HAMPTON UNIVERSITY

PIRATES ON COURSE:
FALL 2020 REOPENING PLAN

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JUNE 2020
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Guidelines issued by the Centers for Disease Control and Prevention, the Virginia Health Department, and the Commonwealth of Virginia as well as other resources were used to develop this document.
Dear Hampton University Community,

In early March 2020, Dr. William R. Harvey appointed the Infectious Disease and Prevention Task Force to support the University’s response to COVID-19. The task force has been working diligently and meeting almost daily since its inception. Over the past three months, the Task Force has monitored the higher education landscape and the impact of the virus on college campuses; provided situation reports to University leadership to assist them in making well-informed decisions; communicated to our constituents the Centers for Disease Control and Prevention (CDC) and Virginia Department of Health updates as well as actions taken by the University to ensure the continued health and safety of our community; and developed a plan for a successful and safe reopening in Fall 2020.

During a June 11, 2020 press conference, the Governor of Virginia announced the new Virginia Department of Education plan to return students to in-person classes this Fall, with a range of pandemic-related restrictions. Hampton University’s reopening plan—the Hampton University Pirates On-Course: Fall 2020 Reopening Plan meets and exceeds federal and state guidance.

The Fall 2020 Reopening Plan addresses the following key areas:
- Repopulation of the campus;
- Diagnostic testing to detect and prevent the spread of COVID-19; regular and ongoing reporting and monitoring of health conditions;
- Separation of individuals who test positive or exhibit symptoms of COVID-19;
- Standardized contact tracing protocols;
- Hybrid course instruction—online, remote and modified in-person (classroom);
- A “new normal” for sporting and large-scale events; and
- Non-traditional food service delivery.

Key Dates
- New students will move into residence halls on August 5 and 6.
- Continuing students will move into residence halls on August 7, 8, and 9.
- All students who will reside in campus housing will be emailed a predetermined day and time to check into the residence halls.
- **Fall 2020 classes will begin August 10, 2020 and the semester will end November 20, 2020.**

The following pages outline key public health strategies to decrease the campus spread of COVID-19 and other infectious diseases, such as influenza. Be reminded that this is a condensed reopening plan.

We are one Hampton family. Each of us are responsible for keeping our family and our community safe and healthy. This is a challenging time for all of us. Therefore, we must work together to protect ourselves and each other. Please email deanofstudents@hamptonu.edu if you have questions about the reopening plan for Fall 2020.

Barbara LeSeur Inman, Ed.D.
Infectious Disease and Prevention Working Group, Chair
Vice President for Administrative Services
Executive Summary

The Fall 2020 Reopening plan is based on guidance from the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health, the Virginia Department of Education, the Office of the Governor of Virginia, and the requirements outlined in Hampton University’s Infectious Disease Policy.

Individual mitigation strategies moving forward will require facial coverings and physical distancing of all persons on campus, including students, faculty, staff, administrators, contractors, vendors, and visitors. Facilities for hand-washing and alcohol-based sanitizer dispensers will be readily accessible throughout the campus.

Community mitigation strategies will remain important and will be based on updated guidelines in response to this fluid situation. The following precautions will be implemented this Fall:

- In-person class sizes will be reduced to 50% capacity;
- Occupancy guidelines will be posted for meeting and conference workspaces;
- CDC recommended six-feet of distance between individuals will be enforced;
- Large in-person gatherings will be limited to 50% capacity;
- On-campus housing will be assigned at reduced capacity;
- Communal spaces will be limited by capacity guidelines;
- Face coverings will be worn by all students, faculty, staff and visitors.

Administrative and environmental mitigation efforts include: Education and direct communication on prevention and control to the university community. The University will follow the U.S. State Department’s guidance pertaining to international travel restrictions. Cleaning and disinfecting high touch surfaces and reconfiguring work and study spaces will be continuous and ongoing. The remote working plan and adjusted operating hours will be extended until Monday, July 6, 2020 for faculty, administrators, and staff. Transition back to normal campus work hours will occur over a period of 2-3 weeks.

Personal responsibility is key to a successful reopening! Sick persons must stay home. Sick and quarantined students must relocate according to their personal emergency plans. Students should develop a personal emergency plan to relocate as outlined in the Infectious Disease Policy. Vulnerable populations with pre-existing medical conditions (hypertension, diabetes, asthma, obesity) will be encouraged to self-report and request accommodations according to applicable ADA laws. Students, faculty and staff should contact the Office of Disability Services.

Contact tracing policies and procedures will be implemented to support the Peninsula Health District tracing efforts for all students and employees who test positive for COVID-19. A dedicated contact tracer will be identified. Mental Health services will be enhanced and increased for anticipated student needs and the Health Center personnel will be supported by temporary employees as needed.
**PLAN FOR RETURN TO IN-PERSON AND REMOTE INSTRUCTION**

The University will maintain a plan for the return to remote instruction based on the following: Reinstatement of a Level 1 State of Emergency by the Governor; local outbreak conditions; campus outbreaks; absenteeism; an outbreak threshold estimated at 1.1% of the population as determined by local conditions, campus conditions, or local health care capacity to absorb the number of sick individuals from campus. If anyone tests positive for COVID-19, the University will suspend in-person classes for a designated period pursuant to guidance from the Peninsula Health District.

**CONTAINMENT PLAN**

**STUDENTS**
Students will be tested for COVID-19. Students should monitor themselves for symptoms of COVID-19 and check their temperature daily. Students who feel ill must call the Student Health Center at 757-727-5333 for instructions. Students will be encouraged to continue classes remotely, if feasible. Contact tracing will be implemented in conjunction with the Peninsula Health Department (PHD).

The Student Health Center staff will monitor absenteeism and provide a daily isolation report to the Dean of Students. The Dean of Students will notify instructors that a student will be absent from class for a defined period of time. **Students must develop a personal emergency plan to allow for relocation off-campus and should call the Health Center within 24 hours if they are symptomatic or test positive for COVID-19.** Vulnerable populations with pre-existing conditions (hypertension, diabetes, asthma, obesity) and/or caring for a sick family member may self-report to the Office of Disability Services to request reasonable accommodations.

**TEST. TRACE. RELOCATE.**
Students who are sick with COVID-19 must isolate and relocate from the campus for the current recommended time period of 14 days. Students who must quarantine due to exposure to COVID-19, such as roommates/suitemates, must also relocate from the campus for the currently recommended time period of 14 days.

**FACULTY**
Faculty will be tested for COVID-19. Faculty should monitor themselves for symptoms of COVID-19 and check their temperature daily. Deans will track faculty attendance and report 3 consecutive absences to the Office of the Chancellor and Provost. Faculty should seek medical care/evaluation from their health provider and provide a medical clearance letter/note indicating that they may return to work to the Provost. Contact tracing will be implemented in conjunction with the Peninsula Health Department (PHD). Faculty should notify the Health Center if their COVID-19 test is positive (healthcenter@hamptonu.edu) and work remotely, if feasible, during isolation or quarantine.
CONTAINMENT PLAN

Vulnerable populations with pre-existing conditions (hypertension, diabetes, asthma, obesity) and/or those caring for a sick family member may self-report to the Office of Disability Services to request accommodations.

STAFF

Staff will be tested for COVID-19. Staff should monitor themselves for symptoms of COVID-19 and check their temperature daily. Supervisors and Vice Presidents will track staff attendance and report 3 consecutive absences to Human Resources. Contact tracing will be implemented in conjunction with the Peninsula Health Department (PHD). Staff should seek medical care/evaluation from their health provider and submit a medical clearance letter/note indicating that they may return to work to Human Resources (hroffice@hamptonu.edu). Staff should notify the Health Center if their COVID-19 test is positive (healthcenter@hamptonu.edu) and work remotely, if feasible, during isolation or quarantine. Vulnerable populations with pre-existing conditions (hypertension, diabetes, asthma, obesity) and/or those caring for a sick family member may self-report to the Office of Disability Services for accommodations.

KNOW THE SIGNS OF COVID-19

- Cough
- Fever and/or chills
- Sore throat
- Muscle aches
- Shortness of breath or difficulty breathing
- Nausea/vomiting, and/or diarrhea
- New loss of taste or smell
- Fatigue
- Headache
HEALTH AND SAFETY

DEEP CLEANING AND DISINFECTION

Reducing the spread of a virus in public spaces through cleaning and disinfecting is key for prevention. Daily deep cleaning protocols have been established, and campus-wide sanitation efforts have been revised in response to COVID-19.

Housekeeping and the Physical Plant are responsible for:

- Routine cleaning of all buildings, facilities, and common/public restrooms on the campus.
- Twice a day routine cleaning of high touch surfaces: elevator buttons, light switches, countertops, hand rails, door handles/knobs, and counter surfaces.
- Cleaning and disinfecting all public/common bathroom facilities twice daily with close attention to faucets, toilets, and sinks.
- After-hours electrostatic cleaning (or as indicated by manufacturer) of large common areas such as the dining hall, the Student Center, Holland Hall, Chapel, and the library.
- Installation of ultraviolet light for disinfecting.

INCREASED SANITATION

Access to hand sanitizing stations and disinfecting wipes has been increased throughout the campus. Hand sanitizers and disinfecting wipes will be placed in all academic classrooms, as well as at building entrances, time clocks and high traffic areas.

Students should bring and carry their own hand sanitizer, disinfecting wipes, and masks with them while they are on campus throughout the day.

Hampton University cannot guarantee immunity from sickness. We will do our best to provide a healthy environment and adhere to the guidance of health officials and the Commonwealth of Virginia.
RESIDENCE HALLS

- Residence Hall Directors, Resident Assistants, and Graduate Assistants will be trained on public health measures for mitigation.
- Suitemates will be treated as family units, maintaining 6 ft. distancing with all others in residence halls and other public areas throughout campus.
- High risk individuals with pre-existing conditions should request housing accommodations through the Office of Disability Services.
- Events and social activities will be restricted; virtual activities will be held. Physical distancing of 6 feet will be required.
- Furniture in the lobbies will be reconfigured to support physical distancing guidelines. There will be posted occupancy guidelines, and extra seating will be removed.
- There will be limited visitations and restricted visitor access, unless personal care attendants for students with 504 Plans are needed.
- Resident Hall Directors and Resident Assistants who are not CPR trained will receive training before the semester begins.
- Reduce residence hall density.

DINING HALLS

- Occupancy signage and floor prompts will be posted to remind everyone of physical distancing at queues.
- Diners will wear face coverings when moving about the facility. These may be removed when seated.
- Physical distancing guidelines will be maintained; the number of tables and chairs will be limited to support occupancy guidelines.
- Buffet-style self-serve food and beverage stations will be eliminated and replaced with staff served stations.
- Staff will practice proper hand hygiene, clean and disinfect frequently touched areas throughout the day and monitor symptoms. Their temperature will be checked before each shift by their supervisor.
WHAT WE HAVE DONE AND WILL DO TO KEEP YOU SAFE

HEALTH CENTER

- Ordered a sufficient stock of personal protective equipment for all staff and healthcare workers.
- Completed staff training for COVID-19 infection, prevention, and safe donning and doffing of personal protective equipment.
- Provided COVID-19 education for all campus units.
- Conducted staff safety drills to care for students with symptoms of COVID-19 and who test positive.
- Implemented administrative mitigation measures to screen all students for appointments and implemented a no walk-in policy.
- Scheduled Fall influenza shot clinics.
- Implemented environmental mitigation by reconfiguring waiting areas to support physical distancing, improved visit flow to separate respiratory and non-respiratory patients, and installed splash barriers.
- Implemented a TEST. TRACE. RELOCATE. strategy for containment of infection consistent with the Infectious Disease Policy.
- Completed certification for the contact tracing course hosted by the Bloomberg School of Public Health at Johns Hopkins University.
- Communicated with the Hampton University community regularly regarding mitigation measures via HU email blasts, flyers and social media posts.
- Identified dedicated custodial staff to enhance cleaning and disinfecting measures.
- Continued Health Promotion & Education by our Certified Health Education Specialist (CHES).
- Will conduct temperature checks and symptom screening of all patients and all essential visitors to the Health Center.
- Prohibit all non-essential visitors to the Health Center.
- Conduct daily screening of the Health Center workers.
- Provide a mask to all patients and essential visitors.
- Maintain HIPAA & FERPA compliance and avoid stigmatizing persons who test positive for COVID-19.
- Support student-patients with telehealth and other platforms.
In light of the COVID-19 pandemic, all faculty should prepare syllabi to deliver courses online and remotely if the Commonwealth of Virginia implements Stay at Home Orders during the semester.

**CLASSROOMS**
- Hybrid modes of instruction
- Staggered class schedules
- Disinfecting wipes and hand sanitizers in all classrooms
- PopEntry+ devices will be installed for temperature checks to enter all academic buildings

**STUDENT ACTIVITIES**
- Signage will be posted to promote public health reminders regarding physical distancing.
- Seating will be limited to every other seat in the Student Center Theatre.
- Lanes will be staggered in the Student Center Bowling Alley and only 6 guests will be allowed in a lane at a time.
- Student Center Bowling Alley will be available for use by reservation only and all guests must wear face coverings over their mouth and nose, following CDC guidelines.
- Virtual student activities will be hosted.
- Limited capacity in Student Center will be enforced.
- Spacing for physical distancing will be incorporated.

**FITNESS CENTER**
- Fitness equipment will be separated to ensure 10 feet of separation between patrons, members, and guests using the equipment.
- Number of participants in all group or fitness activities will be limited to 50% capacity.
- Instructors and trainers must have at least 10 feet of distance between themselves and clients.
- Hand sanitizer stations will be provided at the entrances and exits where shared fitness equipment is utilized.
- Students must wipe down fitness center equipment with disinfectant wipes after using the equipment. Housekeeping will clean and disinfect equipment and the fitness center daily.
PERSONAL SAFETY AND SAFETY PRECAUTIONS

FACE COVERINGS
- ALL students, faculty and staff must wear facial coverings per current Virginia Department of Health (VDH) recommendations.
- Face coverings (of nose and mouth only) are required in public, classrooms, meeting rooms, common areas, hallways, dining hall except once seated, sports activities, all meetings and events.

PHYSICAL DISTANCING
- Allow 6 feet of separation whenever possible, wherever possible.
- Continue to offer virtual student services and virtual organizational meetings, as feasible.
- Remain 6 feet apart at all in-person gatherings, events, meetings, competitions, and other areas where students congregate.

HAND WASHING
- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol based hand sanitizers.
- Soap dispensers and hand sanitizers will be available throughout the campus.

Students should bring a personal thermometer, facial covering, over the counter cold medicines, lawn chair (for outdoor venue events), soap, sanitizer gel, and disinfectant supplies to campus when they return.
CHECKLISTS

The following checklists will be implemented to help decrease the spread of COVID-19:

**COVID-19 Medical Clearance**

For students attending in-person classes, housed on campus and coming to campus for any reason:

- Comply with medical clearance requirements for all new incoming students via the electronic portal, Med Proctor.
- **Test.** You will be subject to testing as determined.
- **Trace.** Provide timely and accurate information to contact tracers if tested positive for COVID-19 to assist in locating others at risk.
- **Relocate.** Isolate for 14 days off campus according to your personal emergency response plan developed by the student and/or their parents, if necessary.
- Quarantine off campus according to a personal emergency response plan due to exposure to COVID-19. For instance, if your roommate tests positive.
- Self-report to the Office of Disability Services for academic accommodations if vulnerable to COVID-19 due to underlying medical conditions like hypertension, heart disease, morbid obesity, diabetes or asthma, or chose a remote learning option.
- Maintain health insurance and submit a waiver online as directed, or be automatically enrolled in the Student Health Insurance Plan (SHIP).
- Obtain the recommended influenza vaccination, unless contraindicated.

Students are required to bring facial covering (s) that cover the nose and mouth only. Students are encouraged to bring hand soap, sanitizer gel, environmental cleanser, and disinfecting supplies and wipes. Students are advised to bring a personal use thermometer.
COVID-19 STUDENT VISITORS TO RESIDENCE HALLS CHECKLIST

Residence Hall Director or designee will enforce the following:

- **Temperature checks** of each person using a no touch, thermal scan device.
- If temperature reading is 100.4° F or above, discretely advise person that permission to access the building is denied.
- Visitors must wear a facial covering before entering the building and during the entire visit.
- Verify current HUID with term sticker.
- All visitors will sanitize hands at entrance.
- Visitor will sign-in at the front desk using visitor protocols.
- No in-room visitation; confine visits to the lobby with the exception of family members.
- Visitors agree to 6 feet of physical distancing.

**Screening questions** (deny entry if positive responses):

- Do you have a fever (100.4 °F or higher)?
- Are you coughing?
- Are you experiencing shortness of breath?
- Do you have a sore throat?
- Are you experiencing muscle aches?
- Are you experiencing nausea/ vomiting or diarrhea?

COVID-19 VISITORS TO THE CAMPUS CHECKLIST

Enforced by HUPD:

- **Temperature checks** of each person using a no touch, thermal scan device.
- If temperature reading is 100.4° F or above, discretely advise person that permission to access the campus is denied.
- Visitors must wear a facial covering before entry.
- All visitors will sanitize hands at entrance.
- Visitors will sign-in using visitor protocols.
- Visitors agree to 6 feet of physical distancing.

**Screening questions** (deny entry if positive response):

- Do you have a fever (100.4° F or higher)?
- Are you coughing?
- Are you experiencing shortness of breath?
- Do you have a sore throat?
- Are you experiencing muscle aches?
- Are you experiencing nausea/ vomiting or diarrhea?

HUPD will provide a VISITOR PASS with details of who and where visiting/nature of visit.
COVID-19 FACULTY, STAFF, AND ADMINISTRATOR CHECKLIST

FACULTY
- **Know the signs of COVID-19**: cough, sore throat, muscle aches, headache, fever and/or chills, fatigue, shortness of breath or difficulty breathing, nausea/vomiting, and/or diarrhea, and new loss of taste or smell.
- **IF SICK, STAY HOME & CALL THE HEALTH CENTER FOR INSTRUCTIONS** at (757) 727-5333.
- **Carry HU ID at all times.**
- Maintain 6 feet of distancing, as feasible.
- Wear face coverings (covering nose and mouth only) when in public spaces, hallways, bathrooms. We do not recommend a N95 mask outside of a health care setting.
- Wash your hands with soap and water for 20 seconds, or use alcohol based hand sanitizer often.
- Cover coughs and sneezes with tissue. Discard the tissue in the trash, and then sanitize hands.
- Use appropriate disinfectant wipes on phones, work spaces, computer keyboards, and other equipment used regularly at the start of each day, and repeat as needed throughout the day.
- Organizational meetings should be virtual, when feasible.
- In-person meetings must comply with physical distancing of 6 feet and 50% capacity.
- Arrive early for all in-person classes to wipe down your assigned desk and for temperature checks at the entrance of buildings. If temperature is 100.4 °F or above, then discretely leave the area and call the Health Center for instructions at (757) 727-5333.

CLASSROOM
- Everyone should sanitize hands at entrance.
- In-person classes should comply with physical distancing of 6 feet apart, and 50% capacity guidelines.
- Students will use disinfectant wipes to sanitize at the start of class.
- Faculty will record attendance each day.
- Faculty should assign seating using a grid to take attendance each day.
- Faculty should conduct virtual office hours, when feasible.

SUPERVISORS
- Conduct daily attendance check for faculty, staff and administrators.
- Conduct daily **temperature checks** of each person using a no touch, thermal scan device, OR employee may use their personal digital thermometer to show temperature to supervisor or supervisor’s designee.
- If temperature reading is 100.4 °F or above, then discretely excuse the person to leave work and follow up with their primary care provider.
- Confirm assigned workstations are in compliance with physical distancing of 6 feet.
- Conduct virtual meetings, when feasible.
- In-person meetings should comply with physical distancing guidelines of 6 feet apart, and 50% capacity or less people.
- Individuals with positive test results will be contacted by the Virginia Department of Health/ Peninsula Health District for contact tracing.
- Individuals who test positive must work remotely or remain off campus until medically cleared.
COVID-19 STUDENT RESPONSIBILITIES

- **Know the signs of COVID-19:** cough, sore throat, muscle aches, headache, fever and/or chills, fatigue, shortness of breath or difficulty breathing, nausea/vomiting, and/or diarrhea, and new loss of taste or smell.
- **IF SICK, STAY HOME & CALL THE HEALTH CENTER FOR INSTRUCTIONS** at (757) 727-5333.
- **DEVELOP A PERSONAL EMERGENCY PLAN FOR OFF CAMPUS ISOLATION AND QUARANTINE.**
- Maintain 6 feet of distancing, as feasible.
- Wear a face covering (covering nose and mouth only) when in public spaces, hallways, bathrooms, and within 6 feet of others. We do not recommend a N95 mask outside of a health care setting.
- Wash your hands with soap and water for 20 seconds, or use alcohol based hand sanitizer often.
- Cover coughs and sneezes with tissue; discard the tissue in the trash, then sanitize your hands.
- Use appropriate disinfectant wipes on phones, work spaces, computer keyboards, and other equipment used regularly at the start of each day, and repeat as needed throughout the day.
- Organizational meetings should be virtual, when feasible.
- In-person meetings must comply with physical distancing of 6 feet and 50% capacity.
- Arrive early for all in-person classes to wipe down your assigned desk and for temperature checks at the entrance of buildings. If your temperature is 100.4° F or above, then discretely leave the area and call the Health Center for instructions at (757) 727-5333.

COVID-19 TESTING RESOURCES

- Sentara COVID-19 Call Center: 1-833-945-2395
- Local Patient First locations: 1-800-447-8588
- Urgent Care: 757-951-1579
- Velocity Urgent Care: 757-772-6121
- Some testing sites are offering free testing with insurance even without exhibiting symptoms.
Revisions and changes to this policy will be made based on the state of Virginia’s Phased Reopening Guidelines, evidenced based best practices, and the evolving science regarding testing and management of the Coronavirus (COVID-19).