



# Wesleyan Wise

Reopening Plan for Fall 2020



Revised July 21, 2020

**North Carolina Wesleyan College Infectious Disease Control  
Reopening Plan for Fall 2020**

## **WESLEYAN WISE**

This document serves as a reference to explain the details of the North Carolina Wesleyan College reopening strategy and plan for Fall 2020 in light of the COVID-19 pandemic. Please continue to check this site as guidance may be updated based on public health information from federal, state and local experts.

### **Introduction**

The **Wesleyan Wise** plan balances campus needs with the safety of the campus community and individual campus community members. To achieve the safest possible experience for students, faculty, staff and visitors, we must be prepared for some inconvenience and deploy precautionary measures to protect everyone.

**As part of being *Wesleyan Wise*, we must be prepared to be more group-minded and accept more stringent guidelines, rules and expectations. We have to work together and care about the well-being of every other individual on campus.**

The NCWC Reopening plan employs a strategy to prevent and mitigate the spread of COVID-19 in the campus community. This plan is based on the principles of disease prevention including (but not limited to):

1. Face coverings for all campus community members (faculty, staff and students) are required.
2. Gatherings among all campus groups (including classes) will be operated with reduced density.
3. Appropriate social distancing within groups and among individuals is required.
4. Enhanced sanitation protocols have been implemented to clean high-touch and higher traffic areas – including classrooms and student services offices.

#### **Infectious Disease Response/Reopening & Organization**

The Viral Infection Response Team (VIRT) operates under the authority of the President of the College. Its purpose is to guide the College's implementation of the infectious disease control plan in an effort to minimize disruption in renewing student services while ensuring the safety of the entire college community. The President, with counsel from the VIRT, will advance the stage of response as necessary according to the reopen phases below.

#### **Viral Infection Response Team for COVID-19**

Jessica Brys-Wilson, PA-C, Chair, *Director Health Services*

Wayne Sears, Vice Chair, *Director of Campus Safety*

Dr. Molly Wyatt *Interim Provost*

Dr. Jason Modlin *Dean of Students*

Steve Burrell *Director of Residence Life*

David Fryar *Director of Facilities*

Carol Carson *Assistant Athletic Director for Medical Services*

Further, the College gathered a group to consider the needs of the instructional plans as a *Reopening Committee*. This committee consisted of:

Dr. Molly Wyatt, *Interim Provost*

Dr. Heather Louch, *Director of the Teaching & Learning Center*

Dr. Andrew Stern, *Chair of the Faculty*

Ayra Sundbom, *Instructional Technologist*

## **Operational Guidelines for Campus Venues**

The **Elizabeth Braswell Pearsall Library** will operate with reduced hours and seating capacity. This may change given the response phase. As of August 3, the library will operate with a 50 person capacity (outside of the Internet Café).

The **Dunn Center** and other meeting locations will operate under social distancing guidelines and numbers as established by North Carolina Department of Health and Human Services, the Centers for Disease Control, and/or local, state and federal guidelines.

## **Dining**

- The Blue and Gold Cafeteria will operate under revised seating and operational plans that eliminate self-serving and shared items. WOW Café will operate with revised plan dependent upon phase.
- The Internet Café will seat 5 indoors (excluding socially distanced food service line).

## **Student Support Offices**

All campus offices will be operating with limited open hours and may require appointments for service. Please refer to each office for guidelines on appointment scheduling. You may find an email directory of offices below:

Business Office	<a href="mailto:businessoffice@ncwc.edu">businessoffice@ncwc.edu</a>
Counseling Services	<a href="mailto:qjohnson@ncwc.edu">qjohnson@ncwc.edu</a>
Dean of Students	<a href="mailto:jmodlin@ncwc.edu">jmodlin@ncwc.edu</a>
Financial Aid	<a href="mailto:financialaid@ncwc.edu">financialaid@ncwc.edu</a>
Health Services	<a href="mailto:jbrys@ncwc.edu">jbrys@ncwc.edu</a>
IS Helpdesk	<a href="mailto:helpdesk@ncwc.edu">helpdesk@ncwc.edu</a>
Library	<a href="mailto:libaray@ncwc.edu">libaray@ncwc.edu</a>
Provost's Office	<a href="mailto:provost@ncwc.edu">provost@ncwc.edu</a>
Registrar's Office	<a href="mailto:registrar@ncwc.edu">registrar@ncwc.edu</a>
Residence Life	<a href="mailto:reslife@ncwc.edu">reslife@ncwc.edu</a>
Sodexo Dining	<a href="mailto:dining@ncwc.edu">dining@ncwc.edu</a>
Student Success Center	<a href="mailto:ssc@ncwc.edu">ssc@ncwc.edu</a>

## **WESLEYAN WISE FACE COVERING POLICY\***

Clear [scientific evidence](#) affirms that wearing face coverings is one of the most effective strategies in mitigating the spread of the COVID-19 virus. The Centers for Disease Control and Prevention (CDC) and the North Carolina Department and Health and Human Services (DHHS) recommend wearing cloth face coverings to slow the spread of the virus and to prevent asymptomatic and symptomatic virus carriers from transmitting it to others.

It is the responsibility of everyone to wear face coverings in order to do their part to minimize risks to themselves, others and the campus community. With that in mind, the College is providing an appropriate face covering to each student, faculty and staff member and has adopted the following detailed policy on wearing protective face coverings.

**Everyone on campus is required to wear a face covering over the nose and mouth when indoors. This includes classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, libraries, theaters and other indoor spaces. Face coverings are also required outdoors when six-foot physical distancing cannot be maintained.**

- Students, faculty and staff may use face coverings provided by the university or supply their own.
- Face coverings may be cloth or disposable.
- Employees may remove face coverings when alone in their own offices or enclosed work-spaces.
- Students may remove face coverings in their own residence hall rooms or apartments.
- Students, faculty and staff should have a face covering with them whenever they are on campus.
- Students, faculty and staff who enter facilities without a face covering will be asked to leave.
- Students, faculty and staff may remove face coverings when actively eating or drinking or strenuously exercising.
- Guests, visitors, vendors and contractors will be expected to honor these guidelines and provide their own face covering.

### **Exceptions**

Individuals who are unable to wear cloth face coverings due to a medical or behavioral condition or disability may wear an alternate face covering, such as a face shield, and maintain a minimum six-foot physical distance at all times.

The Provost ([mwyatt@ncwc.edu](mailto:mwyatt@ncwc.edu)) may grant a waiver to this policy for students and faculty in a specific class, if requested by the faculty member, and necessary to meet the curricular requirements of the course (e.g., theater, language instruction, music performance, etc.) with a medical or academic justification. Students and staff employees who require face covering accommodations must be granted the waiver by the Director of Health Services ([jbrys@ncwc.edu](mailto:jbrys@ncwc.edu)) for next steps. All justifications for a medical or behavioral waiver must include documentation from a medical or mental health provider.

### **Accountability**

NCWC is relying on members of our community to adhere to and assist with enforcing these standards of behavior. Members of the community should speak up if they encounter someone violating the face covering policy.

Faculty, student organizations and office teams should clearly define how they will enforce the mask policy in their spaces. Individuals who fail to wear face coverings as required may be reported for non-compliance to the Dean of Students or to their direct supervisor (employees) and disciplined under the appropriate handbook provisions. Visitors and third-parties who do not adhere to this policy may be asked to leave the campus.

All members of our campus community are expected to follow all COVID-19 safety protocols and policies. Signage will be placed around campus to remind students, faculty, and staff that face coverings are required and how to properly wear a face covering. For additional information on face coverings, visit the [CDC](https://www.cdc.gov) website.

*\* This policy may be subject to change based on orders, requirements and guidance from federal, state and local authorities.*

# WESLEYAN WISE RESPONSE PHASES

The phases of response are dependent upon local COVID-19 disease rates and campus conditions. The VIRT Team will monitor conditions closely and make recommendations to College leadership about phase statuses and important features needed to prevent and mitigate the spread of COVID-19 on campus. Below are 5 response phases. **The College reopens for students on August 3 in the “Controlled” Phase (“on orange”).**



## OPEN Phase - GREEN



No known public health issues: With this response phase, viral infections including the flu, meningitis and other known low risk infections may occur at rates not considered “a public health issue.” These are treated and monitored on a case-by-case basis under the suggested protocol by health care professionals. Use of Personal Protective Equipment (PPE) and advanced hygiene steps may still be required in this phase.

## CAUTION Phase - YELLOW



During this phase of reopening, the College will continue to exercise measures and requirements to assist in preventing the contact or spread of infectious disease. This phase’s tenure will be based on local Health Department reports as to infectious disease reports in the surrounding community and the State.

During this Phase the following are required:

- Wearing of mask or face coverings
- Separation in social and class settings
- Student dances and social activities will be allowed with a 50% reduction in capacity.
- Student club and board meetings will be allowed at 50% capacity of location attendance space.
- Residence hall visitation restrictions may be implemented as a precaution.
- Students are required to perform a health self-screening daily through the [#CampusClear](#) App.

## CONTROLLED Phase - ORANGE



During this phase of reopening the College will exercise broad measures and requirements to assist in preventing the contact or spread of infectious disease. This is due to the College’s belief that the first ten days of students arriving back on campus, en masse, will be the most critical to identifying and stopping the spread of infectious disease.

During this Phase the following are required:

- Wearing of mask or face coverings
- Separation in social and class settings
- Cancellation of all social activities that require group gatherings
- All student club and board meetings must be virtual.
- No visitors on campus.
- Students are not allowed to visit other residence halls or have any visitors in their rooms.
- Residence hall common areas will be closed; other residence life restrictions may be implemented.
- Students are required to perform a health self-screening daily through the [#CampusClear](#) App.

*Note: The College will reopen on August 3 in the ORANGE “Controlled” phase. It is tentatively set to expire at 3 p.m. on August 28.*

## PROTECTED Phase – GRAY

### PROTECTED

During this phase, classes will move online for a duration to be determined by the College based on the severity of the COVID-19 infection rates on campus or in the nearby community. Travel on to and off of main campus will be prohibited except for emergency situations and essential personnel. Residential students desiring to continue online learning from home will be allowed to do so, but must leave campus by a designated deadline.

During this phase, some or all of the following will be required:

- Students are not allowed to visit other residence halls or have any visitors in their rooms.
- Residence hall common areas will be closed.
- Wearing of mask or face coverings
- Strict social distancing in all settings
- Cancellation of all social activities
- Meetings are limited to 5 people or must be held virtually.
- No visitors on Campus.
- Students are required to perform a health self-screening daily through the **#CampusClear** App.
- All travel on or off campus is prohibited except in emergency situations or by essential personnel.

## Restricted Phase – RED

### RESTRICTED

During this phase, one or more of the following will occur:

- The instructional operations of the College go 100% remote for the remainder of the term.
- The College employees work remotely with the exception of employees performing essential functions.
- All meetings are required to be virtual.
- Students who remain on campus are required to perform a health self-screening daily through the **#CampusClear** App.

## ACADEMIC FACILITIES & INSTRUCTIONAL SCHEDULING

The plan to revise instructional scheduling and enhance safety within campus buildings is a multi-step process for the purpose of mitigating germ spread in high traffic areas and student-instructor contact in instructional spaces for the Fall 2020 term. This plan accounts for some form of hybridity for all courses (that are not offered online or some other remote delivery plan), protections for instructors in vulnerable populations, control of course capacity, new instructional schedules that correspond with hybridity, and other precautionary measures (PPE, enhanced sanitation protocols, and appropriate spacing in classrooms).

### The Academic Calendar

The traditional fall semester will begin on August 19. We will cancel fall break this year, and the semester will end on November 24<sup>th</sup>, the Tuesday before Thanksgiving. Students will be encouraged to remain off campus after Thanksgiving. Any traditional students who feel they need to reside on campus after Thanksgiving will be required to petition the Director of Residence Life (Steve Burrell at [sburrell@ncwc.edu](mailto:sburrell@ncwc.edu)) with an explanation of their needs.

Adult and Professional Studies classes in all locations and online will operate with 7-week accelerated sub-terms.

- A sub-term begins August 17
- B sub-term starting October 5

The North Carolina Wesleyan College commencement remains scheduled for Saturday, December 5 at the Rocky Mount Event Center.\*\*

\*\*Subject to change based on conditions.

### **Forms of Instruction**

- All 3 credit hour classes will meet for 2.5 hours seated and .5 hr remote/online unless otherwise noted in the schedule notes.
- Traditional hi-capacity classrooms (greater than 35 students) classrooms will now hold approximately 22 students.
- All classes that have any seated component must employ the following safety precautions:
  - All students and instructors will adhere to the face covering policy including wearing face coverings in the classrooms.
  - Students may gain entry to class by wearing a mask and providing evidence of daily pre-screening via the [#CampusClear App](#).
  - Instructor zones will be delineated by blue floor tape separating students and instructors by 6ft of space.

Classes with enrollment over safe socially-distant classroom capacities have been converted to one of the following formats:

- Moved into larger spaces (Chapel, Dunn Center, etc.)
- Migrated to a new hybrid model to accommodate fewer students at once
- Moved to a 100% online/remote format.

At this time, North Carolina Wesleyan College does not provide a 100% online option for traditional students. Any returning student seeking an exception to this policy must petition the Provost (Dr. Molly Wyatt at [mwyatt@ncwc.edu](mailto:mwyatt@ncwc.edu)) with justification and related documentation for one of the following reasons:

1. The student is unable to return to the traditional Rocky Mount campus due to documentable international travel bans or restrictions.
2. The student has one or more health conditions that put him/her at an elevated risk for complications should they contract COVID-19 that make the return to the traditional campus potentially unsafe. This should be accompanied by an official letter from a physician recommending the student not return to campus.

### **Academic Building Traffic Flow Plans**

- Classes in all buildings will have staggered start and release times. Students and instructors should not go upstairs or arrive at their classroom more than 10 minutes early to reduce hallway traffic density.
- Stairwells and hallways will be marked with directional flow signage. Stairwells will be unidirectional.
- Doors to campus buildings will be marked as entrances or exits to reduce close person-to-person contact. In the BRA/PCB/GSC complex, entrance doors face west (toward the Southern Bank Green Space) and exit doors face east (toward the College fountain).

### **Protective Supplies in the Academic Environment**

- All faculty, staff and students in the academic facilities are required to wear face coverings indoors – including during instruction. All students will be provided with at least one mask by the College. Instructors will be provided a clear visor or a mask by the College. Faculty should note that a clear visor may be the most accessible option for students who are hard of hearing and rely on lip-reading. See the North Carolina Wesleyan College Face Coverings Policy on page 2.

- Cleaning wipes will be available for students and instructors to wipe down their desks as they come in. The Facilities department will also periodically clean classrooms throughout the day. Please refer to the Sanitation Protocol Chart for information on how buildings are routinely sanitized and ways in which the College is enhancing sanitation protocols.

### **Instructor Office Hours & Group Meetings**

- Instructor office hours may take place in person, virtually or in alternate larger space. Please refer to your instructors' guidance on this.
- Visits to the Student Success Center, Disability Services and the Registrar should be by appointment only with virtual appointments emphasized. Contact the offices for specific directions on how to make appointments. An office email directory is provided on page 2 of this plan.
- Faculty meetings will be held in a hybrid format – in Minges auditorium for those who wish to attend in person and a virtual link for those who need to attend remotely (due to elevated health risks).

### **When Students/Faculty are Isolated, Quarantined or Sick**

- Instructors will be notified of students who are not cleared to go to class. The notification will include the scope of the absence. It will not indicate whether the student is isolated due to contact or quarantined due to illness as that is protected information.
- Instructors will be notified if they are considered to be a direct contact of an infected student. Instructors will be asked to be tested and isolated within appropriate time parameters.
- If instructors are isolated or quarantined, the program coordinator, a designated colleague within the same school or a School Chair will make provisions for continuity of class meetings or content delivery if the instructor is unable.
- All instructors should complete a course continuity plan. This is an online form with instructions of how to maintain course content delivery if a faculty member is unable to do so. Further information on how and when this will be completed will be sent by the Provost's Office.

## **STUDENT AFFAIRS OPERATIONS PLAN**

### **Residential Life**

- Residence halls will operate at normal capacity. A limited number of single rooms will be available for students with documented non-COVID medical needs.
- Move-in procedures will be modified to reduce density in the halls. An individual move-in schedule will be implemented. This schedule will be communicated to all resident students. The College will not be able to provide assistance with move-in. Students will be allowed to bring up to 2 individuals with them for assistance and a maximum of two vehicles.
- Face coverings will be required at all times inside of the residence halls (as recommended by the American College Health Association, 2020)
- Roommates will be considered a 'family unit', the equivalent of living in the same household, and face coverings will not be required in the room. Residents are discouraged from sharing any personal items.
- Common spaces within the residence halls will be reconfigured to maintain social distancing. Spaces too small for reconfiguration will be closed. (ACHA, 2020)
- Common kitchen areas will be open unless the College's then-current phase of operations necessitates closure. Capacity will be restricted, and sanitation supplies along with proper sanitation guidelines will be made available.
- Capacity in laundry rooms will be restricted.
- Group programming will be suspended until further notice. Residence Life staff will work to create individual and virtual programming for students. (ACHA, 2020)



- Residents are asked to closely follow the College's current phase of operations, as both resident and non-resident guests may be limited or prohibited depending on the College's then-current phase of operations. (ACHA, 2020)
- Housekeeping will increase cleaning in the residence halls, specifically in community bathrooms. Students with shared bathrooms will be educated on proper cleaning standards and encouraged to clean often. (ACHA, 2020)
- Communication for use of shared bathrooms will be provided.
- All students will be required to complete daily self-screening. Students with COVID-compatible symptoms or known exposure to a COVID-positive individual should self-isolate immediately and self-report the symptoms and/or exposure to Health Services.
- Students testing positive for COVID-19 will be asked to isolate at home whenever possible. A block of rooms will be held to be used as potential quarantine or isolation space should the need arise.

### **Campus Dining**

- Campus dining (**Sodexorise**) facilities will be configured to allow for social distancing. Capacity will be limited based on then-current executive orders for North Carolina.
- Face coverings required in dining facilities except while eating.
- Informational and directional signage posted at all dining locations to ensure social distancing and proper traffic flow.
- Outdoor dining areas will be identified for use.
- Pre-packaged and take-out options will be available at all dining locations.
- Some retail dining options will be reduced or eliminated.
- Self-service dining and beverage areas will be eliminated. Food items that are normally self-service will either be prepackaged or prepared upon request by food service staff.
- Tables and chairs will be sanitized between guests. Other high-touch areas will be sanitized frequently. (Centers for Disease Control, 2020)
- Hand sanitizer stations will be available in all dining facilities.
- Food service staff will complete self-screenings, including temperature checks, at the start of each shift.
- Food service staff will be provided appropriate personal protective equipment (PPE) and trained/supervised on proper use.
- Food delivery to quarantined students will be coordinated with Student Affairs.

### **Student Activities/Intramurals**

- Utilize virtual events, gatherings, and meetings when possible for student activities and student organizations. (ACHA, 2020)
- Limit capacity for in-person events to ensure proper social distancing.
- Face coverings will be required at all in-person events, gatherings, and meetings. (ACHA, 2020)
- Utilize larger venues so that proper social distancing can be practiced.
- Informational and directional signage posted at all in-person events and in Hartness Student Center (HSC) and Taylor Recreation Center (TRC).
- Provide hand sanitizer stations at all events, in-person organization meetings, the HSC and TRC.
- Limit food consumption to pre-packaged, take-away items.
- Limit HSC and TRC fitness room capacity to 50%.
- Require face coverings for all student staff at HSC and TRC.
- Sanitize all equipment after each use.
- Establish student COVID safety monitors for each organization to ensure the safety plan is communicated and followed for meetings and events.
- Utilize block scheduling for the TRC fitness room to allow for proper cleaning.
- Require patrons to wipe down all TRC fitness room equipment after use.

- Intramural events will be adjusted to allow for proper social distancing. Events where social distancing cannot be practiced will not be scheduled. Virtual recreation classes will be offered when possible.

#### **International Student Travel**

- Students travelling from outside of the United States must successfully complete a 14-day quarantine off-campus prior to being allowed on campus for any purpose, including participating in athletic programs, moving into a residence hall, or attending classes.
- Students studying on an F-1 Visa should notify the International Student Services Office of their travel plans. Communication regarding travel information and quarantine arrangements has been sent separately to these students.

## **HEALTH SERVICES PLAN FOR INFECTION CONTROL - IDENTIFICATION/CONTAINMENT/CONTROL**

#### **Required COVID Screening for All Students**

Students returning to North Carolina Wesleyan College must furnish a negative COVID screen (test) dated within the 7-day period prior to their date of arrival. If results are delayed, evidence of the pending status must be furnished.

- Commuter students should submit results to the Director of Health Services at [jbrys@ncwc.edu](mailto:jbrys@ncwc.edu) or (252) 985-5499 (fax).
- Residential students should submit hard copy results to the check-in staff at the campus entrance upon arrival. Please be advised that check-in will also require symptom screening of all students and guests coming on campus to move in.

#### **Identification of Illness**

Employees who are sick should stay away from work and seek diagnosis/treatment through their medical healthcare provider. Students who are sick should report their conditions to the Student Health Center for diagnosis/evaluation.

#### **COVID-19 Testing**

North Carolina Wesleyan College will partner with Nash UNC Health and the Respiratory Diagnostic Center for COVID-19 testing. Testing will be done on symptomatic individuals, persons without symptoms that have come in contact with someone who is confirmed positive for COVID-19 within the last 21 days, and those identified as a high risk of severe illness because of underlying health conditions.

**Any immediately threatening health condition (like chest pains, acutely severe headaches, etc.), should result in a call to 911 for first aid assessment and potential emergency transportation to a local hospital.**

Containment & Control: Outbreaks of acutely infectious/communicable diseases will be assessed by the Director of the Health Center, in accordance with local, state, and federal health guidelines; and under direction of the contracted physician. While specific actions/responses the College will take (as recommended by the CDC) once such a disease has been identified tend to be disease-specific, three different containment/control strategies will be followed:

- *Actions involving sick/symptomatic persons include:* treatment, isolation, emergency transportation to a local hospital, diagnostic testing and disease reporting through public health authorities/channels.
- *Actions involving those who have been in contact with sick/symptomatic persons include—* medical monitoring/counseling, treatment/isolation/emergency transportation as needed, diagnostic testing by health department or hospital.

- *Actions involving the greater College community, (those not in direct contact with sick/symptomatic persons) include*—information sharing as to the nature of the disease outbreak and specific recommended preventative actions, medical monitoring/counseling, additional cleaning and disinfection of public spaces, and other actions as needed.
- Outbreaks of less acute infectious/communicable diseases (like Pandemic Influenza) will principally be managed in accordance with local, state and federal health guidelines. This may result in the temporary suspension of all College functions, buildings and facilities.
- Building evacuations (as traditionally defined) would occur following an outbreak of infectious/communicable diseases. It is critical for all employees/students to stay informed as an emergency unfolds. College officials will disseminate critical information as it becomes available to safeguard the greater College community. Such conditions could lead to a revised phase of operations.

### #CampusClear SELF-SCREENING APP

#CampusClear is a self-screening (or self-surveying) app that aids North Carolina Wesleyan students, faculty, and staff in self-monitoring for symptoms. This free app can be downloaded on the Apple Store and soon Google Play.

Students are required to self-screen:

- Beginning 14 days prior to their arrival on campus
- Every day of the term (even weekends)

Students will need to show the “clear screen” to:

- Attend classes
- Eat in the cafeteria
- Visit the library
- Attend a group event


 POWERED BY 

Get Back to Campus with **#CampusClear**, a 100% **FREE COVID-19** Self-Screener and Fast Pass for Colleges and Universities.

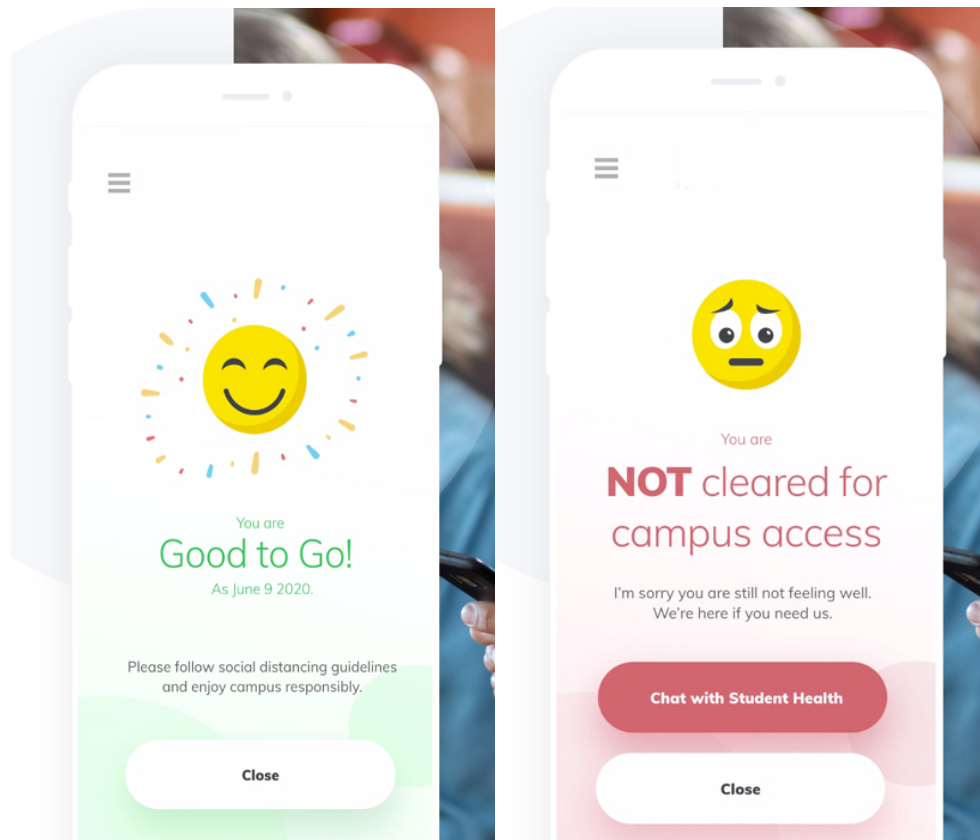
Students can download the app from the:




The smartphone screen shows:
 

- Navigation icons: My Account, My Health Log
- A large yellow smiley face icon with colorful dots around it.
- Text: "You are Cleared for Campus Access"
- Text: "Please follow social distancing guidelines and enjoy campus responsibly."
- A "Close" button at the bottom.

Below are images of what the “clear” (left) and “not clear” (right) screens looks like:



“Not clear” screens will provide students with next steps to address symptoms they may be having. The Director of Health Services will reach out to students experiencing symptoms for further screening. Remember, the Health Center does not take walk-in appointments without pre-screening. Contact Jessica Brys-Wilson at [jbrys@ncwc.edu](mailto:jbrys@ncwc.edu) for appointments if you are sick with or without COVID-19-like symptoms.

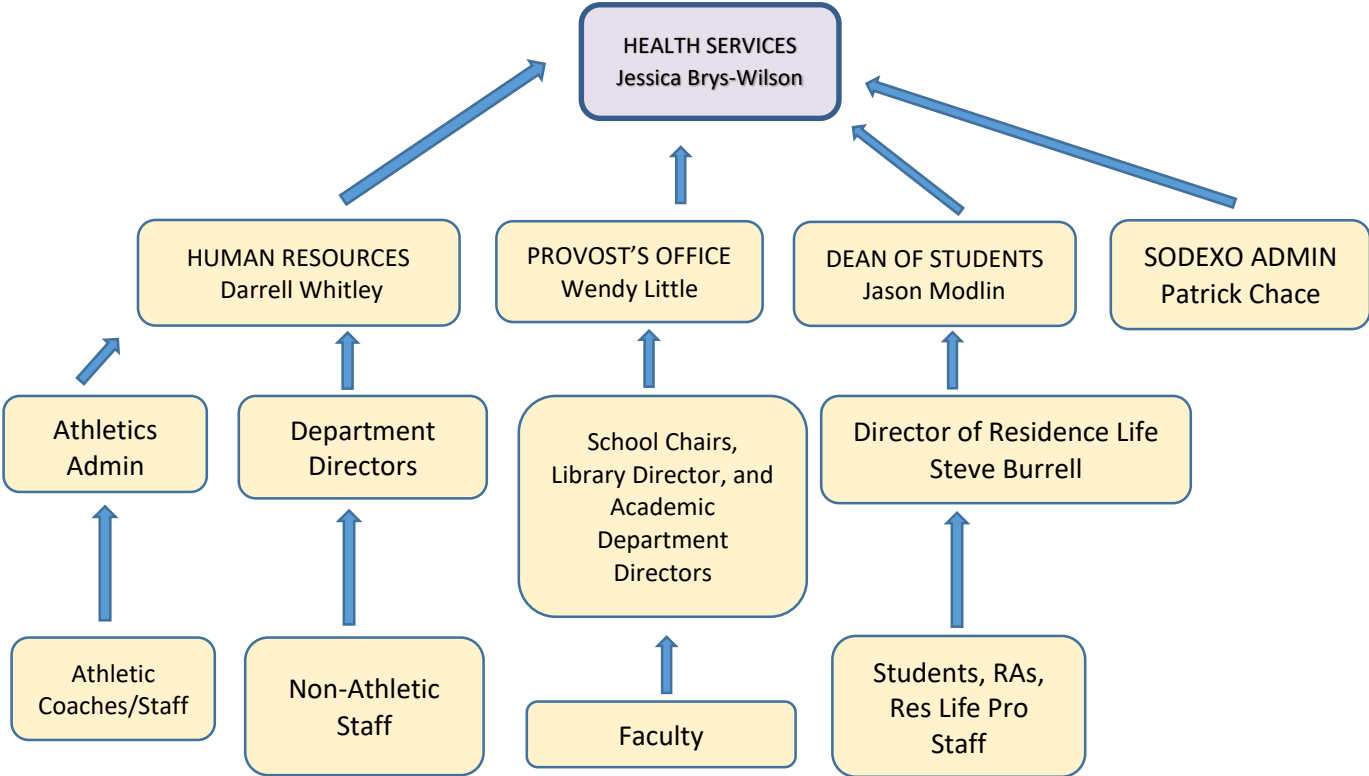
Watch for more details on **#CampusClear** in email from the Dean of Students and Director of Health Services.

### **Self-Reporting Symptoms**

Students, faculty, or staff who experience symptoms of concern after they’ve completed a daily self-screen should notify the College according to the reporting structure below. Students, faculty and staff who report symptoms should self-isolate until they receive further instruction by the Director of Health Services, or for employees, their immediate supervisor. See figure 1 for Symptom Reporting Structure.

**It is very important that no one engage with others if they have symptoms or if they are sick. Do not come to work, go to class and/or engage in any other class activity until further directed by Health Services.**

Figure 1. Symptom Reporting Structure



**VII. ENHANCED SANITATION PROTOCOLS**

Please refer to Figure 2 below to review how campus buildings will be sanitized and how we can all contribute to good hygiene and keeping spaces clean.

Figure 2. NCWC Sanitation Protocols – Fall 2020 COVID-19 Response Plan

Building	Routine Cleaning	Cleaning Supplies Available	Cleaning High-Touch Surfaces	Clorox 360 Sanitation Mist Machines
Classroom Buildings	Sweep, vacuum, mop floors, dust & empty trash. Clean, sterilize sinks, mirrors & toilets.	Hand sanitizer machines widely available throughout hallways. Wipes will be provided for students to sanitize desk prior to class.	Wipes will be provided for students to sanitize desk prior to class.	At least once per day, including restrooms. Restrooms will be cleaned twice per day.
Residence Halls	Sweep, vacuum, mop floors, dust & empty trash. Clean, sterilize sinks, mirrors & toilets.	Hand sanitizer is widely available throughout. Sanitation supplies are made available for extra cleaning of the common areas.	Wipe down door handles, furniture in common areas at least once per day. Residence Life Staff will clean high-touch surfaces in each hallway (including door handles) frequently.	Common areas- at least once per day.
Library	Sweep, vacuum, mop floors, dust & empty trash. Clean, sterilize sinks, mirrors & toilets.	Hand sanitizer is widely available throughout. Wipes will be provided for students to sanitize library tables prior to class.	Door handles, bathroom fixtures wipe down once per day. Library staff will clean high-touch surfaces such as circulation and reference desk several times per day.	Common areas are cleaned at least once per day including Internet Café. Restrooms cleaned twice per day,
Hardees Student Union/Blue & Gold Cafeteria	Sweep, vacuum, mop floors, dust & empty trash. Clean, sterilize sinks, mirrors & toilets.	Hand sanitizer is widely available throughout. Wipe down and sanitize all door handles, bathroom fixtures.	Door handles, bathroom fixtures wipe down once per day. Sodexo staff routinely wipes down tables after each table of guests dismisses themselves. Hand sanitizer widely available. High-touch surfaces will be cleaned regularly by Sodexo staff. See Sodexo's other protocols at <a href="http://www.sodexorise.com">www.sodexorise.com</a> .	Common areas cleaned at least once per day, including restrooms.
Hartness Center	Sweep, vacuum, mop floors, dust & empty trash. Clean, sterilize sinks, mirrors & toilets.	Hand sanitizer is widely available throughout.	Door handles, bathroom fixtures wiped down once per day. High-touch surfaces routinely cleaned by Hartness Center Staff.	Common areas are cleaned at least once per day. Restrooms cleaned twice per day restrooms.
Dunn Center	Sweep, vacuum, mop floors, dust & empty trash. Clean, sterilize sinks, mirrors & toilets.	Hand sanitizer is widely available throughout.	Door handles, bathroom fixtures wipe down once per day.	Common areas are cleaned at least once per day. Restrooms cleaned twice per day restrooms.
Gateway Technology Center	Sweep, vacuum, mop floors, dust & empty trash. Clean, sterilize sinks, mirrors & toilets.	Hand sanitizer is widely available throughout.	Door handles, bathroom fixtures sanitized once per day.	Common areas are cleaned at least once per day. Restrooms cleaned twice per day restrooms.

Taylor Center	Sweep, vacuum, mop floors, dust & empty trash. Clean, sterilize sinks, mirrors & toilets.	Hand sanitizer is widely available throughout.	Door handles, bathroom fixtures sanitized once per day.	Common areas are cleaned at least once per day. Restrooms cleaned twice per day restrooms.
Baseball Trailer & Football Trailer	Sweep, vacuum, mop floors, dust & empty trash. Clean, sterilize sinks, mirrors & toilets.	Hand sanitizer is widely available throughout.	Door handles, bathroom fixtures sanitized once per day.	Common areas- at least once per day, including restrooms.
Fieldhouse	Sweep, vacuum, mop floors, dust & empty trash. Clean, sterilize sinks, mirrors & toilets.	Hand sanitizer is widely available throughout.	Door handles, bathroom fixtures sanitized once per day.	Common areas are cleaned at least once per day. Restrooms cleaned twice per day restrooms.

#### HOW CAN WE ALL HELP?

- Wear a mask in common spaces.
- Use [#CampusClear](#).
- Wash hands regularly for 20 seconds and use hand sanitizer.
- Wipe down your desk (in offices and classrooms) before you sit down.
- Follow directional signage that denotes entrances and exits, unidirectional stairwells, and hallway traffic patterns.
- Make appointments to visit offices.

## RESOURCES

Centers for Disease Control COVID-19 Website

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

Colleges and Universities Pandemic Influenza Check List, Coronavirus Disease 2019 (COVID-19): Interim Guidance for Administrators of US Institutions of Higher Education (IHE) to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19).

[https://www.cdc.gov/flu/pandemic-resources/pdf/colleges\\_universities.pdf](https://www.cdc.gov/flu/pandemic-resources/pdf/colleges_universities.pdf)

Considerations for Reopening Institutions of Higher Education in the COVID-19 Era.

[https://www.acha.org/documents/resources/guidelines/ACHA\\_Considerations\\_for\\_Reopening\\_IHEs\\_in\\_the\\_COVID-19\\_Era\\_May2020.pdf](https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020: Stigma Related to COVID-19, What to Do If You Are Sick With Coronavirus Disease 2019 (COVID-19) <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Steps Healthcare Facilities Can Take Now to Prepare for Coronavirus Disease 2019 (COVID-19).

<https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/steps-to-prepare.html>



