

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

OFFICE OF THE VICE PRESIDENT FOR
BUSINESS AFFAIRS AND TREASURER

March 11, 2020

Dear Hampton University Educational Support Staff:

Hampton University is committed keeping the campus community safe, informed and healthy as concern about the Coronavirus (COVID-19) grows. To date, there are no positive persons among the campus community. **The World Health Organization (WHO) has declared the Coronavirus spread a pandemic, and the purpose of this correspondence is to update you regarding the University's plan of action regarding the Coronavirus (COVID-19).** Hampton University is closely monitoring the situation and assessing the guidance from the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH), as well as our own policies regarding infectious disease. As a result, the Infectious Disease and Prevention Working Group has convened and developed a plan of action.

For the safety of the University community, all students, faculty and staff who have traveled internationally in the past 2 weeks are required to self-quarantine for 14 days. Report your travel to your supervisor and then email your travel information to the Health Center at HEALTHCENTER@HAMPTONU.EDU. You must self-quarantine, to monitor your health, which means for at least 14 days, you may not return to campus after returning to the United States to monitor your health. It is with an abundance of precaution that the University is requiring you to stay home for a 2-week (14-day) period of isolation. Although your travel may have been to a low risk area, that designation could easily change in the next few weeks placing you in the new category of high risk. You may contact the Virginia Communicable Disease Hotline (757-594-7427) should you have questions about your symptoms.

Any University employee with symptoms of the virus or confirmed as positive for the Coronavirus, must notify the Office of Human Resources with your name, HUID number, contact phone number and any travel locations and dates. Individuals should follow the guidance of his or her physician or local health officials before returning to work. Please direct all students who are experiencing elevated levels of distress to the Student Counseling Center (757) 727-5617.

If you have symptoms and/or have been confirmed as positive for the Coronavirus, send an email to the Health Center at HEALTHCENTER@HAMPTONU.EDU. In your email, include your name, contact phone number, and where you have traveled (including dates). For additional guidance contact your primary care physician, or local health officials at the Communicable Disease Office (757) 594- 7427. You must receive medical clearance from your primary care physician and the Health Center before returning to campus.

As an additional precaution, the University has suspended all international and domestic travel, study aboard program participation and all non-essential visitation to the campus. Please continue to take the following steps to help decrease the spread of the virus:

- Wash your hands with soap and water for at least 20 seconds; Alcohol-based hand sanitizer may be used if soap and water is not available
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are sick
- Refrain from shaking hands
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces
- **Seek emergency services if you have symptoms of fever, cough, and/or difficulty breathing**

Staff should monitor their HU email accounts for continued updates and guidance. For the latest information, go to:

VDH: <http://www.vdh.virginia.gov/surveillance-and-investigation/novel-coronavirus/>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Sincerely,



Doretha J. Spells

Vice President for Business Affairs and Treasurer