



WINSTON-SALEM
STATE UNIVERSITY

CAMPUS REOPENING & RECOVERY PLAN

COVID-19 | FALL 2020



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INTRODUCTION

Purpose

This document provides guidance and standards for Winston-Salem State University to follow during the reopening of campus and the transition to a “new normal” of campus operations for Fall 2020. This plan is also meant to be a supporting document to the decisions that will need to be made at the department level – empowering each supervisor, director, dean, and vice chancellor to work with their faculty and staff to design appropriate interventions that are consistent with the terms and limits identified in the plan for their immediate constituent groups.

The functions and responsibilities outlined in this document are not intended to be prescriptive or all-inclusive, and may need to be tailored to specific, unique situations and circumstances as new guidance is made available from system, state, and federal officials.

Throughout this planning process, university administrators consulted frequently with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC), the North Carolina Department of Health and Human Services (NC DHHS), the Governor’s Office, and the University of North Carolina System as well as recommendations and ordinances from the City of Winston-Salem and Forsyth County Government.

Scope

This document is not intended to define or create legal obligations for the institution. Citations to guidance documents and legal authorities are provided for reference only. This document is for the sole purpose of providing a framework for the reopening of Winston-Salem State University, and may not represent the final nature of plans, methods, or actions taken by the University. *WSSU may deviate from or cease the development of any contents present in this worksheet at any time. Failure to follow this plan and the actions outlined within shall not create legal rights in others.*

Situation and Assumptions

This plan was created based on the following assumptions:

- The health and safety of the campus community will be at the forefront of all decisions and considerations of best practices and guidance provided by the government and health officials
- Because of social distancing, residential and educational experiences may look different, temporarily. WSSU will proceed with caution and a culture of innovation and resiliency, and remain a supporting intellectual community with evolving guidelines and regulations
- Disease experts anticipate that a novel disease pandemic such as COVID-19 could last from 18-24 months, with at least two peak waves of activity – each lasting 6-12 weeks. Following the pandemic, COVID-19 is likely to continue circulating in the population
- Vaccinations and antiviral treatments are not anticipated for the Fall 2020 semester. Non-pharmaceutical interventions, such as social distancing and the use of face coverings, will be the principal means of disease control
- The COVID-19 will put substantial pressure on the fiscal balance, due to increased spending on health, public safety, social welfare, and subsidies to businesses and lost revenues. The economic impact of the pandemic is likely to be significant

Goals and Objectives

The goal of this plan is to provide essential guidance for the administration of WSSU to meet the following objectives:

1. Determine an appropriate start and end date and corresponding academic calendar for the Fall 2020 semester.
2. Engage in COVID-19 screening, tracing, and personal and community protection equipment distribution.
3. Rethink travel patterns on campus and deployment of social distancing measures.

Goals and Objectives, *continued*

4. Reduce the spread of disease within the WSSU community by securing isolation and quarantine locations and the development and use of appropriate isolation and quarantine response procedures
5. Comprehensive evaluation of current shortfalls in fee-supported operations and auxiliaries that could be significantly decreased or eliminated in response to a potential shift to partial or fully online operations in the Fall 2020 semester.

Plan Maintenance

Facilitated by the Office of Emergency Management, the Crisis Management Group, and WSSU Executive Staff, this plan or components of this plan may be periodically exercised or enacted due to real events.

CAMPUS COMMUNITY HEALTH AND SAFETY STANDARDS

Overview

Winston-Salem State University administrators have worked collaboratively with faculty, staff, students, public health officials on campus and external to campus, and other health professionals to create an environment that mitigates the risk of spreading COVID-19 on the campus.

Throughout the planning process, university administrators adopted two guiding principles:

1. Protect the safety, health, and well-being of university employees, students, and visitors; and
2. To ensure the institution maintains academic integrity regardless of the instructional modality used by faculty.

This plan reflects the commitment of the university's leadership to protect the Ramily. Consistent with this mission, university leaders remind and emphasize critical health and safety standards that each member of the campus community must adopt and abide, including:

- Practicing regularly the “3 Ws” as articulated by the North Carolina Department of Health and Human Services when you enter the public:
 - **WEAR** a face covering
 - **WAIT** at least six feet apart from other people to avoid close contact
 - **WASH** hands frequently with soap and water for at least 20 seconds or use hand sanitizer

Monitor your personal health on a daily basis by assessing for signs and symptoms consistent with COVID-19. Please see Attachment C: COVID-19 Daily Self-Monitoring Checklist.

It is imperative that faculty, staff, students, and stakeholders familiarize themselves with these health and safety standards and practice these behaviors daily to protect the Ramily from an outbreak of COVID-19. Please note that COVID-19 is a novel virus, so these guidelines and practices are subject to change as research, data, and information evolve.

Social Distancing

Social distancing is an important factor in reopening campus safely, especially while waiting for an effective antiviral, treatment, or vaccine for COVID-19. Over the summer months, significant time has been spent on reconfiguring building, classroom, and meeting room spaces to allow for social distancing. During this time, dining services and research labs have also been evaluated and reconfigured to integrate social distancing measures to protect students, faculty, and staff.

Personal Protective Equipment (PPE)

Pursuant to North Carolina Governor's Executive Order #147, face coverings are required for all students, faculty, staff, contractors, vendors, suppliers, and visitors in classrooms, meeting rooms, hallways, elevators, public spaces, and common areas as well as in any WSSU building. Face coverings must also be worn in office spaces and outdoor spaces where physical distancing is difficult to maintain. Wearing a face covering is not required when alone in a personal office or in individual residence hall room.

Personal Protective Equipment (PPE), *continued*

Appropriate use of face masks or face coverings is critical to minimizing risks to others since COVID-19 can be spread from individuals who are asymptomatic and show no symptoms of infection. Face masks and coverings are not substitutes for social distancing.

Face coverings should be properly laundered, disinfected, and taken care of. Disposable masks should only be worn for one day and then properly disposed of, and used only when a reusable face covering is not available or feasible to wear during the task being performed. N95 respirator masks will not be provided by the university to any staff not properly fit tested or without appropriate justification if the staff member is not a medical professional at WSSU. N95 respirators are currently in short supply, and are expected to remain in short supply until the end of the COVID-19 pandemic.

WSSU has procured cloth face coverings to be distributed to all faculty, staff, and students upon their return to campus. Each campus member will receive a minimum of two cloth face coverings and will be responsible for their upkeep and replacement. Distribution methods for these masks and other relevant supplies will be communicated via email. **All members of the campus population are encouraged to bring their own face mask and/or cloth face coverings to be worn on campus.** Plastic face shields used by themselves is NOT an acceptable replacement for a face covering.

Healthcare workers and individuals serving in increased-risk areas, such as housekeeping staff, are the only population that should routinely use disposable gloves and face shields as PPE. For members of the general public, these items ARE NOT necessary and DO NOT replace appropriate hand hygiene or face coverings. **The use of face coverings, thorough hand washing, and avoiding facial contact, and social distancing are considered to be the best practices to avoid infection in nonhealthcare environments.**

Campus and Community Protective Measures

Protective measures aim to reduce disease transmission by changing the environment and behaviors in which people interact. The following administrative and engineering controls have been ordered, installed, and will be maintained across campus as the Fall 2020 semester begins.

- Barriers and partitions to separate the areas where social distancing may not be feasible. These include plexiglass screens, sneeze guards, and rope stanchions
- Increased placement and visibility of touch-free hand sanitizer dispensers
- Floor markings for areas where lines may form and signage for entrances, exits, and traffic areas
- Signage to communicate face covering requirements, social distancing measures, cough and sneeze etiquette, proper hand hygiene and control, and other critical procedures such as COVID-19 symptoms and notifications
- Occupancy restrictions on common gathering places to maintain social distancing efforts
- Appropriate spacing of classroom seating and equipment to maintain social distancing efforts and the rescheduling of classrooms into larger spaces conducive to spaced seating

Personal Hygiene

Signage promoting healthy hygiene behaviors to limit the spread of COVID-19 are posted around campus, and reiterated through campus communications. These include:

- Frequent and thorough handwashing with soap and water
- Hand sanitizer use
- Respiratory etiquette: covering coughs and sneezes
- Use of face coverings
- Tissue disposal
- Personal space sanitation measures

Self-Monitoring for Symptoms

All members of the campus community should be self-monitoring for symptoms consistent with COVID-19. This self-monitoring should be done daily. Guidance for self-monitoring can be found in *COVID-19 Daily Self-Monitoring Checklist (Attachment C)*.

Anyone with any of the described symptoms in the self-monitoring checklist should stay home and should NOT return to campus until they have met all criteria for ending home isolation, and have consulted with their primary healthcare provider.

Anyone who thinks they need to be tested for COVID-19 should call their primary healthcare provider or local health department. Local health department contact info is listed below. Students may also call Student Health Services at 336-750-3301.

- Forsyth County Department of Public Health - (336) 582-0800
- Guilford County Health Services - (336) 641-3437
- Davidson County Health Department - (336) 242-2300
- Stokes County Health Department - (336) 593-2400

Testing & Contact Tracing

Testing for COVID-19 is an important consideration for higher education. The testing elements listed below provide detailed considerations for our campus:

- A viral test may determine if an individual is currently infected. An antibody test may determine if an individual has had a previous infection of COVID-19, but does not indicate “immunity.”
- There are many factors that complicate testing. These include:
 - Many individuals with COVID-19 are asymptomatic. The CDC has guidance on who should be tested, but decisions on testing requirements are made by state and local health departments
 - Tests are imperfect and can result in false negative and false positive results
 - Testing reflects a single moment in time and does not provide any protection against future infection
 - There are challenges in the availability of testing and turnaround time, training requirements, personal protective equipment for testers, and consent requirements

NC DHHS recommends that individuals who feel they need to be tested for COVID-19 call their primary healthcare provider or local health department. They have also provided a list of testing sites by county that are available to those with an appointment or referral from a healthcare provider.

Students without an established primary care provider (PCP) should contact Student Health Services at 33-750-3301.

The UNC System Office will lead the efforts to work with institutions to evaluate the feasibility of conducting on-campus COVID-19 testing, antibody testing, and contact tracing. These efforts will include the resources needed for a testing program that meets each institutions needs and complies with legal requirements and restrictions. Further, per guidance released in May 2020, the American College Health Association (ACHA) does not recommend mass screening or testing of campus populations.

Winston-Salem State University is a part of the Forsyth County Institutes of Higher Education Emergency Management workgroup, which includes the Forsyth County Department of Public Health. As guidance becomes available for campus testing and tracing this plan will be amended.

Surveillance & Containment

A unique feature of residential campuses is that students live together in an immersive learning environment. This may pose a risk as one infected individual may transmit COVID-19 to a number of other students and campus community members unless identified and quarantined appropriately. Containment measures are multi-pronged and include surveillance, rapid identification of infection with immediate isolation, contact tracing, and quarantine.

It will be imperative to integrate local and state supported testing and contact tracing efforts as they become available. In the meantime, anyone with respiratory symptoms consistent with COVID-19 infection should be immediately removed from campus. If they are unable to be removed, as would be the case of a residential student unable to return home, they should be isolated appropriately.

Faculty and staff members who exhibit signs of COVID-19 should be immediately removed from campus. If medical care is necessary, the campus police communications center can assist in the notification of the appropriate emergency medical transport. If experiencing an emergency, dial 9-1-1 or Campus Police.

Self-Disclosure of COVID-19 Test Results

Initial Notification Process:

Students, faculty, and staff who self-disclose their COVID-19 testing status (presumed positive or lab-confirmed positive) should do so only through established methods.

If the individual is a faculty or staff member, the procedures outlined in the attached *Employee COVID-19 Response Procedures (Annex B)* should take place immediately. This ensures all relevant parties are notified of the situation and can take the appropriate actions described above.

Notification and Response Procedure for Students

If the Individual is a residential student, the following procedure should take place:

1. Housing and Resident Life will confirm they have received the notification and are proceeding with the process outlined in their internal procedures.
2. Contact tracing will follow, as appropriate and determined by local health department guidance. *See above sections for surveillance and contact tracing guidance.*

If the individual is a non-residential student, they should report their COVID-19 testing status to Student Health Services at 336-75-3301.

ACADEMIC OPERATIONS & CONTINUITY

Fall 2020 Academic Operation Guidance

During the COVID-19 pandemic, the Division of Academic and Student Affairs is committed to the safety and well-being of our faculty, staff, and students while concurrently ensuring academic integrity via high-quality instruction. WSSU academic and business operations comply with Executive Orders from Governor Cooper, University of North Carolina System Return to Work Guidance, and CDC Guidelines.

In response to the COVID-19 pandemic, WSSU has adopted the below calendar for the Fall 2020 semester:

Academic Action	Date
Change of Registration 1	Thursday, August 13
Change of Registration 2	Friday, August 14
First Day of Fall 2020 Instruction	Monday, August 17
Labor Day Holiday	Monday, September 7
Academic Progress Reports Due	Thursday, October 1
Final Day of Fall 2020 Instruction	Friday, November 20
Exam Day 1 (Remote)	Monday, November 23
Exam Day 2 (Remote)	Tuesday, November 24
Exam Day 3 (Remote)	Wednesday, November 25
Thanksgiving Holiday	Thursday, November 26 and Friday, November 27
Exam Day 4 (Remote)	Monday, November 30
Exam Day 5 (Remote)	Tuesday, December 1
Exam Day 6 (Remote)	Wednesday, December 2
Grades Due for Seniors	Thursday, December 3
Grades Due for All Students	Friday, December 4

Students will be encouraged not to return to campus after the Thanksgiving holiday unless they are in an internship or a similar course that requires the completion of specific hours in-person that cannot be finalized before Thanksgiving.

Academic Operations

Every course will have a course shell in Canvas. Within these shells, faculty will upload at a minimum their course syllabus for the fall 2020 term consistent with the aforementioned revised calendar. While not required, the Provost's Office strongly recommends that all instructors design an alternative course syllabus for online instruction should the university pivot to remote learning during the Fall 2020 term in response to guidance from local or state health departments, the UNC System, or North Carolina Governor's Office.

Modified Instructional Delivery Modality

Based on input faculty provide on the Return to Work Survey, academic deans will work collaboratively with department chairs to determine the appropriate instructional delivery mode (i.e., online, hybrid, face-to-face). To reach a conclusion, administrators will analyze numerous variables including but not limited to:

- Faculty request to teach in an alternative modality because of COVID-related risk factors
- The ability to offer the course content in an alternative modality (e.g., hybrid, online asynchronous, online synchronous) with a high level of quality and student engagement
- Faculty readiness level to teach the course content in an alternative modality as determined by the department chair in collaboration with CITI staff
- The ability to assess student learning with fidelity that will support and evidence outcomes required by relevant accreditation agencies.

Academic Operations, *continued*

Modified Instructional Environments

Per guidance from the UNC System Office, WSSU will return to on-campus in-person instruction with social distancing embedded within the instructional delivery design during the Fall 2020 term. Where possible, WSSU will adopt a hybrid approach to instruction, leveraging a mixture of online technology and in-person classes. When administrators deem that in-person courses cannot be modified for a hybrid instructional delivery, the university will ensure administrators and faculty execute the following safety measures:

- Where possible, administrators will relocate classes to larger locations to achieve physical distancing; these new locations may include sites that are not normally coded as 'instructional venues' such as Dillard Auditorium, Eller hall, or the DJR Student Center
- Where feasible, class enrollments will be revised to achieve 50% capacity to allow optimal physical distancing in face-to-face classrooms
- Students and faculty in classrooms will remain at least three feet apart from one another
- Students and faculty in all learning environments—classrooms, lecture halls, laboratories—must wear face coverings unless authorized by the course instructor or individuals have appropriate documentation filed with the Office of Disability Services
- Each academic building will have hand sanitizer stations in multiple locations accessible to faculty, staff, and students. Disinfectant products are also available in each classroom, and faculty and students are encouraged to clean desks, chairs, and other areas at the start and at the conclusion of each class as part of the community expectation of mitigating COVID-19 infection
- A revised Monday-Wednesday-Friday schedule and a revised Tuesday-Thursday schedule has been adopted to allow for 20-minute transition times between classes rather than the normal 10- to 15-minutes; these revisions provide sufficient time for students to leave and enter classrooms without creating bottlenecks

Monday-Wednesday-Friday Revised Course Scheduling Block for Fall 2020					
Block	Start Time	End Time	Block	Start Time	End Time
1	8:00AM	8:50AM	12	8:00AM	9:15AM
2	9:10AM	10:00AM	13	10:20AM	11:35AM
3	10:20AM	11:10AM	14	12:40PM	1:55PM
4	11:30AM	12:20PM	15	3:00PM	4:15PM
5	12:40PM	1:30PM	16	6:30PM	7:45PM
6	1:50PM	2:40PM	17	8:00AM	10:50AM
7	3:00PM	3:50PM	18	11:30AM	2:30PM
8	4:10PM	5:00PM	19	3:00PM	5:50PM
9	5:20PM	6:10PM	20	6:30PM	9:20PM
10	6:30PM	7:20PM	12	8:00AM	9:15AM
11	7:40PM	8:30PM			

Tuesday-Thursday Revised Course Scheduling Block for Fall 2020					
Block	Start Time	End Time	Block	Start Time	End Time
21	8:00AM	9:15AM	29	8:00AM	10:50AM
22	9:35AM	10:50AM	30	11:10AM	2:00PM
23	11:10AM	12:25PM	31	2:20PM	5:10PM
24	12:45PM	2:00PM	32	5:30PM	8:20PM
25	2:20PM	3:35PM			
26	3:55PM	5:10PM			
27	5:30PM	6:45PM			
28	7:05PM	8:20PM			

Academic Operations, *continued*

Attendance Policy for Learning Environments During COVID-19

Students are expected to self-isolate if they are exposed to, experience symptoms of, or receive a diagnosis of COVID-19. In those cases, they should not attend face-to-face class nor participate in any group activities. Faculty members should not penalize students who miss classes while they are experiencing symptoms of COVID-19 or other influenza-like illness. Faculty must give affected students the opportunity to make up assignments or assessments missed during their class absence. When possible, faculty should make instructional materials, assignments, and assessments, available to students remotely if their symptoms are not severe.

Students who self-isolate due to concerns they may have COVID-19 must notify the Dean of Students; this notification to the Dean of Students will serve as evidence for the excused absence and the faculty member should not require further medical documentation. A student may return to a face-to-face class after meeting the following conditions:

For Symptomatic Cases of COVID-19:

- Doctor's note releasing the student to return to face-to-face instruction; or
- The individual has had no fever for at least 72 hours without the use of fever-reducing medicine; and other symptoms have improved; and
- At least 10 days have passed since symptoms first appeared.

For Exposures to Cases of COVID-19 that do not develop symptoms:

- Completion of a 14-day quarantine from date of confirmed exposure.

All notifications between the student and faculty member should be in writing via email or other electronic means as stated in the syllabus.

In addition to class attendance, faculty should modify attendance policies for other academic attendance requirements, such as participation in research studies, attendance at required lectures and performances, or other similar events or programs. Each academic program should notify students in writing and post on Canvas course at the beginning of the semester the office or person they should notify if they are sick and cannot attend a required activity due to COVID-19.

Faculty are also expected to self-quarantine or self-isolate if they are exposed to, experience symptoms of, or receive a diagnosis of COVID-19; therefore, they should not attend face-to-face class. Faculty should notify their department chair and copy their respective academic dean if they cannot meet a face-to-face class. The chair and faculty member will determine the best course of action to ensure their course(s) can continue while they are away from campus. All notifications between the faculty and the department chairperson, as well as their academic dean, should be in writing.

REOPENING RESEARCH LABORATORIES, FACILITIES, AND CENTERS

Overview

WSSU values the work of our employees who participate in research activity. Additionally, the university supports scholars who engage our students in this work as it supports the institutional commitment to high-impact practice; therefore, the university is committed to reopening our research laboratories, centers, and other environments where our scholars experiment and advance the body of knowledge within their discipline areas.

Principal Investigators (PI) and their research staff are authorized to access research facilities and centers to maintain activity on sponsored research projects. PIs, research staff, and students must wear face coverings while in the laboratory space or center at all times unless there are documented accommodations with the Office of Disability Services.

Procedure

Additionally, the PI or primary faculty research lead investigator must submit to the appropriate senior leader (i.e., academic dean or Associate Provost for Scholarship, Research, and Innovation) a written plan that articulates explicitly how the research leadership team will execute strategies and specific steps that will minimize the risk of contracting or spreading COVID-19 prior to reactivating research activity. This plan must address the following questions:

Section I: Physical Research Lab or Center Business Operation

- **Days and Hours of Operation:** PIs or research lead investigators must articulate the days and time(s) the research laboratories or centers will operate.
- **Physical Distancing:** PIs or research lead investigators must articulate a plan to ensure that there is physical distancing of 3 feet to 6 feet between students.
- **Contact Tracing:** PIs or research lead investigators must articulate if they will use consistent assigned seating or station assignments in the research laboratory.
- **Cleaning Schedule:** PIs or research lead investigators must articulate the planned cleaning schedule (e.g., cleaning upon entry and exit, cleaning at specified intervals during class time) of the physical laboratory or center.
- **Research Laboratory Cleaner(s):** PIs or research lead investigators must articulate who is responsible for conducting this cleaning and who will ensure fidelity with the cleaning schedule.
- **Teleworking:** Where possible, can the PIs or lead research team use teleworking or remote work opportunities to achieve the articulated research outcomes? If so, please detail this work schedule.

Section II: Physical Research Lab or Center Training for Employees and Students

- **Training on New Research Laboratory Protocols:** Prior to reactivating research activity, the PI or research team must articulate who will coordinate training activities for employees and students on new laboratory protocols and Personal Protective Equipment (PPE).
- **Evidence of Training on New Research Laboratory Protocols:** Prior to reactivating research activity, the PI or research team must articulate how they will document that each employee and student working in the research laboratory participated in this training and acknowledge their understanding of these protocols.

INTERNSHIPS, CLINICAL EXPERIENCES, AND PRACTICUM

Academic Credit-Earning Internships, Practicum, and Clinical Experiences

For the Fall 2020 term, WSSU will permit credit-earning internships, clinical experiences, and practicum since degree completion for several academic programs require the successful completion of these experiences. The university requires responsible institution personnel who coordinate these experiences to:

1. Work closely with the internship stakeholder to determine if students may participate in the experience virtually or remotely.
2. Work collaboratively with the internship stakeholder to articulate requirements such as Personal Protective Equipment (PPE) via an *Internship, Clinical Experience, and Student Teaching Safety Form (Attachment D)* including any plan required by the stakeholder's site.
3. Articulate explicitly in writing these requirements to students.

Where possible, academic units should require students to acknowledge receipt of these standards and verify their understanding of this information via a signed *Internship, Clinical Experience, and Student Teaching Acknowledgement Form for FALL 2020 (Attachment E)*. Each of these documents must be filed with the department chair and the respective academic dean.

While an internship, clinical experience, or student teaching may be required for degree completion, WSSU will follow these guiding principles:

- Students must not be compelled to participate in an internship that involves in-person aspects that may place them in direct danger of contracting COVID-19, particularly if the students have health concerns that increase their risk of complications. In the case of internships that are required for a student's major or for licensure or accreditation, departments should work with the student to identify and make alternative arrangements, including finding additional internship opportunities that permit remote options or are located in areas less affected by COVID-19.
- Should WSSU students continue in-person at the internship site, they must adhere to site location rules and procedures adopted in accordance with shared communication standards and expectations that are consistent with government orders and directives regarding COVID-19.
- All academic deans must work with each department chair to ensure all updated COVID-19 related internship documentation has been completed, signed, and is on file; these documents include the following:
 - A completed *Internship, Clinical Experience, and Student Teaching Safety Form for FALL 2020 (Attachment D)*
 - An updated safety plan or updated standards from the internship location
 - Documented communication to appropriate part- and full-time faculty concerning updated internship expectations and requirements
 - Documented communication to affected WSSU students concerning updated internship expectations and requirements
 - Documented acknowledgement form signed by WSSU students that demonstrates that the departmental internship/program coordinator has explained in detail the revised expectations and standards that govern the internship experience.

Non-Academic Credit-Earning Internships, Practicum, and Clinical Experiences

A student in a paid internship and not receiving academic credit is independently employed by an employer and should discuss any employment matters related to COVID-19 with their employer. The University is not a party to, and has no control over, a private employment relationship. If the internship is not for academic credit, the student, appropriate campus unit (i.e., Career Development Services), if applicable, and internship host should decide on an appropriate course of action, which may include the following:

- The appropriate campus stakeholder will need to determine if the internship may be completed entirely via a remote, virtual or hybrid offering.
- If the internship experience is with a third party external to the campus, then the appropriate campus stakeholder should communicate with the stakeholder internship coordinator to determine if a remote or virtual option exists for WSSU students.
- If no remote or virtual option exists, the then university internship coordinator must work collaboratively with the third-party internship host to communicate an appropriate course of action that complies with applicable laws and government orders, including local and state ordinances, and complies with CDC guidelines.

HOUSING & RESIDENCE LIFE

Revised Move-in Schedule for New Students

Consistent with guidance from the UNC System, WSSU administrators have authorized a move in schedule for incoming new students that aligns with the revised Fall 2020 academic calendar.

New First Time Freshmen (NFTF) move-in 10 days prior to the start of classes to participate in Ramdition. NFTF enter Lot X (Gleason Hairston Terrace) to check in at the move-in tent the check-in tent. Once students arrive at the move-in tent, they will be verified against a "Ram Ready" roster provided by Enrollment Management. If a student is not verified, they will be directed to One-Stop. Once a student is verified whether at the move-in tent or One-Stop, they will be sent to their respective building to receive their key. Students will receive assistance with moving their belongings from their vehicle to their room by staff and volunteers. **Students will only be permitted two guests to assist a student to take belongings to the assigned room.** Children under the age of 13 will not be permitted in the building. Students and their guests will receive wristbands when they arrive at the check-in tent.

Friday, August 7, 2020 for New Students

Residence Hall Name	Move In Day	Blocked Move In Times
Brown Hall, Floor 1	Friday, August 7, 2020	7:00 AM – 9:00 AM
Brown Hall, Floor 2	Friday, August 7, 2020	9:00 AM – 11:00 AM
Brown Hall, Floor 3	Friday, August 7, 2020	11:00 AM – 1:00 PM
Brown Hall, Floor 4	Friday, August 7, 2020	1:00 PM – 3:00 PM
Brown Hall, Floor 5	Friday, August 7, 2020	3:00 PM – 5:00 PM
Covington Hall, Floors 1 & 5	Friday, August 7, 2020	7:00 AM – 9:00 AM
Covington Hall, Floor 2	Friday, August 7, 2020	9:00 AM – 11:00 AM
Covington Hall, Floor 3	Friday, August 7, 2020	11:00 AM – 1:00 PM
Covington Hall, Floor 4	Friday, August 7, 2020	1:00 PM – 3:00 PM

Saturday, August 8, 2020 for New Students

Residence Hall Name	Move In Day	Blocked Move In Times
Atkins Hall, Floors 1 & 6	Saturday, August 8, 2020	7:00 AM – 9:00 AM
Atkins Hall, Floor 2	Saturday, August 8, 2020	9:00 AM – 11:00 AM
Atkins Hall, Floor 3	Saturday, August 8, 2020	11:00 AM – 1:00 PM
Atkins Hall, Floor 4	Saturday, August 8, 2020	1:00 PM – 3:00 PM
Atkins Hall, Floor 5	Saturday, August 8, 2020	3:00 PM – 5:00 PM
Atkins Hall, Floor 6	Saturday, August 8, 2020	5:00 PM – 7:00 PM
Martin-Schexnider, Floor 1 & 4	Saturday, August 8, 2020	7:00 AM – 9:00 AM
Martin-Schexnider, Floor 2	Saturday, August 8, 2020	9:00 AM – 12:00 PM
Martin-Schexnider, Floor 3	Saturday, August 8, 2020	12:00 PM – 2:00 PM
Freshmen with ADA Accommodations (Foundation Heights, Gleason Hairston Terrace and Wilson Hall)	Saturday, August 8, 2020	8:00 AM – 5:00 PM

Revised Move-in Schedule for New Students, *continued*

Friday, August 7, 2020 for New Students

Residence Hall Name	Move In Day	Blocked Move In Times
Gleason Hairston Terrace	Sunday, August 9, 2020	8:00 AM – 11:00 AM
Foundation Heights	Sunday, August 9, 2020	11:00 AM – 1:00 PM
The Flats @ WSSU	Sunday, August 9, 2020	1:00 PM – 3:00 PM

Move-In Schedule for Continuing Students

Continuing Students will move in on the Thursday and Friday before classes. Continuing students will report directly to their building where staff will greet them for check in. Students will be assisted with transitioning their belongings from their vehicle to their room by staff and volunteers. Students will only be permitted two guests to assist a student to take belongings to the assigned room. Children under the age of 13 will not be permitted in the building. Students and their guests will receive wristbands when they arrive at the check-in tent.

Thursday, August 13, 2020 for Continuing Students

Residence Hall Name	Move In Day	Blocked Move In Times
Moore Hall, Floors G & 3	Thursday, August 13, 2020	8:00 AM – 10:00 AM
Moore Hall, Floor 1	Thursday, August 13, 2020	10:00 AM – 12:00 PM
Moore Hall, Floor 2	Thursday, August 13, 2020	12:00 PM – 2:00 PM
Wilson Hall, Floor 1	Thursday, August 13, 2020	8:00 AM – 12:00 PM
Wilson Hall, Floor 4	Thursday, August 13, 2020	12:00 PM – 4:00 PM
Rams Commons Bldg II, Floor 1	Thursday, August 13, 2020	8:00 AM – 10:00 AM
Rams Commons Bldg II, Floor 2	Thursday, August 13, 2020	10:00 AM – 12:00 PM
Rams Commons Bldg II, Floor 3	Thursday, August 13, 2020	12:00 PM – 2:00 PM
Rams Commons Bldg II, Floor 4	Thursday, August 13, 2020	2:00 PM – 4:00 PM
Foundation Heights, Floors 1 & 3	Thursday, August 13, 2020	8:00 AM – 12:00 PM
Foundation Heights, Floor 5	Thursday, August 13, 2020	12:00 PM – 4:00 PM
Gleason Hairston, Courtyard	Thursday, August 13, 2020	8:00 AM – 11:00 AM
Gleason Hairston, Floor 3	Thursday, August 13, 2020	11:00 AM – 2:00 PM
Gleason Hairston, Floor 2	Thursday, August 13, 2020	2:00 PM – 5:00 PM

Friday, August 14, 2020 for Continuing Students

Residence Hall Name	Move In Day	Blocked Move In Times
Wilson Hall, Floor 3	Friday, August 14, 2020	8:00 AM – 12:00 PM
Wilson Hall, Floor 2	Friday, August 14, 2020	12:00 PM – 4:00 PM
Rams Commons Bldg IV, Floor 1	Friday, August 14, 2020	8:00 AM – 10:00 AM
Rams Commons Bldg IV, Floor 2	Friday, August 14, 2020	10:00 AM – 12:00 PM
Rams Commons Bldg IV, Floor 3	Friday, August 14, 2020	12:00 PM – 2:00 PM
Rams Commons Bldg IV, Floor 4	Friday, August 14, 2020	2:00 PM – 4:00 PM
Foundation Heights, Floor 2	Friday, August 14, 2020	8:00 AM – 12:00 PM
Foundation Heights, Floor 4	Friday, August 14, 2020	12:00 PM – 4:00 PM
Gleason Hairston, Floors Lower Level and 4	Friday, August 14, 2020	8:00 AM – 11:00 AM
Gleason Hairston, Floor 1	Friday, August 14, 2020	11:00 AM – 2:00 PM

Move-In Schedule for Continuing Students, *continued*

Saturday, August 15, 2020 for Continuing Students

Residence Hall Name	Move In Day	Blocked Move In Times
Foundation Heights	Saturday, August 15, 2020	Reservation Only
Gleason Hairston Terrace	Saturday, August 15, 2020	Reservation Only
Wilson Hall	Saturday, August 15, 2020	Reservation Only
Rams Commons Bldg II,	Saturday, August 15, 2020	Reservation Only
Rams Commons Bldg IV	Saturday, August 15, 2020	Reservation Only
The Flats @ WSSU, Floors 1 & 4	Saturday, August 15, 2020	8:00 AM – 11:00 AM
The Flats @ WSSU, Floor 2	Saturday, August 15, 2020	11:00 AM – 2:00 PM
The Flats @ WSSU, Floor 3	Saturday, August 15, 2020	2:00 PM – 5:00 PM

“Drop and Run” Option for Moving Belongings Early

“Drop and Run” provides students and parents the opportunity to bring personal belongings to campus prior to move-in day. Bringing belongings early will help expedite the move-in process and reduce delay times for elevators. New First Time Freshmen and Transfer students “Drop and Run” will begin one week prior to the start of freshmen move-in. Continuing students may participate in “Drop and Run” during the week of Ramdition. Approved students must have met certain criteria and then must sign up for a time and date.

Note that “Drop and Run” is an opportunity for students to drop off their belongings only. If students come to Winston-Salem early, they will not be permitted to formally check-in to their residence hall but must find an alternate location to reside (i.e., hotel/motel or friend/relative off campus) until their assigned move-in day. During “Drop and Run” the student is limited to a maximum of one hour to move in their belongings and will **not** have time to unpack or arrange their room. Rooms will remain locked from the time belongings are moved in until move-in day, but the university is not responsible for any items left in rooms during “Drop and Run.”

After a student’s eligibility has been verified, they will receive a link to sign up for a one-hour time slot. Students must bring their photo ID with them to their appointment. Only one time slot is allowed per student. Due to staff availability, **students may only come when scheduled**. If a student arrives outside of their scheduled time or arrive with another a student who is not scheduled, neither student will not be permitted to participate in the program. There are no exceptions; this opportunity is a privilege and not a right.

There is limited opportunity for each time slot and appointments will be accepted on a first-come/first-served basis once a student is approved.

Criteria for “Drop and Run”

For students to be approved to participate in Drop and Run, they must meet the following criteria, when applicable:

1. Immunization compliant,
2. Confirmed class schedule,
3. Final transcripts submitted (for graduating high school seniors).

STUDENT SERVICES

Dining Services

The following dining service areas have been reconfigured to provide a reduce-risk environment for COVID-19 transmission and infection.

Kennedy Dining Hall at Thompson Center

Monday-Saturday	Sunday
Breakfast 7:00AM-10:00AM	Brunch 9:30AM-2:00PM
Lunch 11:00AM-2:30PM	Dinner 4:00PM-7:30PM
Dinner 4:00PM-7:30PM	

Safety Precautions at Kennedy Dining Hall include the following:

- Installation of shields at counters and cashier stations
- Increased amount of hand sanitizer stations throughout the dining hall
- Limited and monitored occupancy threshold of 200 individuals
- Option of eating in, or receiving a take-out meal
- Removal of self-service stations
- Employees are required to wear face coverings and participate in temperature screening prior to their shift
- Guests are required to wear appropriate face coverings except when eating or drinking
- Installation of floor markers for social distancing and traffic flow
- Designated cleaning sessions between meal times

Donald J. Reaves Food Court

	Monday-Thursday	Friday	Saturday	Sunday
<i>Chik-Fil-A</i>	10:30AM-10:00PM	10:30AM-9:00PM	12:00PM-8:00PM	Closed
<i>Burger Studio</i>	10:30AM-10:00PM	10:30AM-10:00PM	12:00PM-8:00PM	12:00PM-9:00PM
<i>Topio's</i>	10:30AM-10:00PM	10:30AM-9:00PM	12:00PM-8:00PM	12:00PM-9:00PM
<i>Subway</i>	10:30AM-11:00PM	10:30AM-9:00PM	12:00PM-8:00PM	12:00PM-11:00PM

Safety Precautions at DJR Food Court include the following:

- Installation of shields at counters and cashier stations
- Increased amount of hand sanitizer stations throughout the service area
- Limited and monitored occupancy of 30 individuals in the service area between Chik-Fil-A, Burger Studio, and Topio's
- Limited menu selection; all meals will be available as to-go, seating areas removed in common areas
- Employees are required to wear face coverings and participate in temperature screening prior to their shift
- Guests are required to wear appropriate face coverings except when eating or drinking
- Installation of floor markers for social distancing and traffic flow
- Sanitation of high-touch areas on an hourly basis

Student Services, *continued*

Bookstore at Thompson Center

Hours of Operation

Summer Hours* (July 20 - August 09)
10:00AM-4:00PM

Fall 2020 Hours (Starting August 10)
8:30AM-5:00PM

**Hours are extended during residential student move-in August 07-09, 2020.*

Safety Precautions at the Bookstore at Thompson Center include the following:

- Installation of shields at counters and cashier stations
- Hand sanitizer stations are available upon entry to the bookstore
- Installation of social distancing reminders throughout the store, in addition to floor markers and traffic flow signage
- Employees and guests are required to wear appropriate face coverings
- Guests will not be allowed to try on clothing or accessory items (jackets, hats, sweaters, etc.)
- High touch areas scheduled for cleaning at least every two hours, or more as needed
- Cashier areas and checkout counter will be sanitized at least hourly, or more as needed

Textbooks can be purchased online and shipped to the student, or purchased in the bookstore. Courses that are part of the First Day Program will provide access to an online textbook on the first day of class. Students may opt-out of the First Day Program when they login to their CANVAS academic class portal. A list of classes that participate in the First Day Program is available online.

RamGraphix Printing Services at Thompson Center

Hours of Operation

Summer Hours (July 20- August 16)
Tuesday & Thursday 10:00AM-2:00PM

Fall 2020 Hours (Starting August 17)
Monday-Friday 8:00AM-5:00PM

Safety Precautions at RamGraphix At Thompson Center include the following:

- Installation of shields at front counter
- Employees and guests are required to wear appropriate face coverings
- Hand sanitizer stations are available upon entry to RamGraphix
- Guests at the counter will be limited to one person, and guests pending service will be directed to wait in the hallway beside RamGraphix
- Installation of social distancing and traffic direction signage throughout the area

STUDENT HEALTH SERVICES

Guidance

The WSSU Wellness Center has prepared for patient care during COVID-19, and has based preparations on guidance from the Centers for Disease Control and Prevention (CDC), the North Carolina Department of Health and Human Services (NC DHHS), the Forsyth County Department of Public Health (FCDPH), the American College Health Association (ACHA), the Accreditation Association of Ambulatory Health Care (AAAH), the UNC System, and WSSU policies and procedures.

The Wellness Center-Student Health Services will remain open to students with COVID-19 and non-COVID-19 health concerns. The center will continue a **call-first policy*** for services, with the understanding that the care of students is a priority.

Campus-wide individual and environmental mitigation efforts will be enforced at the Wellness Center, including the use of appropriate PPE and social distancing measures when feasible. Patient flow throughout the center will be in a single-direction, hand sanitizer and hand washing facilities will be readily available, and splash guards are present at high-traffic counters and spaces. Dedicated facilities staff will provide both routine and advanced cleaning, in addition to electrostatic spraying and timed ultraviolet lighting.

Responsibility

Personal responsibility is key to a successful reopening and containment of COVID-19. Students, visitors, and staff will undergo symptom checks and temperature scans at entry to the Wellness Center. Documentation will be kept of all persons entering the Center via entry log, or in electronic medical records.

Students will be expected to arrive at the scheduled appointment time in order to support the Wellness Center goal of providing quality healthcare in a safe and timely manner.

Diagnostic Testing & Contact Tracing for COVID-19

In alliance with the CDC and ACHA guidelines, diagnostic testing will be available from Student Health Services. Pending funding, a memorandum of understanding will also be utilized with Wake Forest Baptist Health's Respiratory Care Department and the local health department. Students with symptoms of COVID-19 will be able to access RT-PCR testing at the Wellness Center.

Contact tracing procedures will be implemented to support the FCHD tracing efforts for all students who test positive for COVID-19 while on campus. Student Health Services Electronic Medical Records (EMR) platform will offer a workflow process to manage students that have been exposed to, or have been diagnosed with COVID-19.

Student Health Services

601 Martin Luther King Jr. Dr., Suite 244

Winston-Salem, NC 27110

*CALL: 336-750-3301

EMAIL: studenthealth@wssu.edu

SELF-QUARANTINE & ISOLATION GUIDANCE FOR RESIDENTIAL STUDENTS

Guidance

These procedures have been created to manage the response to any student residing in WSSU University Housing who has been exposed to or have tested positive for COVID-19. Housing and Residence Life personnel will not have face-to-face contact with the student to ensure the health and safety of staff members. Housing and Residence Life asks that all residents self-report potential exposure to COVID-19 and confirmed cases of COVID-19 to Student Health Services.

Self-Monitoring, Quarantine, and Isolation

These precautionary measures protect others from being exposed to COVID-19. It means taking simple, common-sense steps to prevent the spread of disease. Taking these measures will help protect the WSSU community from COVID-19 and other common infectious diseases.

- **Self-Monitoring:** Those individuals who may have been exposed to a person with COVID-19 should monitor themselves for symptoms and check for fever by taking their temperatures twice a day. If they develop symptoms during the self-monitoring period, they should self-isolate, limit contact with others, and seek medical advice by telephone.
- **Isolation:** Individuals who have tested positive for COVID-19 should be isolated. Isolation for this purpose may be voluntary or compelled by federal, state, or local public health orders.
- **Quarantine:** Individuals who were exposed to a person with a confirmed case of COVID-19 but are NOT experiencing symptoms should self-monitor for the development of symptoms consistent with COVID-19.

Who Should Self-Quarantine?

- Individuals who have traveled domestically or internationally should self-quarantine for 14 days from date of return. If they have arrived more than 14 days ago, they do not need to self-quarantine.
- Individuals who have been in close contact (within six feet or two arms-length's apart) with someone lab-confirmed or presumed positive with COVID-19 virus should self-quarantine for 14 days from the date of contact.
- Individuals who are exhibiting symptoms but do not have a lab-confirmed positive COVID-19 test.

The below symptoms are consistent with COVID-19. If residential students have any of these symptoms, we ask that you report this information to Housing and Residence Life immediately. Students can report this information by calling the main housing office at (336) 750-3471 or emailing housing@wssu.edu. Students are also strongly encouraged to report these symptoms to their primary care provider.

Reported illnesses have ranged from mild symptoms to severe illness including death for COVID-19 cases.

The following symptoms may appear 2-14 days after exposure:

- Fever or chills
- Shortness of breath
- Diarrhea
- Sore throat
- Cough
- Difficulty breathing
- Muscle or body aches
- Loss of taste or smell
- Fatigue
- Congestion or runny nose
- Headache
- Nausea or vomiting

Quarantine/Isolation Procedure and Location for Residential Students

Students will be directed to return home for their quarantine and isolation. Until they can return home, students should self-quarantine in their room assignment if their roommate or suitemates are not present. Housing and Residence Life leadership will activate their specific response process for COVID-19 residential student quarantine and isolation.

Housing and Residence Life leadership staff reserve the right to move any residential student at any time to a temporary housing assignment for quarantine or isolation needs to protect the health and safety of the campus community at WSSU.

Students who remain in our residence halls for their quarantine or isolation must be approved by Housing and Resident Life and do the following:

- Limit their contact with people during quarantine and isolation. Visitors are prohibited in the residence halls at all times
- Complete a symptom-monitoring log and participate in contact-tracing efforts as appropriate
- Students should not share dishes, drinking glasses, cups, eating utensils, towels, pillows, or other items with other people in their residence hall. After using these items, students should wash their hands and those items thoroughly with soap and water

It is important to stress that residents living on the same floor or in proximity to a person in quarantine are not at an increased risk of COVID-19 transmission.

ON-CAMPUS EVENTS AND PROGRAMS

Event and Program Capacity

With respect to events on campus, Winston-Salem State University has adopted three guiding principles:

1. Mitigate the risk of spreading COVID-19 by protecting faculty, staff, and students from individuals who come onto the campus in large numbers.
2. Mitigate the risk of spreading COVID-19 by protecting faculty, staff, and students from gathering in large numbers for events, programs, or other initiatives planned internally by employees or organizations.
3. Mitigate the risk of spreading COVID-19 to the university community by adjusting and modifying the delivery of traditional programs and events.

To achieve these principles, the university community will adhere to specific guidance for campus events outlined in the following sections.

External Events Hosted on Campus

During the Fall 2020 semester, the university will prohibit any external organizations, groups, entities, or people external to the institution to host, sponsor, or implement any programs, initiatives, or events on campus. These programs or events include but are not limited to weddings, receptions, parties, banquets, or other similar activities.

Campus facilities will be reserved only for internal-focused activity sponsored by approved units, organizations, departments, or employees. The Chancellor and Provost have authority to revise this requirement as they determine necessary.

Group Size Restrictions for Internal Hostings

During the Fall 2020 semester, the university will follow local, state, and federal guidelines. The University will allow internal organizations, groups, entities, or people internal to the institution to host, sponsor, or implement programs, initiatives, or events on campus that do not exceed more than 50 people. Programs or events that exceed the 50-person threshold will not be allowed. All programs or events with 50 people or fewer must occur in venues that allow for adequate social distancing.

Typical cyclical events such as Rams at Home, Ramdition, Open House, and Founder's Day, will be reimagined to be hosted virtually. This approach will allow for greater participation and engagement by the university community.

Modifications to Traditional Campus Programs

Adjustments and modifications must occur in accordance to these guidelines:

- Attendance of fewer than 50 people with social distancing and wearing of face coverings
- When applicable, a "student first" approach where students are given priority to attend events, programs, or initiatives
- No contact experience where the university will issue no printed tickets or programs; these items will be provided electronically
- Daily cleaning and sanitizing of venues
- Appropriate signage within the facility controlling for ingress and egress, seating arrangements, and reminders about face covering requirements

Repercussions and Consequences for Violating Event Gathering Requirements

University administrators will adhere closely to the aforementioned guidelines. To ensure compliance with these policies, the university will execute the following:

1. Events will be monitored closely with attendance count taken at random points of the program.
2. People or organizations/units who violate this policy will lose their privilege to host or sponsor programs for the remainder of the academic year.
3. Student organizers who violate this process will be subjected to the revised COVID-19 related student conduct process, detailed in the following section titled "*Sanctions for Students Who Violate Campus Community COVID-19 Guidelines.*"

Prospective Student Visitations

Winston-Salem State University will continue to accommodate on-campus tour and visitation requests by prospective students; staff will reduce the size of these events so no group is larger than 25 people at a time. Additionally, group visitations must adhere to social distancing principles and all visitors must wear face coverings.

Athletics

Fall 2020 sports competition has been postponed by the CIAA. This includes football, cheerleading, volleyball, and cross country. Team members will return with their assigned class, per normal move-in or return-to-campus procedures; they will not return to campus early.

SANCTIONS FOR STUDENTS WHO VIOLATE CAMPUS COMMUNITY COVID-19 GUIDELINES

Overview of Student Sanctions

Following guidance from the UNC System and the CDC, Winston-Salem State University is requiring all faculty, staff, students, vendors, contractors, and guests to wear a face covering when in common spaces on campus. This includes in learning environmental, hallways, elevators, public spaces, and common areas.

Wearing a face covering is not required when alone in a personal office or in individual residence hall room. Students who fail to comply with community safety regulations will receive sanctions by the Office of Community Standards and Civility. These sanctions are:

1st Violation of Student Responsibility—Educational Conversation: During the educational conversation, the Director of Community Standards and Civility, or designee, will communicate with the student on the importance of following CDC regulations and public safety guidelines pertaining to COVID-19 best practices. The student will have time to reflect on their actions. The student will further share what they could have done better to avoid the infraction, and how, as a member to the WSSU community, the student can do their part in protecting the safety of the campus community. Administrators will document the conversation in the Maxient Student Conduct System along with all adequate documentation of the incident.

2nd Violation of Student Responsibility—Verbal Warning: The Director of Community Standards and Civility, or designee, will reflect with the respondent student on his/her actions and reiterate the importance of following CDC regulations and public safety guidelines pertaining to COVID-19 best practices for the university community. Administrators will document the verbal warning in the Maxient Student Conduct System along with all adequate documentation of the incident.

3rd Violation of Student Responsibility—Exploration Sanction: The Director of Community Standards and Civility, or designee, will reflect with the respondent student on their actions. The student will receive an educational sanction. For example, the student will be asked to engage in an exploration assignment where they examine the importance of the community safety guidelines from the university and the State of North Carolina during the COVID-19 pandemic. The student will conduct an inquiry activity that aligns with his or her learning style (i.e., interviewing a health care practitioner, reading information from the CDC or a medical journal) then produce an educational product that details best practices for reducing the spread of COVID-19, how their direct actions could have negatively impacted that working and living community in which the student resides during the time of infraction, detail how the experience has impacted their working knowledge of COVID-19, and how they will use this information to educate their community. Administrators will document the exploration sanction in Maxient Student Conduct System along with all adequate documentation of the incident.

4th Violation of Student Responsibility—Disciplinary Warning: The Director of Community Standards and Civility, or designee, will sanction the student with Disciplinary Warning for the student's fourth violation to the regulations. Disciplinary Warning means that an official reprimand is provided in writing that advises a student's need to conform their behavior to the WSSU Students' Code of Conduct and further advises that any subsequent violation of the same nature by the student within a two year period will automatically result in Disciplinary Probation. The Director of Community Standards and Civility, or designee, will also reflect with the respondent student on their actions, discuss why the student is a repeat offender of the guidelines, and reiterate the importance of following the University's community safety standards. Administrators will document the Disciplinary Warning in the Maxient Student Conduct System along with all adequate documentation of the incident.

Student Sanctions, *continued*

5th Violation of Student Responsibility—Disciplinary Probation for One Semester: The Director of Community Standards and Civility, or designee, will sanction the student with Disciplinary Probation for the student's fifth violation of the regulations. Disciplinary Probation means the loss, for a specified period of time, of designated social privileges. Designated social privileges include but are not limited to: varsity sports, intramural sports, band(s) and choir(s), cheerleading squad(s), fraternities and sororities, participation in student organizations, serving in a leadership capacity in any student organization, or the right to represent the university in any specific activity. The Director of Community Standards and Civility, or designee, will also reflect with the respondent student on their actions, discuss with the student about any underlying behaviors which are causing the student to be a repeat offender of the guidelines, and reiterate the importance of following the University's community safety standards. If a student has reached this level of infractions for violations to the COVID-19 regulations, their case may also be forwarded to the Care Team to discuss/assess any behavioral issues which are inhibiting the student's ability to remedy the infractions from an educational perspective. Administrators will document the Disciplinary Probation in the Maxient Student Conduct System along with all adequate documentation of the incident.

6th Violation of Student Responsibility—Deferred Suspension for One Semester: The Director of Community Standards and Civility, or designee, will sanction the student with Deferred Suspension for the student's sixth violation of the regulations. Deferred Suspension is used for offenses found serious enough to warrant a suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. Deferred Suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the WSSU Students' Code of Conduct. The Director of Community Standards and Civility or designee will also reflect with the respondent student on their actions, discuss with the student about any underlying behaviors which are causing the student to be a repeat offender of the guidelines, reiterate the importance of following the University's community safety standards, and inform the student that any further infractions to the Code will result in suspension from the university for a minimum of one semester. Administrators will document the Deferred Suspension in the Maxient Student Conduct System along with all adequate documentation of the incident.

FACILITY OPERATIONS: CLEANING AND DISINFECTING

Overview of Cleaning Standards

Buildings maintained by the Building Environmental Services Team (BEST) have undergone or will undergo a deep and detailed cleaning and disinfection before full operations resume. To ensure all facilities undergo frequent deep cleaning, BEST will adhere to eight best practices:

- **Standard 1:** Cleaning and sanitizing of “high touch areas” in lobbies, restrooms, corridors/hallways, elevators, stair rails, and safety handrails.
- **Standard 2:** Wetting surfaces with an anti-microbial cleaning solution, which is then allowed to remain wet and in contact with the surface for a defined time as prescribed by the solution manufacturer, then wiped down with microfiber cleaning cloths.
- **Standard 3:** Cleaning cloths are to be changed frequently to prevent re-transmission of contaminants.
- **Standard 4:** All countertops, ledges, and other horizontal surfaces shall be wiped down appropriately after treating with anti-microbial cleaning solution.
- **Standard 5:** Drinking fountains shall be cleaned and sanitized.
- **Standard 6:** Toilets and their flushing mechanisms shall be cleaned using the appropriate color-coded solution. Sinks and faucets shall be cleaned using their respective color-coded solution. Cleaning cloths color-coded to the appropriate application shall be used.
- **Standard 7:** Floors will be cleaned and mopped using the prescribed anti-bacterial/anti-microbial floor cleaning solution and then rinsed using clean, regularly changed water, and air-dried. Mop heads shall be changed between initial cleaning, mopping, and rinsing.
- **Standard 8:** Classroom cleaning will include the regular mopping of floors as well as wiping desks, tables, lecterns, and chairs. Throughout the buildings, cleaning will include high and low dusting at window sills, vents, and wall bases.

Building Environmental Services Team (BEST) Routine Schedules

The WSSU Building Environmental Services Team will adhere to a well-defined cleaning schedule as its members clean and sanitize all campus facilities each day. The following section details the locations of each facility that the team will sanitize and the frequency by which team members will clean these areas.

Sanitizing Restrooms:

- BEST will clean all restrooms, including cleaning fixtures, mirrors, floors, and removing trash twice per shift. Team members will conduct an initial cleaning at the start of each shift and second cleaning at the mid-shift point.
- Team members will clean toilet partitions and hard tile wall surfaces daily, or more as required.
- All high touch locations, including but not limited to: doors, push plates, door knobs, toilet partition latches, and light switches will be cleaned at least every two hours.
- Team members will conduct high and low dusting of windowsills and vents, and they will clean baseboards two times per week or more frequently as required. Door kick plates will be cleaned and polished daily, or more as required.

Cleaning Common Spaces

- Team members will clean all common areas such as lobbies, vending areas, hallways, stairways, and vestibules on a daily basis. Drinking fountains will be cleaned and disinfected at least every two hours.
- All high touch locations, including but not limited to: doors, push plates, door knobs, light switches, elevator buttons, and stair railings and guardrails will be cleaned at least every two hours.
- Team members will sweep or vacuum common areas, depending upon the surface, on a daily basis or more frequently as required. Team members will clean glass at doors and windows at all entrances daily, or more as required.

BEST Cleaning Routine Schedules, *continued*

Cleaning Office and Administrative Spaces

- Trash receptacles will be placed in a central location, where individuals may take their individual trash for disposal each day. Team members will remove receptacles in the centrally located space at least daily. Trash will only be collected at the central locations, and not from individual office areas.
- Trash will be removed from common break rooms and conference rooms at least daily. Spaces will be vacuumed once per week or as required. The day of the week will be provided to the Building Coordinator and will become the standard day of the week for that specific location.
- All high touch locations in suites (such as doors, push plates, doorknobs, and light switches) are to be cleaned at least daily. Note, items listed as “high touch locations” are to be considered those items on the outside of individual offices.
- Because of COVID-19 and other established standards, dusting of individual’s desk will not be performed.

Cleaning Instructional Spaces

- Trash will be removed from classrooms, labs, and instructional spaces daily.
- All high touch locations, such as doors, push plates, doorknobs, light switches, will be cleaned at least daily.
- All student desks, tables, chairs, lab tables, instructor desks, and lecterns will be cleaned daily at the start of the shift.
- Cleaning and disinfecting of installed sneeze guards will occur daily at the start of the shift.
- Sweeping/vacuuming common areas, depending upon surface, will occur daily at the start of the shift.
- Trash receptacles and lids, along with computer keyboards/mice will be wiped down daily.
- Cleaning of whiteboards, wall writing surfaces, or chalk boards will not be completed by BEST.

General Cleaning Procedures

- Classrooms, labs, and instructional spaces will have cleaning solution and paper towels provided for the use by the room occupants. Cleaning supplies will be maintained and replenished by BEST.
- As precaution to avoid contact and practice social distancing, BEST will only enter offices for vacuuming and the cleaning of windowsills and baseboards (to the extent possible). It is understood that in cases of non-COVID-19 related emergencies, the Housekeeping Team will enter offices to perform required task.
- Cleaning of locker rooms and exercise areas will be performed daily when the facility is in use, as coordinated with the Athletics Department.
- BEST will not be responsible for cleaning and sanitizing any exercise equipment.

Cleaning after a Confirmed or Suspected Case of COVID-19

Upon notification of a positive (presumptive positive or lab-confirmed) case of COVID-19, Facilities Management will exercise the discretion to perform additional cleaning through a hired contractor or vendor.

COMMUNICATIONS

Emergency Notification of COVID-19 Cases

The Department of Education has provided guidance to institutions of higher education that they are not required to provide regular, on-going updates on COVID-19 or to proactively identify positive COVID-19 cases within the campus community. An excerpt of this guidance is provided below.

“The Clery Act and its implementing regulations require institutions to notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. The Department does not interpret the statutory language as requiring institutions to give regular, on-going updates on COVID-19 or to proactively identify positive COVID-19 cases within the campus community. The Department also does not interpret the statutory language to apply to positive COVID-19 cases among individuals who are not attending classes, working, or residing on campus or to require notifications to such individuals.”

An institution may satisfy the emergency notification requirements of the Clery Act and § 668.46 as follows:

- 1. Provide students and employees a single notification through the regular means of communicating emergency notifications informing them about COVID-19 and necessary health and safety precautions, as well as encouraging them to obtain information from health care providers, state health authorities, and the CDC’s COVID-19 website; or*
- 2. Create a banner at the top of the institution’s homepage containing that same information, including a statement about the global pandemic and a link to the CDC’s website.”*

To satisfy the current Clery Act requirements and available guidance, the university has placed a banner on the university’s homepage. This banner includes a link to the university’s COVID-19 resource page, as well as to local and state public health entities.

SUPPORTING ANNEXES & ATTACHMENTS

Attachment A: COVID-19 Educational Resources List

Attachment B: Personal Workspace Cleaning/Disinfection Guide

Attachment C: COVID-19 Daily Self-Monitoring Checklist

Attachment D: Internship, Clinical Experience, and Student Teaching Safety Form for FALL 2020

Attachment E: Internship, Clinical Experience, and Student Teaching Acknowledgement Form for FALL 2020

Attachment F: Employee COVID-19 Response Procedures

ATTACHMENT A**COVID-19 EDUCATIONAL RESOURCE LIST**

The following guidance is provided to assist individuals in learning more about COVID-19, the disease caused by novel coronavirus SARS-CoV-2.

COVID-19 Basics & Protection

- [CDC's How to Protect Yourself and Others from COVID-19](#)
- [CDC's When is it Appropriate to Wear Gloves?](#)
- [CDC's Cloth Face Coverings Guidance](#)
- [NC DHHS Testing Guidance for COVID-19](#)
- [CDC's Traveling During COVID-19](#)
- [WHO's How & When to Use Masks](#)

COVID-19 in North Carolina

- [NC DHHS Data Dashboard](#)
- [Community Testing Events in NC](#)
- [NC DHHS Interactive Symptom Monitor](#)
- [Governor's Office Executive Orders for COVID-19](#)

Cleaning and Disinfection for COVID-19

- [EPA's Six Steps for Safe & Effective Disinfectant Use](#)
- [CDC's Disinfecting Your Home](#)
- [EPA-Approved Cleaners/Disinfectants for COVID-19](#)

ATTACHMENT B

PERSONAL WORKSPACE CLEANING & DISINFECTION GUIDANCE FOR COVID-19

The following guidance is provided to assist individuals in cleaning and disinfecting their personal workspaces to reduce the spread of COVID-19.

Always read the product label and take appropriate precautions.

- When using cleaning and disinfecting products, always read the product label and follow the manufacturer's directions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product.
- After cleaning and disinfecting, wash your hands with soap and water for at least 20 seconds; or use an alcohol-based hand sanitizer if soap and water are not available.
- Never mix chemicals or cleaning solutions.

Clean first, then disinfect.

- Clean surfaces with soap and water, or a cleaning product, first to remove visible dirt and grime. Disinfectants are most effective on clean surfaces and objects.
- For hard or non-porous surfaces objects like tables, desks, doorknobs, and phones use a disinfectant that is effective against the virus that causes COVID-19. For a list of disinfectants that are approved by the environmental Protection Agency (EPA) as effective against the virus that causes COVID-19, visit the linked [EPA WEBPAGE](#).

Focus cleaning and disinfection on shared and high-touch surfaces.

- High-touch surfaces and objects vary by location. Examples include doorknobs, light switches, drawer handles, tables, push and pull plates on doors, remote controls, keyboards, etc.
- When cleaning cubicles or other office spaces, make sure to disinfect frequently touched surfaces and objects, such as your desk, chair arms, phones, printers, keyboards, and computer mice.

Disinfectant Wipes & Sprays

Most disinfecting wipes and sprays claim they can kill 99.9% of germs, if used appropriately. Make sure to follow the instructions on the label. Do not dry the surface after using a disinfectant wipe. The surface you are disinfecting will need to stay wet for the amount of time listed on the label before drying. This step is important because the "contact time" is what is required to kill the germs.

More Education on Disinfecting for COVID-19 are available at the links below:

- [EPA's Six Steps for Safe & Effective Disinfectant Use](#)
- [CDC's Disinfecting Your Home](#)

ATTACHMENT C

COVID-19 DAILY SELF-MONITORING CHECKLIST

This document is not a substitute for professional medical advice, treatment of disease or other conditions. This form does not serve as formal self-disclosure of COVID-19 diagnosis. If you have concerns about your health and COVID-19, please consult a medical provider. Indicator symptoms of COVID-19 may change as new information is discovered.

Each member of the campus community should conduct a self-assessment daily for any signs of illness or COVID-19 symptoms PRIOR to coming to campus. This checklist is a tool designed to help you determine your well-being based on current guidance from the NC Department of Health and Human Services (NC DHHS). Daily monitoring is self-enforced, and you should take your temperature each day as part of this self-assessment.

SECTION I: Do you currently have or have you had any of these symptoms in the last 14 days not related to another medical condition? Select all that apply.

- | | | | |
|---------------------------------------|--|--|--|
| <input type="checkbox"/> Fever/chills | <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Fatigue | <input type="checkbox"/> Diagnosed with COVID-19 in the past 14 days. |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Body or muscle aches | <input type="checkbox"/> Nausea/vomiting | |
| <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Difficulty breathing | <input type="checkbox"/> Headache | |
| <input type="checkbox"/> Sore throat | <input type="checkbox"/> Congestion/runny nose | | |

SECTION II: Select all of the following options that apply.

- In the last 14 days I have cared for someone who is/was symptomatic of COVID-19
- In the last 14 days I have been in prolonged contact to or close contact with someone who has tested positive for COVID-19
- In the last 14 days I have been contacted by a public health or healthcare professional about possible exposure to COVID-19.

Next Steps:

- If you DID NOT check any of the boxes in Sections I or II, you can report to campus.
- **If any of the boxes in Sections I and/or II are checked, DO NOT report to campus.**
 - If you are a residential student, you should contact Housing and Residence Life at housing@wssu.edu or 336-750-3471.
 - If you are an employee please contact your direct supervisor or Human Resources for further direction.