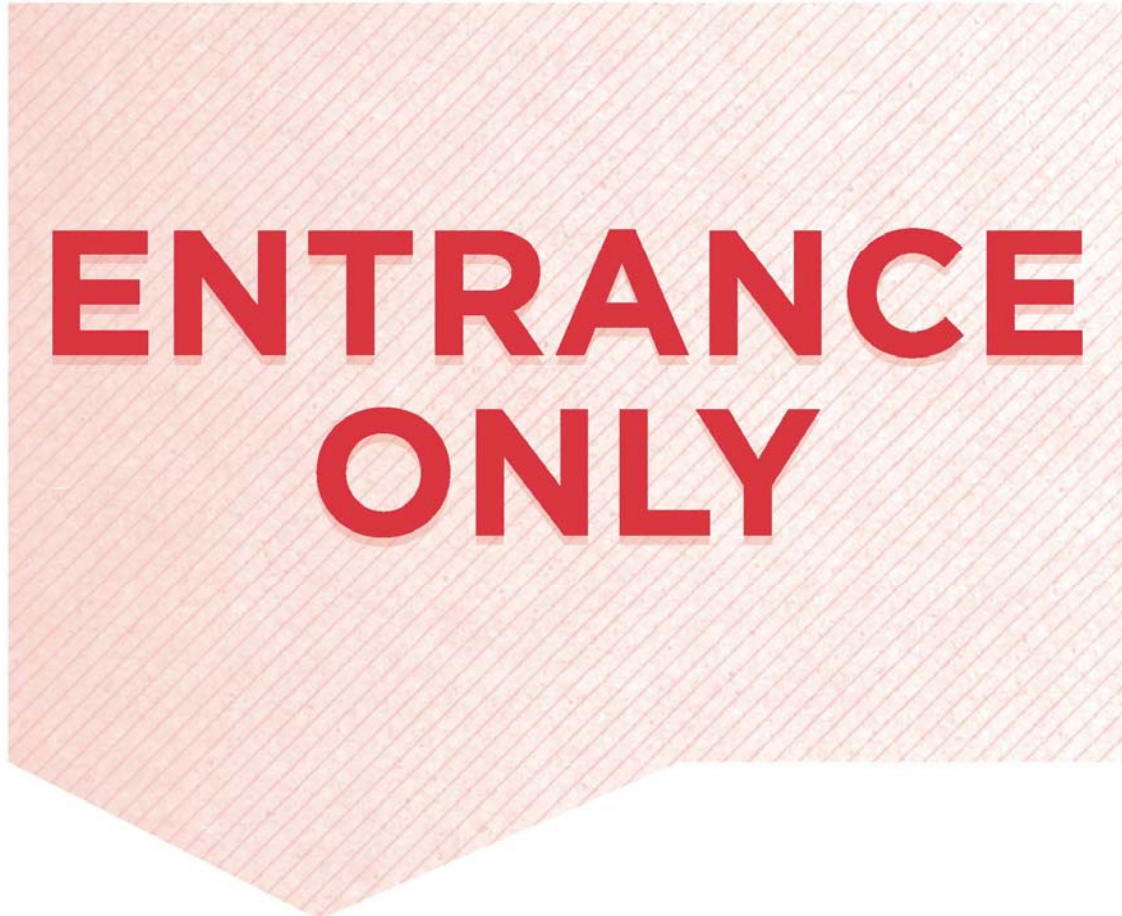
Appendix G: Physical Distancing Campus Signage



**Slow the Spread.
DO THE FIVE.**

-  **1 WASH HANDS**
-  **2 WEAR A MASK**
-  **3 AVOID TOUCHING YOUR FACE**
-  **4 MAINTAIN PHYSICAL DISTANCING**
-  **5 STAY HOME IF YOU FEEL SICK**

Appendix G: Physical Distancing Campus Signage



Slow the Spread.
DO THE FIVE.

- 

1 WASH HANDS
- 

2 WEAR A MASK
- 

3 AVOID TOUCHING YOUR FACE
- 

4 MAINTAIN PHYSICAL DISTANCING
- 

5 STAY HOME IF YOU FEEL SICK

Appendix G: Physical Distancing Campus Signage

**EXIT
ONLY**

**Slow the Spread.
DO THE FIVE.**



**1 WASH
HANDS**



**2 WEAR
A MASK**



**3 AVOID
TOUCHING
YOUR FACE**



**4 MAINTAIN
PHYSICAL
DISTANCING**



**5 STAY HOME
IF YOU
FEEL SICK**

Appendix H: Specialized Cleaning and Disinfection Guidelines

**COVID-19 Specialized Cleaning and Disinfection Guidelines****1. PURPOSE**

The *Specialized Cleaning and Disinfection Guidelines* for Radford University is intended to be activated in the event of an infectious disease outbreak or public health emergency on the Radford University campus. These guidelines are governed by the responsible party, Radford University Facilities Management. The purpose of these guidelines is to ensure that Radford University students, staff, visitors and any other constituents are provided with the safe and sanitary use of University facilities.

2. APPLICABILITY

The *Specialized Cleaning and Disinfection Guidelines* apply to all Radford University facilities which are under the University's operational control. These guidelines apply to Facilities Management Housekeeping staff and others trained on cleaning procedures and performing cleaning as an extension to Facilities Management Housekeeping staff. This could include other University personnel that are trained or contracted staff. It also applies to Radford University facilities available for use for work, classes, events, conferences and activities. Spaces leased by Radford University will be required to submit guidelines for specialized cleaning. These plans will be reviewed, approved, modified or rejected as appropriate to meet University requirements. Radford University Director of Housekeeping will be the responsible party for review and acceptance of these parties.

3. DEFINITIONS

Disinfection: The process of applying a chemical disinfectant solution to a hard, non-porous surface, with a spray bottle, mister, fogger, or electrostatic sprayer, and allowing the chemical solution to dwell for a specified amount of time before allowing to air dry or wipe dry.

Cleaning: The process of using a cleaning solution to a hard, non-porous surface, and agitating with appropriate equipment or by hand with an appropriate cloth or wipe to remove soil or debris. This includes other functions but not limited to vacuuming, trash removal, recycling removal, dusting, window cleaning, sweeping, general mopping, dust mopping, and detail cleaning.

Personal Protective Equipment (PPE): Gloves, goggles, safety glasses, face coverings, hoods, shoe covers, face shields, respirators, body suits, and anti-slip/stripping shoes are to be worn by Housekeeping staff at appropriate times dependent upon the scenario or circumstances.

Training: In-person or video sessions held by either a member of Environmental Health and Safety or Housekeeping Management to educate individuals about a specific topic. Safety and PPE, work procedures, chemical, material and equipment are covered and documented during training sessions.

Appendix H: Specialized Cleaning and Disinfection Guidelines

4. GUIDELINES

- A. Appropriate staff will receive training for cleaning and disinfection methods as well as appropriate personal protective equipment (PPE) in accordance with Centers for Disease Control and Prevention (CDC) guidelines. The Housekeeping Department will observe CDC and Virginia Department of Health social distancing guidelines and hand hygiene practices.
- B. The Housekeeping Department procedures for viral and bacterial activity prevention is to clean and disinfect on a daily basis: entrance doors, elevators, stairwells, public restrooms, classrooms and classroom furniture, public showers, water fountains, fixtures, public laundry rooms and other surfaces that are frequent points of human contact. Appropriate EPA registered disinfectant chemical(s) will be used in a manner established by the product label.
- C. Hand sanitizer and soap dispensers will remain stocked and diligently assessed for restocking. Dilution centers will remain stocked and applicator equipment and spray bottles will be stocked with fresh solution when necessary. Soiled Housekeeping materials will be cleaned, laundered or disposed of appropriately.
- D. It is critical for disinfection to be completed properly; a part of which is proper chemical contact time (dwell time). Therefore, it is imperative that groups schedule their spaces while allotting “preparation time” for a space in the EMS system, i.e. if a space would normally be scheduled at 8:00 a.m., instead schedule the space at 7:30 a.m. to avoid conflicts with cleaning and disinfection.
- E. Radford University’s dining services contractor is responsible for providing cleaning and disinfection services in all dining kitchens, preparation areas, service counters, dining tables and buffets for food or drink. Facilities Management Housekeeping will clean and disinfect entrances, elevators, public stairwells and public bathrooms.
 - i. Dining services contracted staff will remain responsible for cleaning and disinfecting eating area surfaces, furniture and floors.
- F. Radford University Athletic Department will be responsible for additional cleaning and disinfection beyond the initial daily cleaning and disinfection provided by the Housekeeping Department of the following spaces: athletic training rooms, locker rooms, weight rooms, offices, conference rooms, seating areas, hospitality areas, etc.
- G. Radford University Athletic Department staff will remain responsible for cleaning and disinfecting fitness equipment, all components of athletic training rooms and computer stations. The Student Recreation and Wellness Center staff will assist with additional cleaning and disinfection beyond the initial daily cleaning and disinfection provided by the Housekeeping Department including: offices, conference rooms and other various spaces used for events and exercise instruction.

Appendix H: Specialized Cleaning and Disinfection Guidelines

- i. SRWC staff will continue to be responsible for cleaning and disinfecting fitness equipment and cleaning around lifting stations. Housekeeping will coordinate floor cleaning around lifting stations in coordination with SRWC staff.
 - ii. SRWC staff will need to complete required OSHA training provided by EHS if using cleaning equipment and chemicals.
 - H. The University's Library staff will assist with additional cleaning and disinfection beyond the initial daily cleaning and disinfection provided by the Housekeeping Department of the following space types: computer stations, study rooms and open study spaces, lounge areas, meeting rooms and conference rooms.
 - i. Library staff are responsible for cleaning and disinfecting any aisles that contain books, music or movies. Housekeeping will only clean floors that are accessible in these areas.
 - ii. Library staff will need to complete required OSHA training provided by EHS if using cleaning equipment and chemicals.
 - I. The University's Information Technology Services staff will assist with additional cleaning and disinfection beyond the initial daily cleaning and disinfection provided by the Housekeeping Department of the following space types: computer labs, offices, meeting rooms, conference rooms, and reception areas.
 - i. In computer labs, Information Technology Services will be responsible for cleaning and disinfecting computer monitors, towers, keyboards, mice or areas covered by wires and cables connected to computers beyond the initial daily disinfection provided by Facilities Management Housekeeping Staff.
 - ii. Information Technology Services staff will need to complete required OSHA training provided by EHS if using cleaning equipment and chemicals.
 - J. Radford University's individual academic college staff will assist with additional cleaning and disinfection beyond the initial daily cleaning and disinfection provided by the Housekeeping Department of the following space types: classrooms, labs, study spaces, breakout rooms, and conference rooms used by students and staff, including after hours. Housekeeping Services conclude at 5:00 p.m. Monday through Friday in Academic classrooms. There are no weekend academic Housekeeping Services.
 - a. **Lab Cleaning**
 - i. In lab spaces, Housekeeping is only responsible for sweeping and mopping floors, emptying trash/recycling and refilling Housekeeping dispensers located in labs. Other surfaces will remain the responsibility of lab personnel. These types of surfaces include but are not limited to: counter tops, benchtops, drawer and cabinet handles, equipment controls and touchpads, hand tools, hoods, faucet handles, bottles, caps, bins, trays, etc.

Appendix H: Specialized Cleaning and Disinfection Guidelines

- ii. Instructional staff will need to complete required OSHA training provided by EHS if using cleaning equipment and chemicals.

b. Medical Exam Rooms/Patient Care

- i. In spaces used for patient care or for medical instructional use, Facilities Management Housekeeping staff are only responsible for sweeping or vacuuming and mopping floors, emptying non-biohazard trash and refilling sanitizer, soap and towel dispensers located in these spaces. Appropriate personnel will remain responsible for casework surfaces, counter and bench tops, drawer and cabinet handles, equipment controls and touch pads, hand tools, exam beds, chairs and stools, mannequins and other instructional-related material or equipment.
- K. Radford University Housing and Residential Life staff will assist with additional cleaning and disinfection beyond the initial daily cleaning and disinfection provided by the Housekeeping Department of the following space types: door handles and push plates, elevator call buttons and cart buttons, laundry sites, lounge and study common furniture and high touch points and kitchen and dining areas of residence halls.
- i. Housing and Residential Life staff will need to complete required OSHA training provided by EHS if using cleaning equipment and chemicals.

5. PROCEDURES**Specialized Cleaning and Enhanced Disinfection Work Provisions:**

Facilities Management Housekeeping Department will make the following additions to its normal cleaning and disinfections efforts:

1. Appropriate departments and approved staff will receive EHS OSHA training and then be provided with either dilution controlled disinfectant solution, disinfecting wipes or alcohol wipes as appropriate to be used for the cleaning and disinfection of their occupied spaces. When requested, Facilities Management Housekeeping supervisors or managers will replenish spray bottles and wipes for approved individuals.
2. Approved departments and colleges may request sanitizer, disinfectant wipes or alcohol wipes based on their individual needs from the Director of Housekeeping Services by e-mail.
3. Facilities Management Housekeeping staff will install and maintain additional hand sanitizer stations in high traffic and common areas as well as near classroom doors.
4. Facilities Management staff will utilize EPA registered disinfectant solution and wipes that are listed as efficacious for use against COVID-19.
5. Facilities Management Housekeeping staff will utilize electrostatic technology for application of disinfectant in hand held and backpack sprayers for increased coverage and efficiency.

Appendix H: Specialized Cleaning and Disinfection Guidelines

6. Facilities Management Housekeeping staff will provide daily disinfection to high points of human contact, i.e., door handles and push plates, door glass, public restrooms, elevators, and stairwell railings.
7. Facilities Management Housekeeping staff will provide daily disinfection to classroom doors, handles, tables, chairs and lecterns or podiums.
8. Facilities Management Housekeeping staff will follow CDC guidelines for cleaning and disinfecting.
9. Enhanced Housekeeping services are on the following pages.

Appendix H: Specialized Cleaning and Disinfection Guidelines

Space Type	Service	Frequency
Classrooms	Clean and disinfect door handles and push plates	2 x Daily
	Clean and disinfect tables, chairs, lectern, podium	2 x Daily
	Spot vacuum carpeted floors	5 x a Week
	Vacuum carpeted floors	1 x a Week
	Spot mop hard floors	5 x a Week
	Mop hard floors	1 x a Week
	Empty trash and recycling	5 x a Week
	Dust corners and horizontal surfaces	1 x a Week
	Reset classroom	5 x a Week
Labs	Clean and disinfect door handles and push plates	2 x Daily
	Spot vacuum carpeted floors	5 x a Week
	Vacuum carpeted floors	1 x a Week
	Spot mop hard floors	5 x a Week
	Mop hard floors	1 x a Week
	Empty trash and recycling	5 x a Week
	Dust corners and horizontal surfaces	1 x a Week
	Check and refill dispensers	5 x a Week
Offices	Clean and disinfect door handles	5 x a Week
	Vacuum carpeted floors	1 x a Month
	Sweep/Mop hard floors	1 x a Month
	Empty trash and recycling	1 x a Week
Commons/Entrances	Clean and disinfect door handles and push plates	2 x Daily
	Spot vacuum carpeted floors	5 x a Week
	Vacuum carpeted floors	1 x a Week
	Spot mop hard floors	5 x a Week
	Mop hard floors	1 x a Week
	Empty trash and recycling	5 x a Week
	Dust corners and horizontal surfaces	1 x a Week
	Spot clean and disinfect door glass	2 x Daily
	Clean glass, sills and ledges	1 x a Week

Appendix H: Specialized Cleaning and Disinfection Guidelines

Elevators	Clean and disinfect call buttons	2 x Daily
	Clean and disinfect cart buttons	2 x Daily
	Sweep/Mop hard floors	5 x a Week
Stairwells	Clean and disinfect door handles and push plates	2 x Daily
	Clean and disinfect stair railings	2 x Daily
	Sweep/Mop hard floors	1 x a Week
Conference/Study/Lounge Areas	Clean and disinfect door handles and push plates	2 x Daily
	Spot vacuum carpeted floors	5 x a Week
	Vacuum carpeted floors	1 x a Week
	Spot mop hard floors	5 x a Week
	Mop hard floors	1 x a Week
	Empty trash and recycling	5 x a Week
	Dust corners and horizontal surfaces	1 x a Week
	Clean glass, sills and ledges	1 x a Week
Restrooms	Clean and disinfect all surfaces	2 x Daily
	Check and refill dispensers	5 x a Week
	Clean and disinfect floors	5 x a Week
	Empty trash and recycling	2 x Daily
	Dust partitions and horizontal surfaces	1 x a Week
	Clean and disinfect mirrors and fixtures	2 x Daily

Appendix I: Facilities Management Initiatives (Summer 2020 Summary)

**COVID-19 Facilities Management Initiatives (Summer 2020 Summary)****1. PHYSICAL DISTANCING****a. ROOM DENSITIES**

- i. REVIEW OF ALL GATHERING SPACES ON CAMPUS TO ESTABLISH NEW ROOM DENSITIES THAT COMPLY WITH PHYSICAL DISTANCING GUIDELINES. THESE SPACES INCLUDE CLASSROOMS, LABS, CONFERENCE ROOMS, AND MEETING SPACES.
- ii. NEW ROOM DENSITIES WILL BE POSTED AT ALL APPLICABLE LOCATIONS.
- iii. SEATING CHARTS WILL BE COMPLETED FOR ALL CLASSROOMS. THESE SEATING CHARTS WILL BE POSTED WITHIN EACH CLASSROOM. SEE EXAMPLE SEATING CHART IN ATTACHMENT A.
- iv. FURNITURE WILL BE PHYSICALLY REMOVED FROM SPACES WITH NEW ESTABLISHED DENSITIES. THIS FURNITURE WILL BE STORED WITHIN THE BUILDING AS POSSIBLE.
- v. MARKS WILL BE MADE ON THE FLOOR AND/OR TABLES AS A WAY TO ILLUSTRATE TO STUDENTS, FACULTY, AND STAFF WHERE TO SIT AND WHERE TO MOVE FURNITURE IF IT BECOMES MISPLACED.

b. PHYSICAL BARRIERS

- i. CLEAR PLEXIGLASS BARRIERS WILL BE INSTALLED AS NEEDED ACROSS CAMPUS. THE CLEAR PLEXIGLASS BARRIERS WILL BE MADE AS FREE STANDING UNITS THAT SIT ON TOP OF EXISTING FURNITURE OR COUNTERTOPS. CUSTOM UNITS MAY BE MADE FOR SPECIAL CIRCUMSTANCES BUT MOST UNITS WILL MEASURE 36" TALL X 48" WIDE. SEE PICTURE OF EXAMPLE IN ATTACHMENT B.
- ii. LOCATIONS FOR BARRIERS MAY INCLUDE RETAIL TRANSACTION LOCATIONS, AREAS WHO FREQUENTLY GREET GUESTS AND WALK UP CUSTOMERS, AND SPECIAL SITUATIONS WHERE PHYSICAL DISTANCING IS DIFFICULT OR NOT FEASIBLE.

c. TRAFFIC CONTROL

- i. FACILITIES MANAGEMENT IS COMPLETING BUILDING SURVEYS TO IDENTIFY AREAS IN WHICH IT WILL BE BENEFICIAL TO CREATE ONE WAY TRAFFIC OR DEDICATED ENTRANCES AND EXITS. LIMITATIONS EXIST IN THIS EFFORT DUE TO FIRE CODE AND BULIDING CODE.
- ii. IN TRANSACTION LOCATIONS CROWD CONTROL STANCHIONS MAY BE USED TO CLEARLY DENOTE LINE LOCATIONS. ADDITIONALLY STANCHIONS OR OTHER PHYSICAL BARRIERS MAY BE USED TO PREVENT PEOPLE FROM APPROACHING AN AREA CLOSER THAN 6'.
- iii. CROWD CONTROL BARRIERS MAY BE USED NEAR BUILDING ENTRANCES AND EXITS TO AID IN TRAFFIC CONTROL FOR DEDICATED ENTRANCES AND EXITS.

Appendix I: Facilities Management Initiatives (Summer 2020 Summary)

2. SANITIZATION AND DISINFECTION**a. DOOR HARDWARE**

- i. FLIP DOWN DOOR HOLD OPEN DEVICES WILL BE INSTALLED ON ALL CLASSROOM DOORS AND LAB DOORS AS POSSIBLE. THESE DEVICES CANNOT BE INSTALLED ON FIRE RATED DOOR ASSEMBLIES. THE PURPOSE OF THESE DEVICES IS TO ALLOW ONE PERSON TO PROP A DOOR OPEN BEFORE AND AFTER CLASS AND ELIMINATE THE NEED FOR ALL STUDENTS TO TOUCH THE DOOR. SEE AN EXAMPLE IN ATTACHMENT C.
- ii. FOOT PULL DOOR DEVICES WILL BE INSTALLED AT ALL BATHROOMS LARGER THAN 100 SQUARE FEET. THESE DEVICES ALLOW PATRONS TO PULL THE DOOR OPEN WITH THEIR FOOT IN LIEU OF USING THEIR HANDS. SEE AN EXAMPLE IN ATTACHMENT D.
- iii. ANTISEPTIC COVERS AND FILMS WILL BE APPLIED TO ALL CLASSROOM DOOR HANDLES, EXTERIOR DOOR HANDLES, AND INTERIOR PUSH BARS. THESE FILMS USE AN OXIDATION PROCESS TO “KILL” GERMS ON HIGH TOUCH SURFACES. ADDITIONALLY THESE FILMS WILL BE APPLIED TO ELEVATOR BUTTONS. THESE DEVICES ARE EFFECTIVE FOR 90 DAYS.

b. HOUSEKEEPING

- i. THE HOUSEKEEPING DEPARTMENT WILL BE PUBLISHING AND IMPLEMENTING AN ENHANCED DISINFECTION PROGRAM. EMPHASIS WILL BE PLACED ON HIGH TOUCH SURFACES AND COMMON AREAS.
- ii. THE HOUSEKEEPING DEPARTMENT WILL BE INSTALLING AND MAINTAINING APPROXIMATELY 400 ADDITIONAL SANITIZER LOCATIONS ACROSS CAMPUS. THIS IS IN ADDITION TO THE EXISTING LOCATIONS. INSTALLATION WILL BE PRIORITIZED NEAR HIGH TRAFFIC AREAS AND INSTRUCTIONAL SPACES.

3. COMMUNICATION**a. SIGNAGE**

- i. FACILITIES MANAGEMENT IS WORKING CLOSELY WITH UNIVERSITY RELATIONS TO FINALIZE ARTWORK TO SUPPORT NECESSARY MESSAGING ACROSS CAMPUS. THIS ARTWORK MAY BE USED IN PHYSICAL SIGNS, WEBSITES, PUBLICATIONS, ETC.
- ii. SIGNAGE LOCATIONS – SIZE – DESCRIPTION
 1. ALL INSTRUCTIONAL SPACES – 8.5” X 11” – WALL MOUNTED SIGNS ENCOURAGING SAFE PRACTICES PLUS A POSTED LAYOUT AS APPLICABLE.
 2. MEETING AND GATHERING SPACES – 8.5” X 11” – WALL MOUNTED SIGNS ENCOURAGING SAFE PRACTICES PLUS A POSTED ROOM DENSITY.
 3. BATHROOMS, KITCHENS, AND BREAK ROOMS – 8.5” X 11” – WALL MOUNTED SIGNS ENCOURAGING HAND WASHING AND PHYSICAL DISTANCING.
 4. ELEVATORS – 8.5” X 11” – WALL MOUNTED SIGNS INDICATING MAXIMUM NUMBER OF PASSENGERS.

Appendix I: Facilities Management Initiatives (Summer 2020 Summary)

5. ELEVATOR FLOORS – 10” DIAMETER – ROUND FLOOR DECALS INDICATING WHERE PEOPLE STAND.
6. AREAS OF HIGH TRAFFIC AND CONGREGATION – 22” X 28” – FREE STANDING POSTER STANDS ENCOURAGING SAFE PRACTICES.
7. BUILDING ENTRANCES – 26” X 44” – EXTERIOR GRADE SIGNS INDICATING DEDICATED ENTRANCES AND EXITS AS NEEDED.
8. RETAIL LOCATIONS AND LINE FORMING AREAS – 10” DIAMETER – ROUND FLOOR DECALS SHOWING SOCIAL DISTANCING AND LOCATIONS TO STAND OR QUEUE.
9. SEE SIGNAGE EQUIPMENT EXAMPLES IN ATTACHMENT E.

iii. OTHER PLATFORMS

1. FACILITIES MANAGEMENT WEBSITE – FACILITIES WILL POST INFORMATION ABOUT ACTIONS TAKEN ON WEBSITE.
2. FACILITIES WILL PRINT AND PROVIDE ARTWORK TO STUDENT ACTIVITIES FOR BULLETIN BOARD POSTING.
3. FM, INFORMATION TECHNOLOGY, AND UNIVERSITY RELATIONS WILL WORK TOGETHER TO LEVERAGE DIGITAL SIGNAGE PLATFORMS.

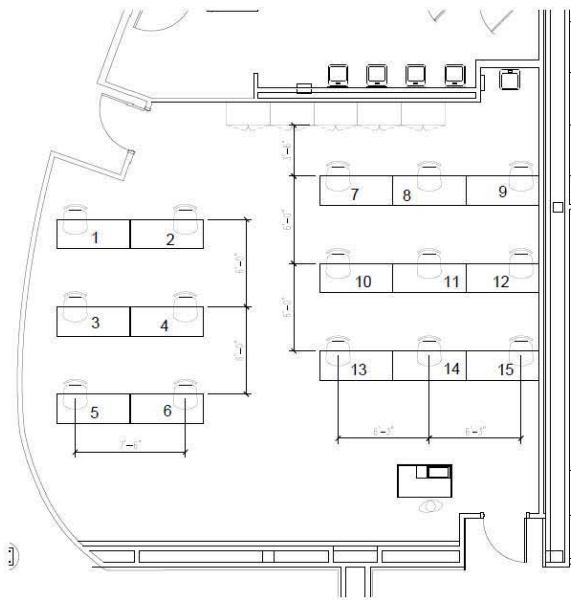
4. HVAC AND VENTILATION

- a. FACILITIES MANAGEMENT WILL CONTINUE TO MONITOR GUIDANCE FROM ASHRAE.
- b. FACILITIES MANAGEMENT IS ENSURING THAT ALL AIR FILTERS ARE CHANGED WITHIN 1 MONTH OF REOPENING DATE. FILTERS WILL BE CHANGED ON 4 MONTH CYCLES.
- c. FACILITIES MANAGEMENT WILL INCREASE OUTDOOR AIR VENTILATION AS MUCH AS POSSIBLE IN BUILDINGS. THIS EFFECTIVELY CREATES MORE AIR EXCHANGES THEREBY PROVIDING MORE “FRESH” AIR.
- d. FACILITIES MANAGEMENT IS COMPLETING A COMPLETE INVENTORY AND INSPECTION OF UV DISINFECTION EQUIPMENT WITHIN CAMPUS AIR HANDLERS. THIS EQUIPMENT WILL BE REPAIRED AS NEEDED DURING THAT PROCESS.

Appendix I: Facilities Management Initiatives (Summer 2020 Summary)

ATTACHMENTS

A. EXAMPLE ROOM LAYOUT



B. CLEAR PHYSICAL BARRIER EXAMPLE



Appendix I: Facilities Management Initiatives (Summer 2020 Summary)

C. DOOR HOLD OPEN DEVICE



D. BATHROOM DOOR FOOT PULL



Appendix I: Facilities Management Initiatives (Summer 2020 Summary)

E. VARIOUS DISPLAY AND MESSAGING EXAMPLES



Appendix J: Alternative Work Arrangement Request Form

RADFORD UNIVERSITY

COVID-19 Alternative Work Arrangement Request Form
Fall 2020

Employee's Name _____ RUID _____

Department _____ Home/Cell phone _____

Work email _____

Normal Work Days/Hours _____ Requested Work Days/Hours _____

Requested Start Date _____ Requested End Date _____

Alternate Work Site location (address) _____

Alternate Work Duties or Schedule Requested:

Employee's Signature _____ Date: _____

For Internal Purposes Only

SIGNATURES

Dean, Director or Department Head _____ Date _____

Vice President _____ Date _____

Human Resources _____ Date _____

Completed request forms should be submitted to HR at hr@radford.edu or mailed to P.O. Box 6889 by June 22, 2020.

Appendix K: Cloth Mask or Face Covering Distribution Plan

**COVID-19 Cloth Mask or Face Covering Distribution Plan****Overview**

This document provides a general outline of the method that the University will utilize for the distribution of University provided cloth masks or face coverings to campus, including students, faculty, and staff, as well as identifying the campus partners who will be coordinating this distribution. *Students with questions regarding face coverings should contact the [Division of Student Affairs](#), while faculty and staff should direct their questions to the [Office of Environmental Health and Safety](#).*

Distribution to Students

Distribution for students will be handled through the Division of Student Affairs. Environmental Health and Safety (EHS) will provide cloth face coverings (two per student) to Student Affairs staff. The amount of face coverings supplied will be dependent on the need conveyed to EHS. Coordination and further distribution to students (both on- and off-campus) will be handled internally by Student Affairs personnel. It will be the responsibility of Student Affairs to track and document the receipt of face coverings to each student. *Students with questions regarding face coverings should contact the [Division of Student Affairs](#).*

Distribution to Employees (Faculty/Staff)

Distribution for employees will initially be handled by EHS. Delivery of cloth face coverings will be made to colleges, divisions, or departments dependent on the organizational and reporting structure of each unit. The coverings will be delivered to either department heads, deans, or directors, based on the direction of the division head, in sufficient quantity to allow for two coverings to be made available to each employee within their unit. It will be the responsibility of each college, division, or department to track and document the receipt of face coverings to each employee within their unit. *Faculty and staff should direct any questions to their supervisor and/or the [Office of Environmental Health and Safety](#).*

Care and Use

Best practices for fabric and cloth masks are provided below.

- Wash all provided face masks or coverings upon receipt. The masks are not sterilized.
- Wash the mask after each use. Reusable face coverings should be taken home and laundered each night.
- Wash in hot water with regular detergent. Dry completely on a hot setting. Reusable face masks or coverings can be washed with other laundry items.
- Before putting on a mask and immediately after removing, wash hands with soap and water, or use an alcohol-based hand sanitizer if there is no access to handwashing facilities.
- Ensure the mask fits snugly around the mouth and nose. Coverings should fit comfortably against the sides of the face, placed over the mouth and nose, and be secured with ties or ear loops.

Appendix L: Universal Masking and Cloth Mask Guidance

- Individuals should be careful not to touch their eyes, nose, and mouth when removing face masks or coverings.
- Do not wear the mask if it is damp or wet from spit or mucus.
- Remove the mask from behind without touching the front side.
- Do not put a used face mask or covering in places where others can touch it or where germs trapped in your face mask or covering can touch other surfaces. Keep a paper bag with you to store your face covering if you will be taking it off.

Note: Reusable cloth face coverings should not be worn when conducting work or research in a laboratory where direct handling of hazardous chemicals, biohazards, or radioactive materials may occur. Disposable face coverings should be worn in these types of settings.

Wearing a mask does not replace the need to follow physical distancing guidelines. It does not replace frequent handwashing, avoiding touching the face, and staying away from people who are ill. These are the most important steps to prevent the spread of COVID-19 and are expectations of Radford University for all students, faculty, staff, and visitors.

Appendix L: Universal Masking and Cloth Mask Guidance



COVID-19 Universal Masking and Cloth Mask Guidance

Overview

This document provides general guidance on the use and care of reusable cloth masks and face coverings. Based on a review of the U.S. Centers for Disease Control and Prevention (CDC) recommendations and state guidelines, the University is requiring the use of masks as an additional precaution during the COVID-19 outbreak. Face masks and coverings should be used when two or more people are unable to remain at least six feet from one another. Masks made of fabric and cloth are not considered Personal Protective Equipment (PPE). However, these masks can be an effective complement to physical distancing, handwashing, and other mitigation measures. *For questions regarding access to PPE, please consult with the [Office of Environmental Health and Safety](#). Any individuals who need consideration for PPE, due to a medical accommodation, should contact [Human Resources](#).*

Required Use

Students will be required to wear face coverings while in class, conducting business on campus, and sharing common areas and spaces. Faculty will be provided the option to utilize a clear barrier at a podium or wear a face covering. The clear barrier may be preferred by some faculty as some students require accommodations for comprehension of material being discussed and/or presented. Employees, both faculty and staff, in their offices working independently will not have to wear face coverings. Employees in common areas and shared/meeting spaces will be required to wear face coverings. Face coverings will not be required outside; however, they will be required anywhere that appropriate physical distancing is not possible.

Cloth masks limit the **wearer** from spreading infectious droplets in the air by containing coughs, sneezes, and particles generated when the wearer talks. Use of cloth masks will help reduce the likelihood of transmission of the virus to others. *Remember this saying: "My mask protects you, your mask protects me."* However, **face masks and coverings do NOT eliminate the need for physical distancing of at least six feet.**

Obtaining Face Masks and/or Coverings

The University will provide face coverings to every student, faculty, and staff. For University students, including students living off-campus, face coverings will be distributed as part of the move-in process. For details, contact the [Division of Student Affairs](#). For faculty and staff, distribution will vary. Broad-based distribution will be coordinated by the [Office of Environmental Health and Safety](#) in accordance with the University's distribution plan. Employees and students who wish to wear homemade or previously purchased face masks or face coverings instead of University-issued coverings, may do so as long as the coverings:

- Fit snugly and comfortably against the side of the face;
- Are secured with ties, ear loops, or equivalent;
- Include multiple layers of fabric;
- Allow for breathing without restriction; and
- Do not contain any derogatory, offensive, and/or lewd messages either in words or pictures.

Appendix L: Universal Masking and Cloth Mask Guidance

Visitors who come to campus should have their own mask prior to arrival. This includes contractors and contract employees. If a visitor does not have their own mask, they should inquire with their University contact to see if a mask is available. Otherwise, masks will be available for purchase in the University Bookstore.

RUC faculty, staff, and students must adhere to any additional Carilion guidelines for face masks and coverings. At this time Carilion requires the use of a face covering for entry within the Community Hospital facility. Additionally, if directly working with patients, face shields and gloves may be required. Due to the nature of certain clinical requirements, additional safety precautions and equipment may be required. Please consult with program directors or clinical coordinators for further guidance.

Precautions

Face masks are only effective for protection if they are handled, worn, stored, and laundered or disposed of properly. Experts continue to strongly urge everyone to maintain at least six feet of physical distancing when possible—even with the use of face masks.

Face coverings are not personal protective equipment. The CDC recommends the use of coverings to decrease the spread of droplets containing the virus that may be generated when the wearer coughs, sneezes or talks.

Wearing a face covering does not replace the need for physical distancing or other measures to prevent the spread of the virus that causes COVID-19. In addition to wearing cloth face coverings, remember to:

- Avoid contact with those who are sick, stay home if you are sick, and if you become sick at work, distance yourself from co-workers, contact your supervisor and go home.
- Maintain at least six feet of distance from others on campus at all times, or as often as feasible.
- Frequently clean hands with soap and water, or use an alcohol-based hand sanitizer (with at least 60% alcohol) if handwashing facilities are unavailable.
- Avoid touching your eyes, nose, and mouth.
- Practice good cough and sneeze etiquette.
- Routinely disinfect high touch points, facilities, work areas, personal electronics, and shared equipment and spaces. Frequently-touched surfaces in University vehicles should be wiped down after each shift or before a different employee uses the vehicle, including steering wheels, door handles, turn signals, gear shifts, and seat belts. Facilities Management Housekeeping will be engaging in enhanced cleaning/disinfecting procedures.
- Face coverings should not create additional hazards to the user, e.g. restrictions to breathing, or entanglement hazards with ties and straps.

Special Situations

A face covering is not required when working alone in segregated spaces (i.e., cubicles with walls, private offices, etc.) or when walking alone outdoors away from others. The requirement for a face covering does not apply to anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.

Appendix L: Universal Masking and Cloth Mask Guidance

Cloth face coverings are not to be used in laboratories where individuals may be working with hazardous, biological, or radioactive materials. People working in laboratories should be provided surgical masks and potentially other types of respiratory protection. A mask used in a laboratory setting that has the potential for contamination should not be worn outside of the laboratory. As you do with other laboratory PPE, such as a lab coat and gloves, the mask you wear in the laboratory should be removed before leaving or when leaving the laboratory.

N95 respirators and KN95 respirators are critical PPE that must be reserved for healthcare workers, medical first responders and those performing the limited high-risk tasks directly supporting the continuity of healthcare, public safety, or those with approved accommodations.

Circumstances Where Physical Distancing is Difficult to Achieve

There may be instances where physical distancing is difficult to achieve or maintain due to different instructional needs or workplace operations. Such cases, as identified by University departments, operational units, and/or Facilities Management, will be referred to the [Office of Environmental Health and Safety](#) for evaluation. In these cases, it may be determined that PPE may be needed including, but not limited to: gloves, face shields, disposable gowns, and/or respiratory protection.

Care and Use

Face masks and coverings should be made with multiple layers of fabric, allow for breathing without restriction, and be able to be laundered and machine dried without damage.

Best practices for fabric and cloth masks are provided below:

- Wash all provided face masks or coverings upon receipt. The masks are not sterilized.
- Wash the mask after each use. Reusable face coverings should be taken home and laundered each night.
- Wash in hot water with regular detergent. Dry completely on a hot setting. Reusable face masks or coverings can be washed with other laundry items.
- Before putting on a mask and immediately after removing, wash hands with soap and water, or use an alcohol-based hand sanitizer, if there is no access to handwashing facilities.
- Ensure the mask fits snugly around the mouth and nose. Coverings should fit comfortably against the sides of the face, placed over the mouth and nose, and be secured with ties or ear loops.
- Individuals should be careful not to touch their eyes, nose, and mouth when removing face masks or coverings.
- Do not wear the mask if it is damp or wet from spit or mucus.
- Remove the mask from behind without touching the front side.
- Do not put a used face mask or covering in places where others can touch it or where germs trapped in your face mask or covering can touch other surfaces. Keep a paper bag with you to store your face covering if you will be taking it off.
- Do not hoard or stockpile face masks and/or coverings. Supplies are limited and difficult to find. Your cooperation is needed to ensure that we can protect our entire campus community.

Appendix L: Universal Masking and Cloth Mask Guidance

Best practices for disposable face masks and coverings are provided below:

- Reusable cloth face coverings should not be worn when conducting work or research in a laboratory where direct handling of hazardous chemicals, biohazards, or radioactive materials may occur. Disposable face coverings should be worn in these types of settings.
- Use disposable coverings until they become damaged, soiled, or wet. If a mask becomes damp from normal respiration, perspiration or from water, remove the mask and store in a sanitary location (e.g. paper bag to allow the mask to dry and then reuse).
- Disposable coverings, if not exposed to hazardous materials (e.g. laboratory work), can be reused following a storage and rotation method. If their storage location (e.g. paper bag) is clearly dated with the date used and then also indicated the date when the mask can be reused. The date for reuse should be 72 hours (three days) after the date when last used.
- Students and employees who conduct work or research at the laboratory bench with hazardous chemicals, biohazards, or radioactive materials, or who work each day in a healthcare setting, must discard the disposable face covering at the end of the day.

Unaffiliated Work Locations

Work sites for faculty, staff, or students that are unaffiliated with Radford University must follow the guidelines established for that work site. Those in healthcare locations, including clinics and hospitals, must follow the requirements of each facility. If working or learning within another school, business, or other public location, individuals must adhere to the specific requirements for each location. Masking and PPE questions can be directed to your supervisor/adviser and/or the [Office of Environmental Health and Safety](#).

N95s and Surgical Masks

Both N95s and surgical masks are considered PPE by the Occupational Health and Safety Administration (OHSA). Those required to wear an N95 given their specific job duties must be medically cleared, trained, and fitted as an N95 is a type of filtering facepiece respirator. Use of an N95 requires enrollment in the University's [Respiratory Protection Program](#). N95s are in short supply and are only to be worn by persons, such as healthcare workers and emergency responders, who are in direct contact with ill or potentially ill patients. Use of N95s should be limited to those in healthcare, emergency response, or those with approved accommodations. Respirators with exhalation valves, including N95 respirators with an exhalation valve, allow unfiltered exhaled air to be released and will not protect others near you against COVID-19.

A surgical mask is a type of PPE that is traditionally used in healthcare settings to lower the emission of particles generated when the user coughs, talks, or sneezes. Surgical masks are also in short supply and should be conserved for use in healthcare settings.

Face masks and face coverings are not PPE, however, their use is recommended to decrease the spread of droplets containing the virus that may be generated when the wearer coughs, sneezes, or talks. The CDC recommends wearing cloth face coverings when physical distancing measures cannot be maintained.

Accommodations for use of a N95 respirator:

- Wearing an N95 respirator as a workplace accommodation requires contacting the [Department of Human Resources](#).

Appendix L: Universal Masking and Cloth Mask Guidance

- Those receiving accommodation approval will work with the [Office of Environmental Health and Safety](#) to both receive an N95 and complete the N95 Voluntary Use form.
- The use of this N95 is solely for a workplace accommodation during the COVID-19 pandemic and is only to be used in employees in positions that are deemed to not have occupational exposure to respiratory hazards.
- The wearer of the N95 acknowledges that wearing it does not replace the need to adhere to other Radford University and [CDC guidance](#) to limit the spread of illness (physical distancing, proper hand hygiene, etc.).

General Questions**Do members of the public or visitors to campus, who are outdoors, need to wear a mask?**

No, but they must maintain physical distancing. Physical distancing, also called “social distancing,” means keeping space between yourself and other people outside of your home. To practice physical or social distancing:

- Stay at least six feet from other people;
- Do not gather in groups; and
- Stay out of crowded places and avoid mass gatherings.

Does someone working in a personal office need a mask or face covering at all times?

Employees isolated in their personal office space, when unshared with any other colleagues, do not need to wear a mask or face covering. However, when the employee leaves their individual office or has invited a colleague into their office, they should wear a mask or face covering. Additionally, one cannot wear a mask or face covering while eating or drinking. At those times, physical distancing techniques should be applied.

Are masks required while driving for work and around campus?

If the person is driving alone throughout the trip, no mask is needed in the vehicle, however, if there are two or more people in the vehicle, a mask should be worn by all occupants. Travel through a drive thru of any kind should also require the use of a mask. Groups planning to take vans or bus trips should reach out to the [Office of Environmental Health and Safety](#) for guidance on how to proceed. When possible, windows should be at least partially open to provide as much fresh air circulation as possible.

What if I do not have a face covering?

Visitors who come to campus and who do not have a face covering may purchase should inquire with their University contact to see if a mask is available. Otherwise, a mask may be available for purchase at the University Bookstore.

Both employees currently working on campus and students living in the residence halls, as well as students living off-campus, should receive face coverings from the University by the beginning of the Fall 2020 semester. Please refer to the University Mask Distribution Plan for more details.

Do masks need to be utilized in the classroom?

Students will be required to wear face coverings while in class, conducting business on campus, and sharing common areas or spaces. Faculty will be provided the option to utilize a clear barrier at a podium or wear a face covering. The clear barrier may be preferred by some faculty as some

Appendix L: Universal Masking and Cloth Mask Guidance

students require accommodations for comprehension of material being discussed and/or presented. Employees, both faculty and staff, in their offices working independently will not have to wear face coverings. Employees in common areas and shared/meeting spaces will be required to wear face coverings. Face coverings will not be required outside; however, they will be required anywhere that appropriate physical distancing is not possible.

Is there a recommended type of homemade or purchased mask that can be used on campus?

Those utilizing their own homemade masks should follow [CDC guidance](#) in constructing their mask or face covering. Homemade and purchased masks should not contain any derogatory, offensive, and/or lewd messages either in words or pictures.

What if the person I am supposed to work or learn next to is not maintaining physical distancing nor wearing a face covering when in close proximity to me?

Physical distancing is necessary to mitigate the spread of COVID-19. If an individual has concerns regarding the actions or inactions of another person regarding these guidelines, they are encouraged to discuss this with their supervisor, instructor, or other management personnel.

Will the guidelines of this document be enforced?

The University's face covering requirement will be enforced by the local health district and will be monitored by the appropriate University division, department, and/or office. Individuals are asked to exercise social responsibility, as well as kindness, with respect to the face covering requirement. If you encounter students, faculty, and staff who are not wearing face coverings, be mindful that there could be clear and compelling reasons.

Appendix M: Masking Signage

**The requirement to wear a face covering does not apply to the following:**

1. While eating or drinking.
2. Individuals exercising or using exercise equipment.
3. Any person who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
4. Any person seeking to communicate with the deaf or hard of hearing and for which the mouth needs to be visible.
5. When temporary removal of the face covering is necessary to secure government or medical services.
6. Persons with health conditions that prohibit wearing a face covering.
7. The use of a face covering by any person for whom doing so would be contrary to his or her health or safety because of a medical condition.

At Radford University, students will be required to wear face coverings while in class, conducting business on campus, and in shared/common spaces.

Faculty will be provided the option to stand behind a clear barrier at a podium or wear a face covering.

Employees, both faculty and staff, in their offices working independently will not have to wear face coverings. Employees in common areas and shared/meeting spaces will be required to wear face coverings.

Face coverings will not be required outside; however, they will be required anywhere that appropriate physical distancing is not possible.



Executive Order 63 (2020)

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Appendix N: Isolation and Quarantine Guidance

**COVID-19 Isolation and Quarantine Guidance****Overview**

Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. Close contacts of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms.

In preparation for the return of students living in campus housing, guidance on quarantine and isolation housing has been outlined based on CDC and VDH regulations. Sending sick residents to their campus room or apartment could be unfeasible, pose logistical challenges, or pose risk of transmission to others either on the way to the home or once there. Consultation with the local health department can help to determine appropriate housing for the period in which a person needs to self-isolate and monitor for symptoms or worsening symptoms.

Quarantine versus Isolation

Quarantine is used to **keep someone who might have been exposed to COVID-19 away from others**. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation is used to **separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected**. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

When to quarantine someone:

If you feel healthy but:

- Recently had close contact with a person with COVID-19.

Stay Home and Monitor Your Health (Quarantine)

- Stay home until 14 days after your last exposure;
- Check your temperature twice a day and watch for symptoms of COVID-19; and
- If possible, stay away from people who are at high-risk for getting very sick from COVID-19.

When to isolate someone:

If you:

- Have been diagnosed with COVID-19;
- Are waiting for test results; or

Appendix N: Isolation and Quarantine Guidance

- Have a cough, fever, or shortness of breath, or other symptoms of COVID-19.

Isolate Yourself from Others

- Stay home;
- Use a separate bathroom, if available; and
- If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets.

For COVID-19, a close contact is defined by the CDC as any individual who was within six feet of an infected person for at least 15 minutes starting from 48 hours before illness onset (or, for asymptomatic patients, 10 days prior to positive specimen collection) until the time the patient is isolated.

Discontinuation of Quarantine and Isolation:

Person(s) directed by their primary care physician, student health services, or the local health department to isolate or quarantine based on health assessment or testing related to COVID-19, can be released under the following criteria;

Release Date from Quarantine

- 14 days from last exposure if not a household member; or
- If a household member, it is 14 days after the initial sick person gets released from isolation. Which means, sometimes the quarantine is longer than the isolation period.

Release Date from Isolation WITHOUT Additional Testing

- If you had COVID-19 symptoms:
 - At least 10 days have passed since symptoms first appeared;
 - Fever free for at least 3 days (that is 72 hours without the use of medicine that reduces fevers); and
 - Other respiratory symptoms have improved (for example, when your cough or shortness of breath have improved).
- If you tested positive for COVID-19 and never had any symptoms:
 - At least 10 days* have passed since the date of your first positive COVID-19 diagnostic (molecular) test; and
 - You continue to have no symptoms (no cough or shortness of breath) since the test.

NOTE: Because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after the first positive test.

Release Date from Isolation WITH Additional Testing

- If you had COVID-19 symptoms and will be tested to determine if you are still contagious:
 - You no longer have a fever (without fever-reducing medicine);
 - Other respiratory symptoms have improved (for example, when your cough or shortness of break have improved); and

Appendix N: Isolation and Quarantine Guidance

- Negative results of an FDA Emergency Use Authorization COVID-19 diagnostic (molecular) test from at least two consecutive respiratory specimens collected at least 24 hours apart (total of two negative specimens).**
- If you tested positive for COVID-19 and never had any symptoms and will be tested to determine if you are still contagious:
 - Negative results of an FDA Emergency Use Authorization COVID-19 diagnostic (molecular) test from at least 2 consecutive respiratory specimens collected at least 24 hours apart (total of 2 negative specimens)**.

***All test results should be final before isolation is ended. There have been reports of prolonged detection of RNA without direct correlation to viral culture; however, detecting viral RNA via PCR does not necessarily mean that infectious virus is present.*

Guidance on release dates for persons in quarantine or isolation can be provided by the local health department.

Ensure any staff remaining to support students in on-campus housing receive necessary training to protect themselves and residents from the spread of COVID-19. Staff should also be trained on how to respond if a resident becomes ill. Adequate cleaning and personal hygiene supplies should be made available.

Quarantine/Isolation Housing Location

The University-operated apartments located at 1015 Calhoun Street will be held for isolation housing needs. This apartment complex has capacity of a 36 person minimum and a 54 person maximum capacity depending upon configuration and usage.

Should the University reach capacity in the isolation housing, it is possible that students would remain in their rooms for the isolation/quarantine period. This scenario is likely if we have an outbreak on campus, which should this occur, isolation in their current rooms is likely the only option. Further guidance from VDH would be available in this situation.

Essential Needs for Person(s) under Quarantine or Isolation Orders

When an order of quarantine or isolation is issued, essential needs of a person must be met, including, but not limited to food, water, health care, and other essential needs.

Housing

If the individual requires housing outside of their home, they must be medically well enough and able to care for themselves in an unsupervised environment. Housing should be identified that meets the minimum housing standards:

- Hot and cold running water;
- Heat during the colder months;
- Air conditioning for the warmer months;
- The door should lock, open, and close with ease;
- Refrigerator and microwave in the room;
- Private, attached bathroom; and

Appendix N: Isolation and Quarantine Guidance

- Phone available if the client does not have a personal phone.

Cleaning

- Housekeeping services must be suspended.
- Adequate facilities for temporary storage of food wastes or other garbage:
 - Trash may be picked up outside the door.
 - Double bag trash and set outside on specific days/times.
 - Consideration should be given to provide enough trash bags for 14 days inside the room and pick-up would occur after the person has been released.

Meals

- Dining Services will provide boxed meals twice a day, at a minimum, for delivery to anyone in isolation housing.
- Meals will be dropped off outside of the door and retrieved by the person in isolation housing once the delivery person has left.
- Other foods may be delivered and left outside of the door for the person to consume at their convenience. Any drop off of such food should be coordinated to minimize exposure.
- Proper PPE will be provided should someone need to interact with the person in isolation.

Essential Items

Certain essential items may be provided by the University for the isolation housing:

- Bottled water;
- Bed linens, including blanket and comforter;
- Trash can and bags;
- Personal hygiene items (soap, shampoo, toothbrush/toothpaste, feminine products, etc.);
- Toilet paper;
- Paper towels;
- Tissues;
- Dinnerware (plates, bowls, cups, spoons, forks, knives, etc.);
- Dishwashing soap;
- Means for washing clothes (laundry detergent);
- Masks and gloves (should the person need to interact with someone); and
- Household disinfectant for cleaning.

There will be a need for some items to be provided by the person in isolation. Dependent upon the situation, the person going into isolation may pack items needed, or may have a roommate or a University official pack the items requested. The roommate may be the best person to pack any items requested since this person has already been in close contact to the person going into isolation. Items may include the following:

- Laptop;
- Clothes;
- Hygiene products;
- Medications; and
- Phone charger.

Appendix N: Isolation and Quarantine Guidance

Bags will be provided to those packing items requested, or needed. The bags will be dropped off at the door of the person in isolation for pickup once the person delivering the items has left. The person packing and transporting the items will be provided proper PPE by the University.

Social diversions should be considered in preparation of isolation housing to occupy a person while located in such housing. This can include, but not limited to:

- Television;
- Radio;
- Reading materials; and
- Internet (will be important for classwork and check-ins, whether medical or social).

Healthcare

Mechanisms should be in place for addressing special needs (e.g. filling prescriptions) and communication for monitoring by health staff, reporting of symptoms, gaining access to support services, and communicating with family.

Contact information should be provided to the person in isolation housing to communicate any needs, whether medical assistance, mental health and other psychological support services, or essential resources.

Daily check-in by Housing and Residence Life should be scheduled with any person(s) in isolation housing. This may be done in conjunction with, or outside of, any scheduled check-ins by VDH or the Student Health Center. All check-ins by University officials should be done virtually to limit personnel exposure.

Transportation

Access to transportation, whether by standard vehicle or by ambulance, should be given for isolation housing. If the person needs to be transported to the isolation housing, Radford City Fire and Rescue would be called to assist in transportation needs. Should Radford City Fire and Rescue not be available for transport, a private ambulance company shall be contacted for transportation assistance.

Opening Isolation Housing Unit

Once the University has been made aware of a person(s) needing to be placed in isolation housing, the following actions should be taken to open an isolation housing room.

- Communication to the following areas:
 - Police Department;
 - Housing and Residence Life;
 - Facilities Management; and
 - Office of Emergency Management.
- The Police Department will check with housing and residence life on which room the person(s) should be placed in for isolation.

Appendix N: Isolation and Quarantine Guidance

- The Police Department will go unlock the door to the room and place keys inside on the kitchen counter. Once the door is unlocked and keys are placed inside, the officer can then vacate the area and await arrival of the person entering isolation housing.
- Housing and Residence Life will immediately schedule a virtual check with the person in isolation to review procedures and essential needs.
 - A schedule can be determined for daily check-ins that meet the needs of the person in isolation.

Those in isolation housing provided by the University shall assume responsibility that includes, but not limited to:

- No roommate or personal visitors, unless authorized by the health department AND University officials;
- Keep the room clean;
- Abide by the rules and regulations of normal University housing policies; and
- Refrain from alcohol or illegal drug use.

Closing Isolation Housing Unit

Once the isolation time period has ended, clearing of the unit will be needed for possible future needs.

Considerations should be given in the following areas;

- Cleaning:
 - Wait three days before entering and cleaning the room; and
 - Bring in an outside contract service that specializing in isolation housing cleaning.
- Restocking:
 - Restock all essential items
- Return key to Housing and Residence Life, which is responsible for unlocking room once notified.

Situational Considerations for Quarantine or Isolation

Radford University operates both on-campus residence halls, as well as off-campus apartments. Based on certain situations, the following provides guidance on specific housing situations.

On Campus Residence Hall:

- Roommate: If a student tests positive for COVID-19, what do we do with the roommate?
 - The roommate should quarantine and self-monitor for symptoms for 14 days based off last contact. Based off VDH guidance, the roommate would typically be considered exposed by the time the test results arrived and likely may be in quarantine already.
- Suitemate (shared bathrooms between two rooms): If one of the suitemates tests positive, what should the other suitemates do?
 - All suitemates should quarantine and self-monitor for symptoms for 14 days. As in the roommate situation, they are all likely exposed by the time the test results arrived. If a student strongly objects to quarantining with the rest of the suitemates, consideration can be given to moving that person to isolation housing.

Appendix N: Isolation and Quarantine Guidance

- A resident that is exposed to a positive person living in the same residence hall:
 - An exposure is considered being within six feet for 15 minutes, per VDH. If the resident and their roommate do not have the same level of exposure to the positive person, and do not have separate bedrooms, it would be recommended to move the exposed person to isolation housing. Should both roommates have the same exposure to the resident that tested positive, they both presumably could quarantine in their room together for 14 days and self-monitor for symptoms.

University-Operated Apartments:

- Apartment-mate with separate rooms but shared bathrooms: One of the roommates test positive, how should they proceed for quarantine or isolation?
 - Ideally, you want a dedicated bathroom for someone in isolation. However, the roommate is usually exposed already by the time a positive test result comes back for the other roommate. It is recommended to either move the positive roommate to isolation housing, or offer if both roommates are willing to isolate together within their apartment.
- Apartment-mate with separate rooms and bathrooms: One of the roommates test positive, how should they proceed for quarantine or isolation?
 - In this scenario, if one of the roommates has tested positive, but should remain within their household for isolation. An arrangement should be made for appropriate social distancing within the household for shared living space.

If we have groups of the same category of students, isolation (sick or tested positive) or quarantine (likely exposed but not tested positive), students can share the same apartment or room.

FAQs

- When a student is self-monitoring for symptoms, what should they be doing or not going?
 - If they have been formally told to self-monitor by a contact tracer, there is a web-based program called Sara Alert that VDH has implemented. This program will “ping” them at specific daily intervals to check a list of symptoms.
 - In conducting informal symptom monitoring, the person should be checking for subjective fever, respiratory symptoms, GI symptoms, loss of taste/smell.
 - Currently, the only people who are formally recommended to symptom monitor are those under quarantine. In this instance, the student should not go to class, pick-up food, or visit other places on campus.
- If a student tests positive, should the parent pick them up and take them home?
 - There is a level of risk by the parent transporting the student home, but if the parents willingly assume that risk and employ universal masking during the transportation, identify a separate room and bathroom at home, and come up with a social distancing plan in the household, then this could be a worthwhile option for both the student and University.
- If a student tests positive, they have their own vehicle and would like to drive home, would this be appropriate?
 - Students with their own transportation could conceivably do this without exposing anyone. If the parents willingly assume risk of the student coming home, identify a separate room and bathroom at home, and come up with a social distancing plan

Appendix N: Isolation and Quarantine Guidance

- in the household, then this could be a worthwhile option for both the student and University.
- Destination for the student to travel home should be considered as stops along the route home would not be ideal to limit any spread of a positive COVID-19 person.



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Campus Reopening Plan for State Compliance Review July 17, 2020

Any more specific information about guidelines regarding large events?

For any campus events, Radford University will ensure full compliance with the Commonwealth of Virginia's gathering limitations. Currently, the gathering limitation for campus has been set at 50 individuals, which is below the current Commonwealth's maximum of 250 individuals.

As student engagement is a pillar of the Radford University experience, the Division of Student Affairs has developed a Fall 2020 Program Planning and Group Gathering Guide, which is provided as Appendix A.

As previously referenced in the Campus Reopening Plan for State Compliance Review submitted on July 6, 2020, a majority of the University's large events have been cancelled or transitioned to an online format.

APPENDIX A

Fall 2020 Program Planning and Group Gathering Guide

The Radford University student experience is strengthened through relationships among students, faculty, and staff, and affirmed by active community building by student organizations, departments, and university programs. We always strive to balance community building with community safety. Fall 2020 calls on each of us to commit to these shared principles more than ever. As such, we have amended several campus resources, processes, and expectations to encourage creative and safe interactions and opportunities.

Clubs and organizations are encouraged to continue to refer to the Club Handbook and consult with the Student Organization Assistance and Resources (S.O.A.R.) office to support their efforts. Departments and university programs are welcome to reach out to their leadership, the Student Involvement department, and/or the Associate Vice President for Student Life, Tricia Smith.

Slow the Spread. Do the Five.

Commit to community and personal health!

- **Wash your hands** – Frequent handwashing with soap and water for 20 seconds is one of the most effective preventative measures you can do. If soap and water are not available, use a 62% (or higher) alcohol-based hand sanitizer. Hand sanitizer stations will be available across campus. To learn about proper handwashing, visit <https://www.vdh.virginia.gov/haiar/infection-prevention/standard-precautions/hand-hygiene>.
- **Wear a mask or face covering** – Every student will be provided two cloth masks. Students living in on-campus housing will receive their masks as part of the check-in process. Non-residential students will be able to receive their face coverings at housing check-in locations, the “One Stop” business area, Bonnie Information Desk or the Dean of Students office. Students are expected to wear masks or face coverings while in class, conducting business on campus and in shared/common spaces. Students will also be expected to wear a mask or face covering while outside if six feet physical distance is unable to be maintained.
- **Avoid touching your face** – On average, we touch our faces 16 to 26 times per hour. If your hands have germs on them and you touch your mouth, nose or eyes, you are putting those germs into your body. Make a conscious effort to not touch your face (wearing a mask may serve as a reminder).
- **Maintain physical distancing** – Maintain six feet of distance from other students, faculty and staff whenever possible, both while you are on and off campus. Classrooms, lobbies and offices across campus are being reconfigured to support six feet physical distancing as much as possible. Please be mindful of posted room capacities, floor markings, and identified seating. Buildings will have designated entrances and exits.
- **Stay home if you feel sick** – If you do not feel well, or if you have been exposed to someone who has tested positive for COVID-19, stay home and monitor your symptoms. This includes taking your temperature twice a day. Call the Student Health Center for a telehealth appointment and the Dean of Students office can assist with an absence notification to your instructors. Do not take a chance of exposing others.

Events and Gatherings

Creative and safe engagement matters!

- Student organizations should register events in [RUInvolved](#). Registered events will automatically be advertised through the RU Mobile app and this allows the organizer to track attendance. Departments are also welcome (and encouraged) to do the same. Tracking attendance is required. Collection of attendance on paper forms is discouraged and, if necessary, should be entered afterward.
- Pursue virtual group events, gatherings, and meetings whenever possible. [Zoom](#) is a great resource. Several social media platforms will also allow group hangouts.
- Plan for, encourage, and enforce physical distancing of six feet between all people at all times. This includes participants, organizers, and volunteers. Consider the traffic flow, room set up, and staffing or volunteers needed to manage this expectation. Visible markers should be used for queue lines and seating areas.
- Encourage and require all attendees to wear face coverings. Masks have been provided to all Radford University students, faculty, and staff. Additional masks may be purchased at the Radford University Bookstore.
- Limit the group size to no more than 50 people. If your organization or anticipated attendance is larger than 50, you may choose to issue tickets, host the event multiple times, or go virtual.
- Consider hosting outdoor events when possible. Indoor gatherings that involve increased respiration (e.g. cheering or singing) are strongly encouraged to limit the duration of the event.
- Discontinue activities that involve close contact between people. For example, face painting, temporary tattoos, and audience participation with performers are not allowed. Pie throwing at an individual is prohibited; however, pie throwing at an object (e.g. poster) can be done safely.
- Eliminate exchange of items to the extent possible. Novelty items, including craft activities, should be made available in kits for participants to take away and make at home. Instead of handing out flyers, have participants take a picture of the information or direct them to the RUInvolved page.
- Food distribution should be rare. If your event must have food, provide grab and go options or pre-packaged boxes or bags for each person. Avoid food sharing. Use gloves when handling food items and immediately wash hands after removing gloves. Bake sales and candy giveaways are prohibited.

Considerations for Event Planners

You are responsible for hosting a safe event.

- Identify a coordinator who will be responsible for identifying COVID-19 related issues and making sure the event adheres to safety measures.
- Include messaging about behaviors that prevent the spread of COVID-19 when communicating with members and inviting participation.
- Organizers should ensure volunteers and attendees are aware of bathroom and hand sanitizer locations.
- If someone reports feeling sick at your event, ask them to leave the event, seek medical attention, and the event organizer should notify the Dean of Students office at dos-web@radford.edu immediately.

Campus Spaces for Engagement

There are so many options!

- All campus spaces, inside and outside, have been evaluated for new maximum occupancy and reconfigured to ensure the guidelines above. A room that you previously used may no longer be available to you, but we commit to helping you find space for your event.
- Indoor tabling is suspended for the fall semester. Tabling on the Bonnie Plaza will be allowed. Use the scheduling process to reserve the space. Tables will be physically distanced, clear barriers will be in place, and only one organization member or table host may be present per six-foot table.
- Upon scheduling, you may be directed to work with Facilities Management in order to consider and work through additional recommendations depending on the nature of your event.

Support for Your Event

We want you to be successful!

- The Student Organization Assistance and Resources (S.O.A.R.) office
“The Bonnie” Hurlburt Student Center, Room 226
ruinvolved@radford.edu
- Student Involvement Main Office
“The Bonnie” Hurlburt Student Center, Room 226
studentinvolvement@radford.edu
540-831-5332
- University Scheduling Office
Heth Hall, Room 103
scheduling@radford.edu
540-831-7000
Space Event Request Form: <https://www.radford.edu/content/scheduling/home/space-request.html>

RADFORD UNIVERSITY

Campus Reopening Plan for State Compliance Review July 17, 2020

Any additional information about the process or criteria for campus dismissals or shutdowns? What would trigger it?

As previously referenced in the Campus Reopening Plan for State Compliance Review submitted on July 6, 2020, Radford University has developed a complex matrix that provides role-based functions and service-based activities for every campus unit. It is arranged by levels from zero to four as outlined below.

- Level 0: Return to normal operations
- Level 1: Early start to Fall 2020 semester (*STATUS AS OF JULY 27, 2020*)
- Level 2: Online scenario with critical pedagogical operations on campus (clinical rotations, student teaching, research)
- Level 3: Online only
- Level 4: Online only with critical infrastructure modifications (e.g. building shutdown and campus closed)

In addition to determining the availability and delivery of mission-based activities, the matrix includes specific considerations for each phase in which operations would be impacted due to the lack of access to or availability of particular services and support. Those considerations are outlined below.

<u>Impacted Levels</u>	<u>Considerations</u>
2, 3, 4	No longer able to accommodate isolation housing based on VDH guidance
3, 4	Notification by VDH that surrounding medical facilities are reaching capacity for patient care
2, 3, 4	Direction from the Governor's Office (Executive Orders)
2, 3, 4	VDH recommendation due to community spread and behavior by University population exasperating control of virus
3	Inadequate faculty and staff available to perform essential functions <i>Housekeeping - Not enough staff to properly disinfect surfaces per cleaning guidelines</i>
2	<i>Faculty - 10% unavailable to continue academic instruction</i>
2	<i>Dining - Not enough staff to prepare and serve food as well as sanitize food preparation areas</i>
2, 3, 4	<i>RUPD - Not enough officers to maintain staffing</i>
3, 4	City of Radford unable to provide fire and rescue services