DCC
Danville Community College

Post-COVID-19 Transition to Campus: Reopening Plan

Prepared and submitted by the DCC COVID-19 Task Force

- **Updated with Appendix F on 8/20/2020**
- **Updated Section 3.5 on 12/3/2020**

(This plan is subject to change based on the emergence of further information.)

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1. Introduction
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Danville Community College will continue to operate out of an abundance of caution as we follow the latest guidelines from the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH). In addition, we will follow all mandates issued by the federal government, the Commonwealth of Virginia, and the Chancellor of the Virginia Community College System.

Danville Community College began remote operations on Monday, March 23. On Monday, March 30, Governor Ralph Northam of the Commonwealth of Virginia issued Executive Order 55, which states,

> *"Institutions of higher education shall cease all in-person classes and instruction, and cancel all gatherings of more than ten individuals. For purposes of facilitating remote learning, performing critical research, or performing essential functions, institutions of higher education may continue to operate, provided that social distancing requirements are maintained."*

To experience an orderly, safe return to campus once Executive Order 55 to temporarily stay-at-home has been lifted, amended, or rescinded, the following guidelines must be adhered to by all Danville Community College employees, students, and guests, as applicable.

Danville Community College will follow Governor Northam's Forward Virginia Blueprint and its three phase approach. However, it is possible that Virginia will move back and forth between phases based on evidence of rebound of COVID-19. In addition, this plan has been developed in consideration of the Higher Education Reopening Guidance provided by Governor Northam.

1.1 During Phase 1 (2-4 weeks or longer):

- DCC will continue to be open for business remotely.
- During phase 1 of Governor Northam's Forward Virginia Blueprint, classrooms will be reconfigured but all course instruction will continue to be delivered online.
- Before or during phase 1 of Governor Northam's Forward Virginia Blueprint, labs will be reconfigured and stations sectioned off with caution tape, or an equivalent product such as rope, to indicate which stations should not be used in order to allow for at least six feet or more between stations.
- DCC employees should not report to campus until informed to do so by the college President, Dr. Jackie Gill Powell.
- DCC employees are to continue teleworking under the DCC Temporary Telework Agreement.
- All in-person, on-campus activities have previously been cancelled until at least May 15 in the President's Coronavirus Update #4. Based on social gathering and distancing restrictions, no on-campus extracurricular activities will be scheduled during phase 1.
- People are allowed to come to campus and remain in their vehicles to use DCC's Wi-Fi hotspots located in the Hill building parking lot and the EIT parking lot. This must occur between sunrise and 8:30 pm.

- In the event that faculty or staff have been given permission by the President and the Vice President of Financial and Administrative Services to come on campus in preparations for reopening, they must not gather in groups of more than ten individuals, and they must maintain social distancing of at least 6 feet (about 2 arms' length) from other people.
- Face coverings, as described herein, must be worn covering the mouth and nose by all students and guests at DCC. Employees who are front facing must also wear a face covering. Employees must also wear a face covering when moving throughout the campus.
- Enhanced cleaning and disinfecting protocols as described herein.

1.2 During Phase 2 (2-4 weeks or longer):

- During phase 2 of Governor Northam's Forward Virginia Blueprint, social distancing requirements will remain. Classrooms will retain the social distancing configuration, even as teleworking continues.
- All course instruction will continue to be delivered online.
- Labs for workforce and technical programs will be scheduled on campus with strict social distancing enforcement and labs modified as described herein.
- DCC will not allow social gatherings of more than 50 individuals.
- All persons who are allowed to be on DCC's campus will maintain social distancing practices and stay at least 6 feet (about 2 arms' length) from other people.
- Face coverings, as described herein, must be worn covering the mouth and nose by all students and guests at DCC. Employees who are front facing must also wear a face covering. Employees must also wear a face covering when moving throughout the campus.
- Enhanced cleaning and disinfecting protocols as described herein.
- Employees who self-identify as being high-risk for severe illness from COVID-19 should alert their supervisor, and make arrangements with Bruce Cottrill, AVP of Human Resources to telework, if feasible. He can be reached at bruce.cottrill@danville.edu.

1.3 During Phase 3

- During phase 3 of Governor Northam's Forward Virginia Blueprint and until further notice, classrooms will retain the social distancing configuration.
- There is not a state ban on social gatherings; however, DCC will continue to limit social gatherings to 50.
- In this phase, student services and administrative personnel should be allowed to move from teleworking to on-campus operations following the transition steps described herein.
- As of the writing of these plans, no COVID-19 capacity limits for classrooms or labs will exist in phase 3. However, DCC will continue with social distancing configurations until further notice.
- Enhanced cleaning and disinfecting protocols as described herein.
- Employees who self-identify as being high-risk for severe illness from COVID-19 should alert their supervisor, and make arrangements with Bruce Cottrill, AVP of Human Resources to telework, if feasible. He can be reached at bruce.cottrill@danville.edu.
- Cabinet must decide on the sequence and rationale of who comes back during this phase forward.

1.4 Contact Information Regarding DCC's Reopening Plan

Lead Contact Person:
Cory Potter, Director of Institutional Planning, Effectiveness, and Research
cory.potter@danville.edu
(434) 797-8576

Back-up Contact Person:
Bruce Cottrill, Associate Vice President of Human Resources
bruce.cottrill@danville.edu
(434) 797-8477

2. Repopulation of the Campus

2.1 Establishment of a COVID-19 Coordinator/Campus Team

Danville Community College (DCC) established a COVID-19 Operations Task Force on March 18, 2020. The team is comprised of the following college personnel:

- Dr. Jackie Gill Powell, President
- Charles Toothman, Vice President of Administration
- Jimmie Tickle, Associate Vice President, Workforce Development
- Bruce Cottrill, Associate Vice President, Human Resources
- Paul Fox, Dean of Arts, Sciences, and Business
- Faith O'Neil, Director of Public Relations and Marketing
- Cory Potter, Director, Institutional Planning, Effectiveness, and Research
- Cheryl Terry, Dean of Student Services
- Howard Graves, Coordinator of Counseling Services/Threat Assessment Officer
- Justin Nichols, Research Analyst and Assessment Coordinator

DCC is committed to compliance with all directives of the Commonwealth of Virginia, the Centers for Disease Control (CDC) and the Virginia Department of Health. The health of our campus community members is a priority. The college will take the steps outlined in this plan to support the health and safety of our campus community. No guarantees of safety are implied in this plan. Every person on DCC's campus should cooperate with the guidance, protocols, and procedures established in this plan.

2.2 Contact Information and Procedures for Reaching the Local Health Department.

The Associate Vice President of Human Recourses will contact the local health department located in the county or city in which the student, employee, contractor or visitor resides. The correct health department contact will be determined using the Virginia Department of Health (VDH) health department locator tool at www.vdh.virginia.gov/health-department-locator.

2.3. Students' Initial Return to Campus (such as Initial Screening)

Before their first trip to campus:

All students must complete a Student Health Safety Acknowledgement, accepting they understand and will follow the college's COVID-19 safety protocols. The protocols outlined on the form include protocols for face coverings/masks, social distancing, the conditions under which they should not come to campus, self-assessments, and other college guidance.

Once the initial form is completed: For subsequent trips to college and before they arrive on campus, students should perform a self-assessment by asking themselves the following questions:

- Am I sick? Do I have symptoms consistent with COVID-19?
- Have I been tested for COVID-19 and are awaiting test results?
- Have I recently tested positive for COVID-19?
- Have I been exposed to someone who has tested positive for COVID-19?
- Have I returned from international travel within the last 14 days?

If any of the above questions can be answered with "yes", the student should not come to campus or should leave if already on site. The student should then contact the Dean of Students (Cheryl Terry) for guidance.

 Danville Community College does not have campus housing or health services on campuses.

2.4. Education/Training of Students

DCC will consider COVID-19 prevention education as part of student orientation (hand washing, staying home if ill, etc.). DCC will use multiple methods to communicate information and to educate students about COVID-19 prevention, including:

Emails to students

- The college's COVID-19 web page (www.danville.edu/coronavirus)
- Statements on class syllabi
- New Student Orientation sessions
- Posts on DCC's social media sites
- Informational signs posted on throughout campus
- Messages shared on electronic bulletin boards located inside campus buildings
- Verbal reminders

The college will use the communication channel most conducive to the topic being covered.

DCC will address a number of topics, including but not limited to the college's safety requirements and COVID-19 contacts; COVID-19 symptoms; how to protect oneself and others from the virus; face

coverings/masks information; social distancing; hand hygiene; when to stay home and who to contact if sick or possibly exposed to COVID19; how to find a COVID-19 testing site; and the importance of cleaning and disinfecting

3. DCC's Mitigation Strategies

The CDC recommends community mitigation activities that DCC can take to slow the spread of the disease. The CDC explains, "Community mitigation is especially important before a vaccine or drug becomes widely available." Therefore, DCC will employ the following mitigation procedures once people return to campus.

3.1 Maintaining Safe Behavioral Practices

The U.S. President in conjunction with the Centers for Disease Control (CDC) issued coronavirus guidelines for America in the "30 Days to Slow the Spread" document. Danville Community College is adhering to the President's Coronavirus guidelines that apply directly to DCC's return to campus.

- If you feel sick, stay home. Do not come to DCC. Contact your medical provider.
- If someone in your household has tested positive for the coronavirus, keep the entire household at home. Do not come to DCC. Contact your medical provider.
- If you have travelled, follow the guidance found in Appendix D.
- Practice good hygiene.
    - Wash your hands, especially after touching any frequently used item or surface.
    - Avoid touching your face.
    - Sneeze or cough into a tissue, or the inside of your elbow.
    - Disinfect frequently used items and surfaces as much as possible.

The CDC also provides guidance on other behavioral practices needed for reopening schools that includes:
- Social Distancing
- Wearing cloth face coverings
- Removing objects in common areas that may be shared, like coffee creamer containers

3.2 Social Distancing Measures ("UKnighted: Six feet apart")

Until further notice, everyone on DCC's campus should practice social distancing, which means keeping space between yourself and other people. To practice social distancing:

- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups larger than 10 people in phase 1; 50 people in phases 2 and 3; and until further notice. Social distancing requirements apply in these group settings.
- Stay out of crowded places and avoid mass gathering.
- Refrain from bringing along guests to face-to-face appointments, as much as feasible for your situation.
- Only one person is allowed to use each DCC elevator at a time, unless physical assistance is required. Signs will be posted on each floor by the elevators.

3.2.a Communicating Mitigation Strategies

Within all our facilities where students and guests have access, and particularly where students typically form lines for services at DCC (admissions office, financial aid office, cashier's window, bookstore, etc.), decals will be placed on the floor separated by six feet each. All persons should use these decals to maintain proper social distancing. In addition, faculty, staff, students, and guests must maintain 6 feet or more of distance between themselves and other people regardless if the floor is marked or not.

Putting social distance between yourself and other people can help decrease the chance of spread of COVID-19, based on the CDC findings that some people without symptoms may be able to spread the coronavirus. DCC will post friendly reminders of being **UKnighted: Six feet apart.**

3.2.b Communicating to Prevent Stigma

As part of the **UKnighted: Six feet apart** communication campaign, DCC's Public Relations & Marketing team will provide messaging via email, printed posters, and social media to students and the entire DCC community helping to prevent stigmatization related to COVID-19. The campaign includes the key messages found on the CDC Reducing Stigma webpage and this COVID-19 Stigma Guide.

3.3 Verbal Reminders of Social Distancing and Gathering

DCC employees and security guards are encouraged to remind students we are **UKnighted: Six feet apart,** when they notice students gathering and ignoring social distancing.

3.4 Personal Protective Equipment

The COVID-19 Task Force recommends that, to the extent possible allowed by current supply-chain limitations, DCC should make available:

- Disposable gloves for cleaning and disinfecting;
- Hand sanitizing stations at entrances of buildings, outside of restroom, outside of elevators;
- Disposable, three-ply filter masks (non-medical-grade); and
- Tissues.

Following Governor Northam's Executive Order 63, DCC requires face coverings to be worn covering the mouth and nose by all guests at DCC with the following exceptions directly from Executive Order 63:

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 hearing impaired 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; and
6. Persons with health conditions that prohibit wearing a face covering. Nothing in this Order shall require 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.

Any person who declines to wear a face covering because of a medical condition shall not be required to produce or carry medical documentation verifying the stated condition nor shall the person be required to identify the precise underlying medical condition.

3.5 DCC Temporary Face Covering Policy
Employees who are front facing must also wear a face covering. Employees must also wear a face covering when moving throughout the campus. Employees must wear a face covering when social distancing is not possible. DCC recognizes and honors the exceptions listed above from Executive Order 63.

Employees who are unable to wear a face covering must ask for accommodations through the Office of Human Resources, following the steps as outlined in the interactive process of the Americans with Disabilities Act (ADA). Contact bruce.cottrill@danville.edu for guidance.

Students must wear face coverings when moving throughout campus. Students must wear a face covering when social distancing is not possible. ~~DCC *strongly recommends and encourages*, but does not require, all students to wear face coverings when attending in-person classes based on the following statement from Executive Order 63:~~

~~"All patrons in the Commonwealth aged ten and over shall when entering, exiting, traveling through, and spending time inside the settings listed below cover their mouth and nose with a face covering, as described and recommended by the CDC: … 7. State or local government buildings when accessed for the purpose of securing public services, with the exception of students in daycare centers or participating in-person classes in K-12 education or institutions of higher education."~~

Added 12/3/20: Based on the sixth amendment to Executive Order 67 "Phase Three Tightening of Certain Temporary Restrictions Due to Novel Coronavirus (COVID-19)" effective November 16, 2020, DCC must comply with the "guidelines for all business sectors." DCC requires students to wear a cloth face covering or mask in all indoor areas.

Students who are unable to wear a face covering must ask for accommodations through our counseling services office.

Danville Community College also heeds the CDC advice for people to use simple cloth face coverings in the absence of manufactured face masks.

NOTE: Masks and face coverings, as with all Personal Protective Equipment (PPE), reduces the risk of spreading COVID-19 but does not guarantee that a person will not spread or become sick with COVID-19. No guarantees of safety are implied in this plan. All measures taken by Danville Community College represent an attempt to prevent the spread of COVID-19 during this public health crisis. Every person on DCC's campus should cooperate with the guidance, protocols, and procedures established in this plan.

The following information on cloth face coverings can be found at danville.edu/coronavirus.

Cloth Face Coverings
CDC on Homemade Cloth Face Coverings: CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators: those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Cloth face coverings should—
- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

> Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

> A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth face covering?

> Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Click here for Sew and No Sew Instructions from the CDC.

3.6 Safety Challenges from Face Masks
In laboratory situations, proper Occupational Safety and Health Act (OSHA) standards must be followed. DCC instructors must be aware of the following hazards and train students on the risks and proper safety procedures.
- Face masks, particularly homemade masks, can obstruct vision and may impact students' ability to perform tasks safely.
- Face masks can cause safety glasses to collect condensation or steam up, obstructing vision.

- Face masks or bandanas can get caught in machinery causing serious injury.
- Improper face coverings can accumulate particles and pathogens.

In all laboratory settings, DCC employees must follow OSHA guidance in conducting any lab activities. Consult OSHA standards for further details. In the OSHA Publication, Guidance on Preparing Workplaces for COVID-19, OSHA recommends all types of PPE must be:
- Selected based upon the hazard to the worker
- Properly fitted and periodically refitted, as applicable (e.g., respirators)
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced, as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment

3.7 Donations & Gifts
While DCC appreciates those individuals, organizations, and companies who desire to help the College through the donation of supplies, the College must use discretion and consider safety precautions in accepting manufactured or hand-made Personal Protective Equipment (PPE).   Therefore, during the transition back to campus post COVID-19 all PPE gifts to Danville Community College must receive approval from the President and be processed through the DCC Educational Foundation.

This is a modification in approval level to the current policy *4280 College Procedure for Accepting Gifts.* The COVID-19 policy on gifts, which becomes the revised DCC policy *4280 Procedures for Accepting Gifts* is as follows:

All item(s) donated for the sole purpose of the college, regardless of the amount, must have approval from the DCC Educational Foundation, Inc., Executive Director prior to acceptance by the DCC Educational Foundation, Inc. All donated item(s) must be accompanied by the appropriate college form (4280.1 Donations/Gifts) that will be provided by the DCC Educational Foundation, Inc. Form 4280.1 Donations/Gifts must be completed, signed and dated by the DCC Educational Foundation, Inc., Executive Director prior to the donated item(s) being accepted or delivered to the campus.

The Executive Director will confer with the Vice President of Financial & Administrative Services and/or College President to ensure any donated item(s) will provide value to the college. The DCC Educational Foundation, Inc., may, at its discretion, refuse acceptance.

At the time of approval, a copy of the signed Form 4280.1 will be forwarded to the Vice President of Financial and Administrative Services. The DCC Educational Foundation, Inc., will provide a letter of acknowledgement to the donating entity/donor for tax purposes. The following list of requirements must be completed on Form 4280.1:

1. Listing of each individual item;
2. Quantity of each item;
3. Brief description of each item;
4. Serial number and model number of each item if applicable;
5. Value of each item extended to show total of all like items;
6. Documentation of fair market value per item;

7. Total value of all items.

. See Appendix A for approval form.

3.8 Cover Coughs and Sneezes
- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.

3.9 Washing Hands
Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a sick person. The Virginia Department of Health recommends the following steps to prevent germs from spreading:
- Wet your hands.
- Soap up.
- Wash for 20 seconds.
- Rinse hands.
- Dry hands. Turn water off with a towel.

Additional key times to wash hands while on campus include:
- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.

DCC will communicate face covering protocols to employees and students through:

- Emails sent to all students and all employees
- The college's COVID-19 web page (www.danville.edu/coronavirus)
- Statements on class syllabi
- A form that students will complete online through Canvas
- The Faculty and Staff Health Safety Agreement form
- New Student Orientation sessions
- Reminder posts on DCC's social media sites
- Signs, explaining the importance of wearing face coverings, posted throughout DCC's campuses
- Messages shared on electronic bulletin boards located inside campus buildings
- Verbal reminders during classes, during college activities, and by supervisors

4. DCC Policies and Plan Related to Containment4

4.1 Contagious Diseases Policy (6010.10)

Danville Community College will continue to adhere to its Contagious Diseases Policy 6010.10 (See Appendix B for the full policy). The policy provides guidance for those who know or have reason to believe they are infected with a contagious disease. This plan provides further guidance for Danville Community College related to COVID-19, due to its serious nature.

Persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others and must follow these guidelines:

- Persons who are infected with a contagious disease must seek expert medical advice and are encouraged to advise local health authorities of a possible public health threat. They must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.
- Persons who know they are infected with a contagious disease are urged to immediately share that information with an appropriate college administrator.
    - **Students** should contact Cheryl Terry, Dean of Student Success and Academic Advancement, and
    - **Employees** should contact Bruce Cottrill, AVP of Human Resources, so that the College may respond appropriately to their needs and assess the health risks to the college community.
- Medical information relating to contagious diseases of persons within the college community will only be disclosed to responsible college officials and local health officials on a need-to-know basis.
- Persons testing positive for COVID-19, or who they suspect might have COVID-19 based on fever, cough, or other symptoms as listed below are required to isolate themselves from the college community until the danger of infection is no longer present, as determined by expert medical advice. The CDC recommends self-quarantine for 14 days.
- Any person who becomes sick on campus with symptoms consistent with COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention.
- Any person who arrives on campus showing symptoms of COVID-19 without having been tested for COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention.
- Students, staff, and faculty should not attend class or work when sick, whether COVID-19 is suspected or not.
- DCC will practice as much flexibility as reasonably possible for any member of the DCC community during this time of pandemic.

4.2 Symptoms of COVID-19

According to the CDC website:

> "Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well. Trouble breathing is a more serious symptom that means you should get

medical attention. Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you."

On the CDC webpage on COVID-19 symptoms, there is a section titled, When to Seek Medical Attention, on which the CDC explains,

"If you have any of these **emergency warning signs*** for COVID-19 get **medical attention immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives."

4.3 Monitoring Health Conditions to Detect Infection
Students, employees, or guests of Danville Community College are asked to self-monitor and self-screen before each time they come to campus. The student and employee daily self-check of health will be distributed weekly via email as a reminder. DCC is exploring the use of electronic surveillance applications

4.3.a Student and Employee Daily Self-Check of Health

According to the Virginia Department of Health, students, employees and guests should ask themselves: "YES or NO since my last day on campus, have I had any of the following:

- A new fever (100.4°F or higher) or a sense of having a fever?
- A new cough that cannot be attributed to another health condition?
- New shortness of breath that cannot be attributed to another health condition?
- New chills that cannot be attributed to another health condition?
- A new sore throat that cannot be attributed to another health condition?
- New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?

If a student, employee, or guest of Danville Community College answers YES to any of the screening questions before coming to campus, the person should stay home and not come to campus. According to DCC's contagious disease policy (see section 3.1), persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.

4.3.b COVID-19 Surveillance at DCC
The College produces a daily COVID-19 tracking email that combines key measures for DCC's service region including the city of Danville, Pittsylvania county, Halifax county, and surrounding counties to the region (Va. – Henry county, city of Martinsville, Franklin county, Bedford county, and Campbell county; N.C. – Rockingham county, Caswell county, and Person county). The email monitors surrounding counties for local cases using Virginia Department of Health key measures of COVID-19 data and the North Carolina Department of Health and Human Services COVID-19 dashboard. It is sent to the executive team and COVID-19 task force for daily surveillance of local health conditions.

4.3.C Establishment of a Testing Strategy
DCC is not providing testing. DCC has instead developed a procedure for reporting, documenting, and responding to COVID-19 cases among the DCC community. Cases among students, faculty, and staff are to be managed by Human Resources and the Office of the Dean of Students through COVID-19 Reporting through the online report form found on the DCC website. Those reports include confirmed positive, pending results, and confirmed close contact to students or employees by someone who is positive with COVID-19. These efforts are crucial to the continued health and well-being of the college community to help contain and mitigate the spread of COVID-19.

1. **Reporting**
   - Students are directed to self-report confirmed COVID-19 positive tests, if they are awaiting test results for COVID-19, or have been in close contact with someone who has tested positive for COVID-19 or are displaying symptoms of COVID-19.
   - Employees and their supervisors have been directed to report any pending results or confirmed positive tests for follow-up. All contractors and vendors are asked to provide contact information and report any COVID-19 developments that may later arise.
2. **Documentation** Reports should include:
   - Name of affected party

- Employee or student address
- Phone numbers (Home and Cell)
- Date when Coronavirus test was performed
- Date test results were received (or pending, if still results have not been received)
- Location test was performed
- Other pertinent information
- Date last visited campus, regardless of reason, and all locations visited while on campus, including buildings.
- Persons who may have been in close contact with affected party

3. **Tracking or Contact Tracing**
   - Upon receiving a report, the COVID-19 team will begin to work in coordination with the VDH. VDH will take the lead on contact tracing efforts.
   - DCC efforts will be to implement measures to contain the spread of the virus and provide guidance to affected employees on human resource policies and benefits.

4. **Confidentiality**
   - Personally-identifiable information of reporting parties or affected individuals shall remain confidential and may only be released to the VDH for the purpose of contact tracing.
   - Any pertinent information regarding the date and location of potential exposure or confirmed close contact may be used to assist in identifying and notifying others within the campus community or public at large of potential risks.

4.4 In the Event a Confirmed Case has been on DCC's Campus

4.4.a Shutdown and Containment Considerations

Danville Community College will implement a short-term building closure if a COVID-19 infected person has been on campus, regardless of the level of community spread. According to CDC recommendations, if an infected person has been on campus:
- Bruce Cottrill, AVP of Human Resources, has been designated as the college official that will coordinate with the City of Danville health officials. Once learning of a COVID-19 case in someone who has been on campus, he will immediately reach out to the City of Danville public health officials. These officials will assist DCC administrators to determine a course of action to take, including:
  - Determining if a short-term closure (for 2-5 days) of all campus buildings and facilities is needed;
  - In some cases, DCC administrators, working with the City of Danville public health officials, may choose to only close buildings and facilities that had been entered by the individual(s) with COVID-19.
- According to the CDC, this initial short-term class suspension allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting DCC. This allows the local health officials to help DCC determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

- Local health officials will contact the Virginia Department of Health with any positive cases locally. In turn, the VDH may engage contact investigators and contact tracers to provide guidance, education, resources, and tracking. Danville Community College faculty will take attendance during each course or lab per normal attendance guidelines. The attendance logs will be used to assist the Virginia Department of Health contact investigators or tracers should the need arise.
- Area supervisors will keep daily attendance of employees on campus, so that DCC can assist the Virginia Department of Health contact investigators and tracers in the event of a COVID-19 infected person on campus.
- Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- DCC will partner with the VDH for contact tracing. Any suspected positive cases will be will be coordinated thought the Dean of Student Services and the Office of Human Resources.

4.4.b Communication Plan for Dismissals and Shutdowns

DCC's Executive Cabinet will communicate with students, staff, and faculty in coordination with local health officials. This coordinated effort will lead to the communication of dismissal decisions and the possible COVID-19 exposure. However, all DCC employees must follow all DCC policies regarding the dissemination of private information, in addition to all requirements related to the Family Educational Rights and Privacy Act (FERPA).

- All communication to the DCC community must come from the Executive Cabinet and should align with our Continuity of Operations Plan (COOP).
- In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Educational Rights and Privacy Act, as applicable.
- Therefore, all DCC faculty and staff members must maintain confidentiality and allow all communications about dismissal decisions, COVID-19 cases, and possible COVID-19 exposure to come exclusively from the appointed Executive Cabinet members.

4.4.c Communications channels used to disseminate information at DCC include:

- Mass emails will be used to provide important college wide information regarding the closure; large-scale changes to class formats; changes to student support services; changes in important deadlines; cancellation or changes in college activities; resources for students and employees, including DCC's COVID-19 web page; and other need-to-know information. Mass email distribution includes:
  - o All DCC students, using the all-student distribution list
  - o All DCC faculty and staff, using the all-employee distribution list
- Targeted emails will be used to provide subject-specific information to smaller groups within DCC's community. These targeted efforts include, but are not limited to, course-specific emails to students; updates sent to students who had signed up for assistance from a support services office; and college updates sent to members of DCC's boards, advisory committees, donors, and community partners.

- DCC's www.danville.edu/covid-19 web page, which is used by students, employees and members of the community to get the latest information on the campus closing, classes, services, COVID-19 resources, and other resources.
- DCC's social media sites, which are used by students, employees and members of the community to get updated information about the college (posts related to COVID-19 include a link to the college's COVID-19 web page.
- Everbridge Alert will be used if the college's campuses are occupied and an immediate evacuation or shutdown is needed. It will also be used after the college's normal operation hours to inform the college community that the campuses will be closed. Tyler Alert is a notification message that allows the college to send texts and emails to those who have registered to receive notifications.
- Campus public address system will be used if the college's campuses are occupied and an immediate evacuation and shutdown are needed

4.5 Student Health and Safety on Campus

Student health and safety vs returning home: In the event of severe conditions/public health direction or guidance, DCC will maintain a posture of readiness to return to completely remote delivery of instruction and services as was implemented during the initial phase of the COVID-19 crisis. DCC does not have students residing on campus. Therefore, no determination regarding the residency of students is required.

4.6 Supervision of Minors

Next, as Danville Community College transitions back to campus, it is important to remind everyone of the safety policies related to minors.

4380 Children on Campus

"Minor children (under age 16) should not be brought to the college campus or its facilities unless closely supervised by their parent or guardian. Minor children should never be brought into laboratories, shops, or the Testing and Tutoring Center. Some of these environments can be hazardous for children, and children may also be disruptive to the learning process. Supervised children who are participating in college-sponsored events are welcome on campus.

For reasons of security and child welfare, the institution will not permit unattended children to be left anywhere on the college campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security and are subject to student discipline."

4.7 Health Precautions and Plans for the Vulnerable at DCC

According to the CDC, those at high-risk for severe illness from COVID-19 include people who are sixty-five years or older and people of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma;
- People who have serious heart conditions;
- People who are immune compromised;
- People with severe obesity (body mass index [BMI] of 40 or higher);
- People with diabetes;
- People with chronic kidney disease undergoing dialysis; and
- People with liver disease.

DCC **employees** who meet one or more of these criteria will be given flexible options for teleworking, when possible. Therefore, employees of DCC who consider themselves at high-risk for severe illness from COVID-19 should alert their supervisor and make arrangements with Bruce Cottrill, AVP of Human Resources to telework, when possible. He can be reached at bruce.cottrill@danville.edu.

DCC **students** who meet one or more of these criteria should reach out to their advisor to discuss online course option, or a plan of action that could include a possible program change, if online options are not available for their program of choice.

5. Cleaning & Disinfecting Protocols

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important aspect of reopening public places. The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19. See appendix C for the visual references of key touch points for sanitization in schools provided by the Lieutenant Governor of Virginia.

Danville Community College will need to make available the following supplies for cleaning and disinfecting spaces including – spray bottles, disinfectants proven effective against COVID-19, soap, paper towels, alcohol-based wipes for electronics, disinfectant wipes for hard (non-porous) surfaces.

5.1 Definitions from the CDC
- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

5.2 Overnight Cleaning and Disinfection
DCC's hired cleaning staff will continue to deep clean and disinfect following VDH and CDC guidelines.

5.3 When Cleaning and Disinfecting
Follow these guidelines when cleaning or disinfecting:
- Never mix cleaning products. Never mix bleach with ammonia or any other cleaner.
- Wear disposable gloves for all tasks in the cleaning process, including handling trash created from cleaning.
- Wash hands immediately after removing gloves. Wash with soap and water for 20 seconds.

5.4 Business Hours Cleaning and Disinfection

In order to maintain a clean and disinfected campus environment, during business hours the following procedures should be followed once we have transitioned any or all of DCC's operations back to campus.

While the process of deep cleaning will occur overnight, DCC employees must take on some additional cleaning duties as assigned. In cases where medical conditions prevent employees from being around cleaning products, the employees should notify their supervisors of any concerns so that reasonable accommodations can be arranged.

5.4.a DCC Student Services Offices (including faculty offices where students visit)

- All offices where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every office. **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. **Disinfecting:** Next, the spray disinfectant is to be used to disinfect surfaces.
- The supervisor of each office will create a schedule for each office to ensure that cleaning duties are assigned and cleaning is occurring throughout each day.
- Each morning, someone from the office should be designated to make sure supplies are available. Contact maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- Approximately every hour, a DCC employee from that office should put on disposable gloves. DCC also recommends putting on a disposable mask or a cloth face covering.
- The employee should inspect the student side of any barriers in place. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- Be sure to wash your hands immediately after removing gloves.

5.4.b DCC Classrooms (including classrooms with computer labs)

- All classrooms where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every classroom or computer lab. **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. **Disinfecting:** Next, the spray disinfectant is to be used to disinfect surfaces.
- The division leader will create a schedule for each classroom to ensure that cleaning duties are assigned and cleaning is occurring throughout each day between classes.
- An administrative assistant should be designated to make sure supplies are available. Contact maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- After every class session, the faculty or staff member should put on disposable gloves. DCC also recommends putting on a disposable mask or a cloth face covering.

- The faculty or staff member should inspect the classroom. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- Be sure to wash your hands immediately after removing gloves.

5.4.c DCC Laboratories

- All laboratories where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every laboratory. **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. **Disinfecting:** Next, the spray disinfectant is to be used to disinfect surfaces.
- The division leader will create a schedule for each lab space to ensure that cleaning duties are assigned and cleaning is occurring throughout each day between lab sessions.
- An administrative assistant should be designated to make sure supplies are available. Contact maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- After every lab session, the faculty or staff member should put on disposable gloves. DCC also recommends putting on a disposable mask or a cloth face covering.
- The faculty member should inspect the classroom. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, scientific equipment, countertops, handles, desks, faucets, sinks, etc.
- Many labs already have protocols for cleaning equipment after student use. Remember that COVID-19 requires disinfection as well. Review any laboratory procedures and modify them to include disinfecting protocols.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- Be sure to wash your hands immediately after removing gloves.
- If the industry for which students in a laboratory session are preparing to enter will reasonably require employees to use specific protocols for cleaning and disinfecting, the DCC employee teaching the lab can incorporate cleaning and disinfecting objectives into the lab.
  - Students should be first shown how to properly clean and disinfect any equipment or tools. Then, the student should be assessed to be certain they are performing the activities in a suitable manner. The lab instructor must observe students to be sure they continue to follow proper protocols.

o In these cases, the instructor should provide students with the industry standards, and document when task training is complete with each student.

5.4.d Learning Resources Center

- The Learning Resources Center will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, spray bottles for soapy water will be placed in the LRC. **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. **Disinfecting:** Next, the spray disinfectant is to be used to disinfect surfaces.
- The Director will create a schedule to ensure that cleaning duties are assigned and cleaning is occurring throughout each day.
- Each morning, someone from the LRC should be designated to make sure supplies are available. Contact maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- Approximately every hour, an LRC employee should put on disposable gloves. DCC also recommends putting on a disposable mask or a cloth face covering.
- The employee should inspect the areas of the LRC used by students. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- Be sure to wash your hands immediately after removing gloves.

5.4.e DCC Bookstore

- The DCC Bookstore will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in the bookstore. **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. **Disinfecting:** Next, the spray disinfectant is to be used to disinfect surfaces.
- The Manager will create a schedule to ensure that cleaning duties are assigned and cleaning is occurring throughout each day.
- Each morning, someone from the DCC Bookstore should be designated to make sure supplies are available. Contact maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- Approximately every hour, a bookstore employee should put on disposable gloves. DCC also recommends putting on a disposable mask or a cloth face covering.
- The employee should inspect the areas of the bookstore used by students. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.

- Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- Be sure to wash your hands immediately after removing gloves.

5.4.f Student Center
- The on-duty daytime cleaning staff will clean and disinfect the Student Center throughout the business day.
- Every hour, the cleaning staff will disinfect hard (non-porous) surfaces. If surfaces are visibly dirty, the hard (non-porous) surfaces will be cleaned using soap and water prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where students may have touched will be disinfected. These surfaces may include indoor and outdoor tables, chairs, doorknobs, light switches, countertops, handles, etc.

5.4.g Breakrooms
- All breakrooms will be supplied with cleaning and disinfection supplies, in the form of spray bottles and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be provided.
- It is recommended that any employee who uses a breakroom should wear gloves to touch any surfaces.
- If an employee notices supplies are running low, the employee contact maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- After using the breakroom, the employee should put on disposable gloves. DCC also recommends putting on a disposable mask or a cloth face covering.
- Employees should clean up after themselves by inspecting the area. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where the employee touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- Be sure to wash your hands immediately after removing gloves.

6. DCC's Facility and Physical Modifications

In order to transition from teleworking to working on campus, minimizing exposure to COVID-19 is important. Therefore, the following guidelines will assist DCC in enabling safe distancing, de-densifying spaces, and mitigating direct exposure to others in the delivery of services.

As previously mentioned, DCC will roll out a campaign entitled, **"UKnighted: Six feet apart"** to continually remind people on campus to employ social distancing as long as necessary. The campaign will include:
- Posted signage about social distancing reminding people:
  - Stay at least 6 feet (about 2 arms' length) from other people.

- o Do not gather in groups larger than 10 people in phase 1 and 50 people in phase 2. Social distancing requirements apply in these group settings.
  - o Stay out of crowded places and avoid mass gathering.
- Social Distancing Decals: In places where students typically form lines for services at DCC (admissions office, financial aid office, cashier's window, bookstore, etc.), decals will be placed on the floor separated by six feet each.
  - o All persons should use these decals to maintain proper social distancing.
  - o Faculty, staff, student, and guests must maintain 6 feet or more of distance between themselves and other people regardless if the floor is marked or not.

The **UKnighted: Six feet apart** strategy will also include physically rearranging certain spaces and making some modifications to facilities as described below.

Regardless of the number of people allowed to socially gather, the recommended post COVID-19 DCC campuses modifications will remain in effect until further notice.

6.1 DCC Student Services and Administrative Offices

- All workstations and desks must be reconfigured so that employees are seated at least six feet apart.
- Front-facing service counters or desks will be provided with portable, clear sneeze guards.
- Any staff offices in which students or guests enter for services will also receive portable, clear sneeze guards to act as a barrier between students and DCC employees.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and the student or guest.
- The COVID-19 Task Force recommends that student schedule appointments in Navigate and that staff conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-COVID era, whenever possible. This will support a "hybrid set-up" to make more efficient, de-densified use of physical spaces by incorporating technologies.
- In larger offices where students form lines, distancing decals will be placed on the floor designating where students and guests should stand to maintain six feet of distance between.
- In larger office spaces (e.g., SCALE UP, Admissions, Financial Aid, EOC), crowd control ropes or retractable belt barriers will be used to designate where students should stop and wait until called to the service desk or counter.
- For administrative offices in which students and guests typically do not enter for services, chairs should be repositioned so that there are at least six feet between the employee and any visitor who may enter the office. These offices will not automatically receive clear sneeze guards to act as a barrier between visitors and DCC employees.

5.2 DCC Faculty Offices

- During phase 1 of Governor Northam's Forward Virginia Blueprint, all workstations and desks must be reconfigured so that faculty who share offices are seated at least six feet apart.
- In the event that empty offices are available, the division leader should arrange for faculty that are sharing offices to be moved into separate offices to de-densify offices and allow for social distancing.
- The COVID-19 Task Force recommends that student schedule appointments in Navigate and that faculty conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-

COVID era, whenever possible. This will support a "hybrid set-up" to make more efficient, de-densified use of physical spaces by incorporating technologies.

- If faculty must meet with students face-to-face, it is recommended for each building to set up one designated office or repurposed space offering privacy. The designated meeting space should be equipped with a computer on a desk for faculty or students to use, a portable, clear sneeze guard to provide a barrier between the two persons in the appointment, and chairs that are spaced at least six feet apart on opposite sides of the barrier.
- If it becomes necessary to meet with students in a faculty office, chairs should be repositioned so that there are at least six feet between the faculty member and the student or guest.
- For faculty offices in which students and guests typically do not enter for advising or assistance, chairs should be repositioned so that there are at least six feet between the employee and any visitor who may enter the office. These offices will not automatically receive clear sneeze guards to act as a barrier between visitors and DCC employees.

6.3 DCC Classrooms (including, computer labs, large lecture halls, and auditoriums)
- All student seating at desks or tables must be arranged with at least six feet between each seat. This will mean that some desks or tables may need to be removed in order to reconfigure the classroom.
- Each seat should be facing in the same direction, rather than having students face one another for delivery of instruction.
- The student seat closest to the entrance must be at least six feet away from the door and from the pathway for student to get to their seats.
- It is recommended that each instructor assigns seats so that the students know where they are to sit, thus avoiding unnecessary contact with other students searching for a seat.
- The lectern, podium, or instructor seating must be at least six feet away from any entrance or pathway through which students walk to their seats.
- In cases where ADA accommodations need to be made for students, be sure to work with the ADA Accessibility Services office to arrange seating for any adaptive equipment needs.
- Large lecture halls or auditoriums with fixed seating should have seats sectioned off with caution tape, or an equivalent product such as rope, to indicate which seats should not be used in order to allow for at least six feet or more between seats. In some cases, this will also include sectioning off entire alternating rows in order to extend social distancing in all directions of a given seat.
- During phase 1 of Governor Northam's Forward Virginia Blueprint, classrooms will be reconfigured but all course instruction will continue to be delivered online.
- During phase 2 of Governor Northam's Forward Virginia Blueprint, social distancing requirements will remain. Classrooms will retain the social distancing configuration, even as teleworking continues. All course instruction will continue to be delivered online.
- During phase 3 of Governor Northam's Forward Virginia Blueprint and until further notice, classrooms will retain the social distancing configuration.

6.4 DCC Laboratories
- All student lab stations must be configured with at least six feet between each. This will mean that some stations may not be usable in the laboratory.
- Whenever applicable, each seat should be facing in the same direction, rather than having students face one another for delivery of lab instruction.

- The lab station closest to the entrance must be at least six feet away from the door and from the pathway for student to get to their stations.
- It is recommended that each instructor assigns stations and equipment so that students know where these are located, thus avoiding unnecessary contact with other students searching for a station.
- The lectern, podium, or instructor seating must be at least six feet away from any entrance or pathway through which students walk to their stations.
- In cases where ADA accommodations need to be made for students, be sure to work with the ADA Accessibility Services office to arrange reconfiguration for any adaptive equipment needs.
- Before or during phase 1 of Governor Northam's Forward Virginia Blueprint, labs will be reconfigured and stations sectioned off with caution tape, or an equivalent product such as rope, to indicate which stations should not be used in order to allow for at least six feet or more between stations.
- During phase 2 of Governor Northam's Forward Virginia Blueprint, social distancing requirements will remain. Labs will retain the social distancing configuration. All course instruction will continue to be delivered online.
- During phase 3 of Governor Northam's Forward Virginia Blueprint and until further notice, labs will retain the social distancing configuration.

6.5 Learning Resources Center
- Front-facing service counters or desks will be provided with portable, clear sneeze guards.
- Any staff offices in which students or guests enter for services will also receive portable, clear sneeze guards to act as a barrier between students and DCC employees.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and the student or guest.
- The COVID-19 Task Force recommends that student schedule appointments for tutoring or librarian assistance in Navigate and that staff conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-COVID era, whenever possible. This will support a "hybrid set-up" to make more efficient, de-densified use of physical spaces by incorporating technologies.
- All student seating at desks, tables, or study cubicles, including the Testing Center, must be arranged with at least six feet between each seat. This will mean that some desks, tables, or cubicles may need to be removed or sectioned off with caution tape, or an equivalent product such as rope, to indicate which seating should not be used in order to allow for at least six feet or more between seats.
- Each seat should be facing in the same direction, rather than having students face one another.
- Until further notice, the LRC will retain the social distancing configuration.

6.6 DCC Bookstore
- Front-facing service counters will be provided with portable, clear sneeze guards.
- Any staff offices in which students or guests enter for services will also receive portable, clear sneeze guards to act as a barrier between students and DCC employees.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and any visitor.
- In the areas where students form lines, distancing decals will be placed on the floor designating where students and guests should stand to maintain six feet of distance between.

- Crowd control ropes or retractable belt barriers will be used to designate where students should stop and wait until called to the checkout or counter.

6.7 Student Center
- Indoor and outdoor seating must be reconfigured with at least six feet between each seat. This will mean that some tables and chairs may need to be removed or sectioned off with caution tape, or an equivalent product such as rope, to indicate which seating should not be used in order to allow for at least six feet or more between seats.
- Due to the need to move tables and chairs for cleaning and sterilizing the floors, decals should be placed on the floor indicating a distance of at least six feet in all directions for seating. If the seating positions are marked, then tables can be placed in front of single chairs, offering students additional room for studying or taking breaks.
- The COVID-19 Task Force recommends the removal of recreational games in the Student Center, including the ping pong table and cornhole equipment, as the CDC recommends removing objects in common areas that may be shared.

6.8 Breakrooms
- The CDC suggests removing objects in common areas that may be shared, like coffee creamer containers. Therefore, shared condiment containers should not be used in breakrooms. Employees are encouraged to bring their own condiments.
- All seating at tables must be arranged with at least six feet between each seat. This will mean that some tables or seats may need to be removed in order to reconfigure the breakroom.

7. DCC's Transition Steps

7.1 Executive Cabinet and Executive Council Preparations
In addition to following the action items listed in phases 1-3 of Governor Northam's Forward Virginia Blueprint, the DCC administration must complete the following preparations:
- ☐ Secure supplies as suggested within. (Led by Charles Toothman)
- ☐ Prepare and post written guidelines for social distancing throughout campus. (Headed by Faith O'Neil)
- ☐ Design and make social distancing floor decals. (Led by Faith O'Neil)
- ☐ Place floor decals six feet apart in the Student Center, where lines typically form, and in larger student services offices. (Led by Faith O'Neil and Kevin Gatewood)
- ☐ Create a visual timeline using the phases of Governor Northam's Forward Virginia Blueprint. (Led by Cory Potter)
- ☐ Cabinet to decide on the rationale and sequence of return for all DCC employees based on priorities from phase 3 forward. Per the VCCS Beyond the Pandemic Task Force, DCC should prioritize faculty teaching and staff supporting performance-based classes and labs that cannot be delivered online for face-to-face instruction, with consideration given to social distancing, limited spaces, and transition times required to use and safely maintain hands-on face-to-face classes.
- ☐ Academic leadership to produce a schedule for phase 2 labs for workforce and technical programs. (Led by Debra Holley and Jimmie Tickle)
- ☐ Build the **UKnighted: Six feet apart** campaign (Led by Faith O'Neil)
- ☐ Create a demo video for proper cleaning and disinfecting techniques (Led by COVID-19 Task

Force)

☐ Develop a communications plan for students, faculty, and staff. (Led by Faith O'Neil)

☐ Develop short-term professional development plans for all faculty (including Dual Enrollment instructors) to ensure all are prepared to teach online. (Led by Bruce Cottrill, Jimmie Tickle, and Debra Holley)

☐ Create a written campus advising plan that leverages existing VCCS technologies and adopts a 'one hand-off or one call back' philosophy—empowering faculty and staff to respond to student questions and limit office-to-office transfers. (Led by Brad Prillaman)

☐ Develop training for students on how to succeed in an online class and how to access virtual advising, tutoring, testing, and other academic and student support services. (Led by Brad Prillaman, Chris Ford, and Debra Holley)

☐ Executive Cabinet will be assigned a lab to visually inspect lab space for distancing, cleaning, etc. This will allow us to see any needs and be a resource.

7.2 Physical Plant/Maintenance Preparations

☐ Work with Executive Council to get specifics before making modifications to all areas of campus as listed above. (Led by Charles Toothman)

7.3 Welcome Back Committee Preparations

☐ Develop an online welcome back event for faculty and staff for the fall (can be modified for in-person event). (Led by Faith O'Neil)

7.4 Come Back Committee Preparations

☐ Develop activities for students when they are allowed back on campus. This may need to be planned for different phases of students returning to campus. (Led by Kevin Gatewood)

7.5 Faculty Preparations

☐ Provide input to academic leaders about classroom, office, and lab configurations. (Led by Debra Holley, Paul Fox, and Jimmie Tickle)

☐ Ensure all read the complete Post-COVID-19 Transition Plan. (Led by Bruce Cottrill)

☐ Receive professional development for teaching online, as needed. (Led by Bruce Cottrill, Jimmie Tickle, Paul Fox, and Debra Holley)

7.6 Staff Preparations

☐ Ensure all read the complete Post-COVID-19 Transition Plan. (Led by Bruce Cottrill)

8. Attestation

Danville Community College's Chief Executive Officer, Dr. Jacqueline Gill-Powell, hereby certifies that this reopening plan is in compliance with "Higher Education Reopening Guidance" provided by Governor Northam.

_____   6/12/2020
Dr. Jacqueline Gill-Powell, President   Date
Danville Community College

9. Appendices

Appendix A: Donations and Gifts Approval Form

Appendix B: DCC's Contagious Disease Policy

Appendix C: Safe School Key Touchpoints

Appendix D: Travel Safety Steps

Appendix E: Health Department Contacts

Appendix F: Addendum for the §16VAC25-220, Emergency Temporary Standard

Appendix A: Donations & Gifts Approval Form
Danville Community College Educational Foundation, Inc.
DONATIONS/GIFTS

TO: Danville Community College Educational Foundation, Inc.
        1008 South Main Street
        Danville VA 24541

FROM: Name _____

        Company Title _____

        Company Name _____

        Address _____

                _____

        Telephone _____

It is my intention to donate the items described below to Danville Community College.

Quantity	Item Description (include serial or model number)	Unit Value	Total

Signature of Donor_____**Date:** _____

FOR COLLEGE USE ONLY

Executive Director of the DCCEF Signature _____Date _____

DCC President Signature _____Date _____

Anticipated use: Salvage_____   Supplies _____

Equipment (inventoried)_____

Form 4280.1 | Rev 5/2020

Appendix B: DCC's Contagious Diseases Policy

Danville Community College (DCC) is committed to providing, to the extent possible, a healthy and safe educational environment for all students and employees. In compliance with VCCS policy 6.0.8.1 Contagious Diseases Policy, DCC policy is to prevent the spread of communicable/contagious diseases through measures that focus on safety, prevention and education and to provide continuity of education in the event of a contagious disease outbreak.

- Persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others and must follow these guidelines:

- Persons who are infected with a contagious disease must seek expert medical advice and are encouraged to advise local health authorities of a possible public health threat. They must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.

- Persons who know they are infected with a contagious disease are urged to share that information with an appropriate college administrator. Students should contact the Dean of Student Success and Academic Advancement, and employees should contact the Human Resources Officer so that the College may respond appropriately to their needs and assess the health risks to the college community. Medical information relating to contagious diseases of persons within the college community will only be disclosed to responsible college officials on a need-to-know basis. Infected persons may be required to isolate themselves from the college community until the danger of infection is no longer present.

- No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other college community member unless required by state and/or federal law. Furthermore, all medical information relating to contagious diseases of students, employees, or other college community members will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act of 1974.

- DCC students, staff, and faculty will refrain from any activity or action cleanup activities that could result in exposure to bloodborne pathogens. DCC complies with 6.1 Bloodborne Pathogens in the DCC Safety Manual.

- Danville Community College complies with the VCCS policy on Acquired Immunodeficiency Syndrome (AIDS) as stated in Section 6010.9 of the DCC Policy Manual.

Authority for interpretation and execution of this policy rests with the Vice President of Academic and Student Services for students and Human Resources Officer for employees.
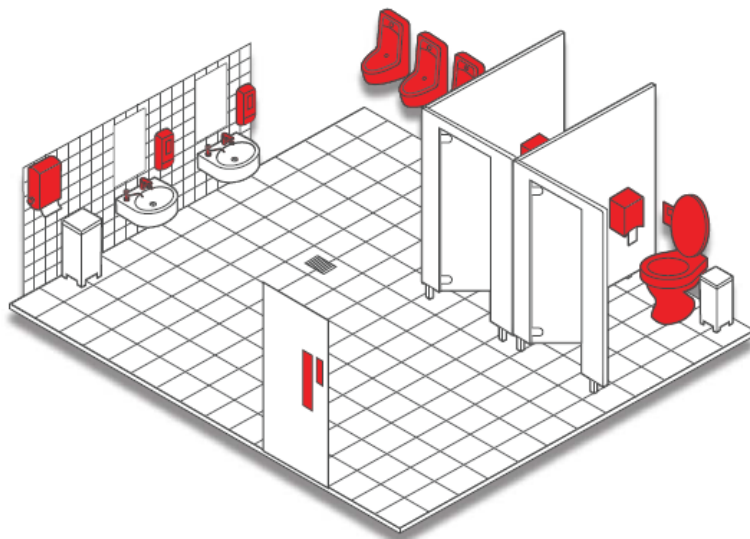
Appendix C: Safe Schools Key Touchpoints

Key touchpoints:
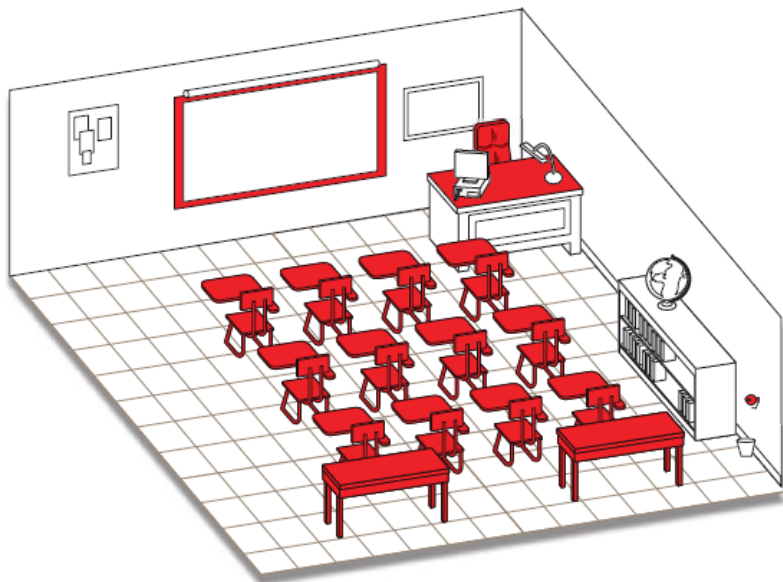
Classrooms:

- telephones / computers / electronics
- desks / tables
- switches
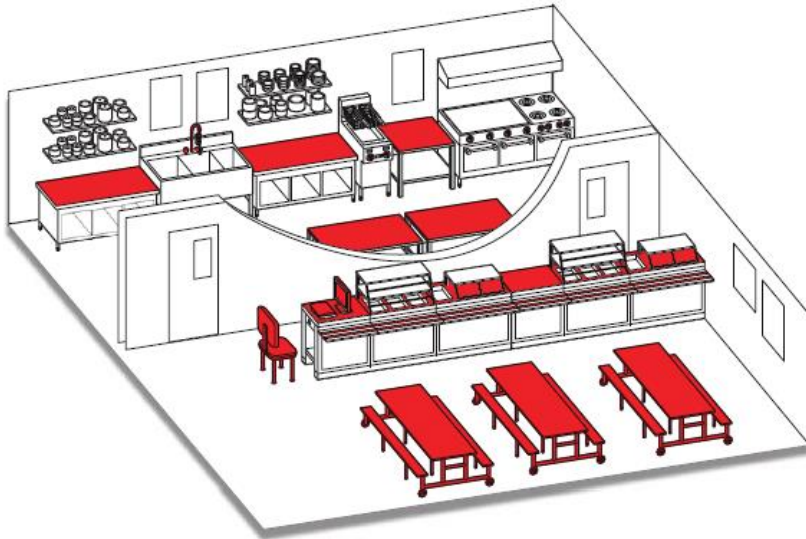- door handles
- chairs
- pencil sharpener / metal surfaces

Restrooms:

- door handles
- switches
- dispensers, paper towel holders
- bathroom handles, toilet flush, shower control, taps
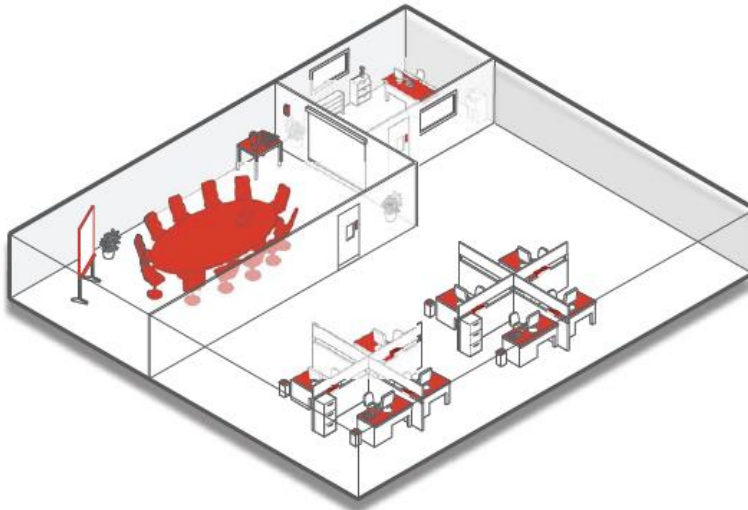- toilet seats, splash walls

Key touchpoints:

Kitchen /Cafeteria:

- door handles
- switches
- dispensers
- food contact surfaces
- hand contact areas
- taps
- utensils
- chairs
- table tops
- sneeze guards

Offices /Conference Areas:

- telephones / computers / printers
- desks
- switches
- door handles
- metal surfaces

Appendix D: Travel Safety Steps

The following excerpt is from a [memo](#) from Dr. Gill Powell, President, to Danville Community College dated March 13, 2020 regarding travel restrictions.

Travel within the US:

Effective immediately, DCC is prohibiting students, faculty and staff from College-affiliated travel to locations within the United States where the outbreak of the coronavirus has been the highest. Additionally, the College strongly discourages personal travel to these areas as well.

Should you choose to travel to such an area, please be aware that you may be asked to undergo a 14-day off campus self-quarantine, upon your return.

International Travel:

With respect to international travel, [the CDC's travel notices](#) will be used to determine whether someone returning from an international destination will be subject to a 14-day off-campus self-quarantine period.

If you have traveled or plan to travel:

Any students, faculty or staff who have traveled to an area heavily affected by the coronavirus should immediately contact their healthcare provider, for evaluation. For assistance in devising a plan to continue with class and/or work obligations while in a self-quarantine situation:

- **Students** should contact the Dean of Students Cheryl Terry, cheryl.terry@danville.edu
- **Faculty and Staff** should contact AVP of HR Bruce Cottrill, bruce.cottrill@danville.edu and their immediate supervisors.
  - Instructors and supervisors are encouraged to be flexible with options and/or the use of sick leave.

Consistent with yesterday's memo and CDC guidelines, students, faculty and staff returning from travel to any country for which the CDC has issued a Level 2 or Level 3 Travel Warnings related to COVID-19 should self-quarantine for 14 days.

Appendix E: Health Department Contact Information

Scott Spillmann, MD, MPH
District Director
Pittsylvania/Danville HD
326 Taylor Drive
Danville, VA 24541
scott.spillmann@vdh.virginia.gov
434-766-9857 Office
434-799-5022 Fax

Appendix F: Addendum - §16VAC25-220, Emergency Temporary Standard

Danville Community College Compliance with the Department of Labor and Industry's §16VAC25-220, Emergency Temporary Standard Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19

§16VAC25-220-40. Mandatory Requirements for All Employers

Danville Community College (DCC) has instituted the following policies and procedures for reporting when employees and guests of DCC experience symptoms consistent with COVID-19.

4.1 Contagious Diseases Policy (6010.10)

4.3 Monitoring Health Conditions to Detect Infection

4.3.a Student and Employee Daily Self-Check of Health

4.3.c Establishing a Testing Strategy [reporting and documentation sections]

4.4.a Shutdown and Containment Considerations

To clarify, Danville Community College will not permit employees or other persons known or suspected to be infected with SARS-CoV-2 virus to report to or remain at the work.

The above named policies, in addition to Human Resources policies, cover **§16VAC25-220-40.A.2; A.3; A.4; A.5; A.6; A.8; A.9.**

§16VAC25-220-40.A.1. Exposure Assessment

Danville Community College has assessed the workplace for hazards and job tasks that can potentially expose employees to the SARS-CoV-2 virus or COVID-19 disease.

Danville Community College has classified each job task according to the hazards employees are potentially exposed to and ensure compliance with the applicable sections of the Department of Labor and Industry's §16VAC25-220, Emergency Temporary Standard for "very high," "high," "medium," or "lower" risk levels of exposure. Tasks that are similar in nature and expose employees to the same hazard were grouped for classification purposes.

Every job category at Danville Community College has been classified as "lower" risk by the COVID-19 Taskforce.

§16VAC25-220-40.A.7 *Subcontractors, Contract Employees, Temporary Employees and Vendors*

Danville Community College sends an official statement email to all vendors, subcontractors and companies that provide contract or temporary employees about the importance of employees or other persons who are known or suspected to be infected with the SARS-CoV-2 virus of staying home.

The statement reads:

> Danville Community College (DCC), in compliance with the DCC COVID-19 Return to Campus plan and recommendations by the Virginia Department of Health, requires that all vendors who

conduct business on the DCC campus comply with the official DCC Post-COVID-19 Transition to Campus Plan: Reopening Plan.

This plan requires that all persons present on the DCC campus wear a face covering as defined by the Center for Disease Control and Prevention while indoors in a DCC campus building, and that all persons present on the DCC campus practice social distancing and hand hygiene when appropriate for the duration of their time on campus.

Vendors who are feeling sick, or who know they have been exposed to or have contracted COVID-19 must not attempt to continue working on the DCC campus for at least 14 days after exposure or the beginning of symptoms.

In addition, DCC's reopening plan stipulates in **section 4.3.a**:

According to the Virginia Department of Health, students, employees and guests should ask themselves:
"YES or NO since my last day on campus, have I had any of the following:
- A new fever (100.4°F or higher) or a sense of having a fever?
- A new cough that cannot be attributed to another health condition?
- New shortness of breath that cannot be attributed to another health condition?
- New chills that cannot be attributed to another health condition?
- A new sore throat that cannot be attributed to another health condition?
- New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?

If a student, employee, or guest of Danville Community College answers YES to any of the screening questions before coming to campus, the person should stay home and not come to campus. According to DCC's contagious disease policy (**see section 3.1**), persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.

Therefore, in accordance with **section 4.3.c.1** of the DCC Reopening Plan, DCC requires all vendors to notify Charles Toothman at Charles.Toothman@danville.edu if they have been exposed to COVID-19 or have tested positive for COVID-19 and have been present on the DCC campus within the prior two weeks.

As an additional method of reporting, contractors and vendors can visit http://www.danville.edu/coronavirus Self-Reporting form.

Once the subcontractor, contract employee, or vendor self-identifies, the person will be contacted to be interviewed by DCC utilizing the documentation report listed in **section 4.3.c.2** of the DCC Reopening plan.

Failure to comply with these requirements will result in the individual not being allowed on campus until the subcontracted individual can provide a release back to work from the VDH.

§16VAC25-220-40.B.1 Return to Work Policies

Danville Community College requires employees to follow the guidance provided by the VDH and local health departments in order to be released back to work after a known infection with COVID-19.

Typically, persons with COVID-19 who never develop symptoms may discontinue isolation and other precautions 10 days after the date of their first positive diagnostic COVID-19 test.

Danville Community College is following the VDH guidelines for isolation and returning to work for cases in which an employee has symptoms but does not get tested for COVID-19.

- Sick employees should not return to work until they have met CDC's criteria to discontinue home isolation.
- Persons with exposure to COVID-19 who never develop symptoms may discontinue isolation and other precautions after 10 days.
- Persons with COVID-19 symptoms may discontinue isolation under the following conditions:
  - At least 10 days have passed since symptoms first appeared, and
  - At least 3 days (72 hours) have passed since resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g, cough, shortness of breath).
  - Other symptoms are improving (loss of taste or smell may persist for weeks or months after recovery and need not delay the end of isolation).

According to the VDH, "Employers should not require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner."

Therefore, Danville Community College is implementing these temporary policies and procedures for known or suspected to be infected with the SARS-CoV-2 virus employees to return to work using a symptom-based strategy primarily, as described above. In cases where the VDH is involved and the employee complies with testing, Danville Community College will accept documentation of a negative test for COVID-19 prior to returning to work after any initial positive COVID-19 test.

If a known or suspected to be infected with the SARS-CoV-2 virus employee refuses to be tested, the employer compliance with §16VAC25-220-40.B.1.a symptom-based strategy, will be considered in compliance with this standard.