



UNIVERSITY OF CHARLESTON

SPRING 2021

RETURN TO CAMPUS PLAN

The University of Charleston (UC) has developed this plan for Spring 2021 campus-based activities. Following a successful Fall 2020 return to campus, we are building off of our experiences and the current situations we face due to the novel coronavirus. This plan highlights our plan for employees and students to return to campus for the Spring 2021 semester.

Two guiding principles underly this plan: (1) ensure the health and safety of everyone in the University community, and (2) enable students to continue to progress toward their academic, career, and professional goals.

Our plans are based on a Spring 2020 Scenario Planning process involving 38 members serving on five task forces. Various frameworks and guidelines were utilized by the task forces and many external subject matter experts consulted, including those from the City of Charleston, Kanawha-Charleston Health Department, West Virginia Governor's Office, West Virginia Department of Health and Human Resources, West Virginia Higher Education Policy Commission (HEPC), and the West Virginia National Guard. This plan follows closely the HEPC framework for college reopening. While this plan represents our best thinking at the current time, we recognize that the prevailing conditions may change, and that circumstances beyond our control may cause UC to modify these plans or deviate from them. We will continue to work closely with local and state officials and monitor national and global events to make modifications to this plan as appropriate.



SPRING 2021 RETURN TO CAMPUS PLAN

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Return to Campus Schedule

All employees and students will be tested for COVID-19 prior to or upon arriving on campus in 2021. Additional testing details will be forthcoming and shared with employees and students via email. All employees and students will be required to complete and submit a daily health check via the LiveSafe app. All employees and students must participate in weekly COVID-19 surveillance testing when requested to do so.

Employees

University offices will open for employees on January 4, 2021. Some employees may be required to be on campus prior to this date. All new employees who have not already done so must participate in training that describes UC's health and safety practices as instructed by the Human Resources Office. Employees who have been instructed to isolate or quarantine by their local health department, their physician, or the University may not come to campus until instructed to do so by the University's Virtual Command Center. Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place of residence.¹

Students

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

UC's Spring 2021 semester classes will begin January 11, 2021.

Beckley campus students will begin arriving on campus with the start of Spring 2021 classes, on or after January 11, 2021 depending on their course schedules.

Charleston campus students will begin arriving on campus in stages. For example, some student athletes and students in certain academic programs may be instructed to arrive during the weeks of December 27, 2020 and January 3, 2021. Residential students will be notified about arrival times by the Office of Residence Life.

Before arriving on the Beckley or Charleston campus all students who have not already done so must participate in training that describes UC's health and safety practices. Students with active cases of the COVID-19 virus, or who have been in recent contact with someone diagnosed with COVID-19 and who have not been tested, may not come to campus until their isolation or quarantine period has ended as instructed by their local health department and physician, and as approved by the University Virtual Command Center. Accommodations will be made for such students to begin their classes online.

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



Testing, Screening, and Vaccines

All Beckley and Charleston campus-based employees and students are strongly encouraged to have a COVID-19 test 48-72 hours before returning to campus.

In addition, all campus-based employees and students will be tested upon returning to campus. Specific details on testing days and times will soon be communicated via email.

Anyone testing positive should report their test results to COVID-19@ucwv.edu. They should not come to campus until authorized to do so by their local health department and the University.

As required by the state of West Virginia, UC will also conduct weekly COVID-19 surveillance testing of students throughout the Spring 2021 semester. Ten percent (10%) of the student populations will be selected for testing each week. Everyone selected must participate in the surveillance testing.

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

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

Everyone must use approved, designated building entrances (please refer to the campus map in the Appendix). Employees and commuter students will use designated checkpoints each time they enter a building from outside to have their temperature screened prior to entry. Residential students in Charleston will use checkpoints each time they enter and exit their residence hall. Student athletes will undergo additional screening as directed by the Athletic Department.

As they become available, the University recommends that employees and students consider being vaccinated for COVID-19. Vaccinations are voluntary and we advise that you consult with your health care provider. As supplies become available UC will work with local health departments to administer vaccines at or near our campus locations in Charleston and Beckley.



Spring 2021 Academic Calendar

Unless otherwise noted, the Spring 2021 semester will begin January 11, 2021. There will be no spring break. Final exams will end April 23, 2021, and commencement is scheduled for April 24, 2021. The commencement ceremony format (in-person or virtual) will depend on prevailing conditions. A decision on the Spring 2021 commencement ceremony format will be made in February 2021.

Campus-based Instruction and Course Delivery

Classroom spaces are configured to ensure six (6) feet of distance between occupants. Given the limitations social distancing requirements will place upon classroom occupancy, UC will supplement in-seat instruction with online, synchronous delivery of classes as needed. Using our Flex Connect model, all in-seat class sessions will be live streamed for synchronous online participation and recorded for asynchronous online learning. This option also will enable students who are unable to attend a class due to illness or other considerations to continue participating in their classes. To the extent possible, classes will become paperless and contact-free.

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

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

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

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

Student Requests to Engage Remotely for the Spring 2021 Semester

Students who are unable to come to a UC campus for the entire semester, or who wish not to, may apply to engage remotely. Such students should complete a form accessed via this URL: <https://tinyurl.com/UCremotelearning>. Students will receive notification whether their request is approved, and if so, they will also receive an update of the financial implications of the change in status. Program directors and advisors will be notified of which students need to have their schedule reviewed for changes,



and faculty members will be notified of students who will be accessing their course sections via Flex Connect 100% remotely.

Students **residing on campus** are expected to physically attend in-seat courses unless directed to participate remotely due to illness, quarantine, or the need to manage classroom occupancy in accordance with CDC social distancing guidelines.

Please note that international students who are not here on campus will need to be enrolled 100% in online course sections for immigration status purposes.

Prevention and PPE (Personal Protective Equipment)

All employees and students were provided with documentation and training on COVID-19 related health and safety practices starting in July 2020. All new employees and students will receive and are expected to complete the training before arriving at a UC campus location. Following Centers for Disease Control and other appropriate guidance, topics to be covered will include:

- Knowing the signs and symptoms of COVID-19
- Daily self-checks
- What to do if you are sick
- Myth-busting messages
- Respiratory and hand hygiene
- Face covering
- Physical distancing/social connections

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

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

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

Campus-based employee work-related travel out of state will be restricted for the Spring 2021 semester. Requests for business travel required for University or program accreditation can be submitted to your Vice President for review at least four weeks in advance of travel dates. If permission is granted, travel is subject to cancellation by the University at any time. Athletic team and coach travel must be pre-approved by the President based on athletic conference commitments and guidelines.



Due to the uncertainty of COVID-19 spread in other states, Beckley and Charleston campus employees and students are strongly encouraged to stay in West Virginia throughout the Spring 2021 semester, unless traveling out-of-state for approved University activities. Anyone who has or may have been in contact with someone who has tested positive for COVID-19 must report such on the LiveSafe Daily Health Check and may be required to quarantine.

Emergency Operations

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

- Shifting to distance learning and telework processes
- Plans for housing students who cannot leave campus
- Plans for quarantining exposed or isolating positive-tested students
- Plans for campus closure

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

Physical Distancing

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

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

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

- Maximum occupancy of campus locations will be posted to the extent possible.
- Conference and meeting rooms have been arranged to maintain appropriate physical distancing and will have wipes and hand sanitizer.
- The Library, Academic Success Center (ASC) and the Center for Career Development (CCD) will utilize a variety of health and safety initiatives, including wiping tables after each use, limiting common area use to small groups, online tutoring and virtual career advising sessions.



- Where possible, hallway doors will be open to maximize traffic flow space and minimize the need to touch handles.
- Foot traffic flow in hallways and stairwells will be coordinated where possible to minimize congregation and congestion.
- Elevators have been marked for maximum occupancy. Only those with physical need to do so should use the elevators.
- Gatherings, particularly indoors, will be monitored to not exceed maximum number of participants.
- Residence hall move-ins will be coordinated by dorm/living facility. Physical distancing and face covering will be required by everyone during move-in. A maximum of two adult family members can enter residence halls with students during move-in.

Cleaning

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

Housing

This section pertains only to students living in Charleston campus residence halls.

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

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

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



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

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

Any students who are COVID-19 positive will be isolated, either in a dedicated isolation space that has private rooms and are physically separated from other residential rooms, in place, or at home, depending on the individual and campus circumstances at the time. They will receive telehealth monitoring, meal deliveries, and appropriate supplies.

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

Student Life

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

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

Athletics

The Athletics Department has an "Always Safety-First Taskforce" that has developed plans and procedures for athletic training, practices, competitions, travel, and fan participation. The Taskforce is following NCAA guidelines on the "Resocialization of Collegiate Sport." The Athletic Department will communicate with student athletes separately on measures being taken to ensure their health and safety.

UC and the Mountain East Conference are planning for all athletic teams to compete during the Spring 2021 semester. Schedules will be released as they become available. Attendance at competitive athletic events will be determined by campus, city, county and state conditions and guidelines. Please assume attendance is not permitted unless indicated otherwise. As many competitive events as possible will be broadcast for live virtual viewing.

Questions can be directed to Vice President and Athletic Director Dr. Bren Stevens at brenstevens@ucwv.edu.



Food Services

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

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

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

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

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

Transportation Services

UC operates select buses and vans primarily for athletics use. Vehicles will be cleaned and disinfected prior to each use, including the seating and driver areas. Students, coaches, trainers, and drivers will use hand sanitizer when entering and exiting buses and occupy the same seat in each round trip. Face masks/coverings will be worn when entering, on board, and exiting vehicles. To the extent possible, close contact will be minimized by maintaining a distance of at least six feet. Transportation will be provided for students who are ill and require medical care. Please direct transportation requests to COVID-19@ucwv.edu.

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

Health Care Services

Employees and students must inform UC if they are feeling ill and/or exhibiting COVID-19 symptoms. They should do so through the LiveSafe app Daily Health Check or Report a Concern tool. Emails can also be sent to COVID-19@ucwv.edu or to the following individuals:

- Employees: Janice Gwinn, Human Resources Director, janicegwinn@ucwv.edu
- Students: Virginia Moore, Vice President & Dean of Students, virginiamoore@ucwv.edu



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

Members of the VCC include UC representatives from the following areas: Counseling Services, Facility Services, Food Services, Health Science and Pharmacy Faculty, Information Technology, Residence Life, Risk Management, Security, Student Services, and University Communications. A local physician also serves on the VCC.

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

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

Communication

This plan has been communicated to all UC employees and students via email and is posted on the UC Coronavirus web page. Virtual Town Hall meetings for employees, and for students and families, will be held one week prior to the start of the Spring 2021 semester, and two weeks after the start of the Spring 2021 semester. Date, time, and access information for all Virtual Town Hall meetings will be distributed via email.

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

- Weekly email communications to students from the Office of Student Life
- Weekly email communications to faculty from the Provost Office
- Periodic email communications to employees from the Business Office
- Periodic email communications to the UC community from the President

Signage using Centers for Disease Control guidelines and materials has been posted throughout campus.



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

Visitors on Campus

Access to University locations is restricted to students, faculty and staff (the UC Campus Community) who are required to follow daily health check and temperature screening processes. Admissions and athletics visits are welcomed by appointment. All visits should be scheduled in advance. Other visitors will not be permitted to enter academic or residential buildings without University approval. Approval must be sought from a University Vice President; please contact the appropriate EVP or VP in your area.

Students requesting permission for out of state visitors on campus must have a Travel Questionnaire form reviewed by the Office of Student Life. Invited guests such as parents of current students, prospective students, and visiting athletic teams may be permitted on campus with pre-approval.

All approved guests will be required to check in and out through the Campus Safety and Security Office and must be accompanied by an escort from the Campus Community. All will be required to have a temperature screening and wear a mask or face covering while on UC campuses to comply with the federal, state, and local health requirements. In some instances, guests may be required to document that they have tested negative for COVID-19 before visiting campus. Non-essential visitors will be discouraged.

Partner and Third-Party Interactions

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

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



Resources

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

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

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

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

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

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

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

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

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

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

Kanawha-Charleston Health Department, [Homepage](#)

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

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

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

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

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

West Virginia Office of the Governor, [Homepage](#)

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

Additional Information

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

For additional information please contact:

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304-352-0014

Appendix: Campus Map with Designated Entrances and Exits

