

ECPI University

Virginia Beach, VA

Campus Readiness Plan for Reopening

July 2020

Revised October 2020

This plan has been reviewed by the State Council of Higher Education and has been found to be compliant in containing the required components of the 'Higher Education Reopening Guidance,' which was developed in consultation with the Virginia Department of Health.

COVID-19 Task Force

- ▶ Formed in March 2020
- ▶ Led by Chief Operating Officer
- ▶ Comprised of cross-section of campus personnel and University administrators
- ▶ Informed by CDC, Department of Education, Commonwealth of Virginia, and other state guidelines

Goals

- ▶ Ensure safety of faculty, staff and students
- ▶ Mitigate anxiety of returning to campus for work, school
- ▶ Continue to offer classes in remote synchronous and online formats as needed
- ▶ Bring in staff - Scheduling to maintain social distancing/gathering limitations by:
 - ▶ Continuing mix of on-campus and telework
 - ▶ Reconfiguring work stations
- ▶ Bring in faculty - Maintain social distancing/gathering limitations
- ▶ Bring in students - Maintain social distancing/gathering limitations
 - ▶ Reconfigure classrooms, labs, and common areas
 - ▶ Provide classroom and technology resources as needed

Preparing the Building

- ▶ Cleaning plan
 - ▶ Clean and disinfect all workspace areas prior to opening
 - ▶ Maintain enhanced cleaning and disinfecting practices
 - ▶ Implement stringent cleaning protocols for shared spaces- labs, classrooms, rest rooms
- ▶ Building infrastructure check
 - ▶ HVAC - increase ventilation rates
 - ▶ Verify routine maintenance on mechanical systems up-to-date
 - ▶ Verify safety inspections (elevator, fire detection, etc.) up-to-date
- ▶ Reduce touch points
 - ▶ Touchless ingress/egress - prop open doors where feasible (do not violate fire codes)
 - ▶ Clean and disinfect, then disable common area touch screens
 - ▶ Remove high shared touch tools - whiteboard markers, remotes, etc.
 - ▶ Disable vending machines - signage
 - ▶ Signage to use elbows, tissues, paper towels in other high touch areas has been ordered

Preparing the Building (cont.)

- ▶ Social distancing plan
 - ▶ Redesign work spaces, classrooms/labs or schedule to ensure 6 feet between work stations or desks
 - ▶ Reduce capacity of shared spaces (remove seating)
 - ▶ Limit the number of people in any one room to ensure adequate physical distancing
 - ▶ Control the direction of foot traffic in main circulation areas (lobbies)
 - ▶ Control number of people in elevator
 - ▶ Designate up stairwell and down stairwell
 - ▶ Install barriers such as Plexiglas shields for reception areas
 - ▶ Close common areas - conference rooms, break rooms
 - ▶ Meetings continue via Zoom, Teams
 - ▶ Employees leave campus for lunch, order take-out, or bring non-perishable lunches
 - ▶ Food trucks at certain locations follow face covering policies, hand hygiene, routine cleaning/disinfection, and health screening for staff
 - ▶ Vendor/delivery protocols
 - ▶ Designated space/monitored entrance to receive goods

Preparing the Building (cont.)

- ▶ Consistent placement of all Purell/sanitizing stations
 - ▶ Entrances & exits
 - ▶ Elevators and stairwell entrances
 - ▶ Entering/exiting labs and classrooms
- ▶ Sufficient PPE & plan for inventory replacement
 - ▶ Masks - required in all common areas
 - ▶ Purell/hand sanitizer
 - ▶ Disinfectant for labs and individual workstations
 - ▶ Tissues/paper towels and no touch disposal receptacles for elevators, stair rails, doors that cannot be propped open
- ▶ Post signage to communicate and enforce cleaning and social distancing protocols, use of PPE

Screening Protocol for Faculty, Staff, and Students

- ▶ Single point of access to building- monitored
 - ▶ Or one entrance faculty/staff, one entrance for students
- ▶ Maintain social distancing outside of building while waiting to get in
- ▶ Temperature taken at monitoring station (non-contact infrared forehead thermometer or thermal imaging camera)
- ▶ Faculty and staff coming on campus are surveyed before being authorized to return via link to Microsoft Forms (responses go directly to HR) or upon arrival at monitoring station.
 - ▶ Are you currently experiencing any of the following symptoms?
 - ▶ Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell
 - ▶ Have you, or has anyone in your household, had COVID-19?
 - ▶ Were 2 week quarantine protocols observed? If yes, dates.
 - ▶ Have you, or has anyone in your household, had contact with anyone who has or has had COVID-19, or the symptoms associated with COVID-19.
 - ▶ Were 2 week quarantine protocols observed? If yes, dates.
 - ▶ Please enter any comments you wish to add related to your responses above.
 - ▶ Is the information you provided on this form true and correct to the best of your knowledge?

Screening Protocol for Faculty, Staff, and Students (cont.)

- ▶ Based on responses, HR notifies Faculty/Staff member if return to work is authorized. Responses treated as PHI.
- ▶ No one allowed in building who
 - ▶ has or has had COVID-19 and has not been quarantined for at least two weeks
 - ▶ has been exposed to COVID-19 and has not completed quarantine protocols
 - ▶ who is symptomatic
 - ▶ who has a temperature of 100.4 or above
- ▶ Masks required in common areas - if entrant does not have, a mask will be provided at monitoring station.
- ▶ Staff Monitors trained on
 - ▶ what constitutes PHI and how to handle PHI - maintaining confidentiality
 - ▶ how to handle a situation where someone is symptomatic, has a temperature or answers yes to any of the screening questions.
 - ▶ always wear mask - frequent wipe down of screening area

Training

- ▶ Faculty, Staff, and Student Training
 - ▶ Information provided on the website, faculty and staff portal, and through the Canvas learning management system (LMS) portal for students and faculty
 - ▶ CDC guidelines, anti-stigma, and vulnerable populations
- ▶ Staff Monitors trained on
 - ▶ what constitutes PHI and how to handle PHI - maintaining confidentiality
 - ▶ how to handle a situation where someone is symptomatic, has a temperature or answers yes to any of the screening questions.
 - ▶ always wearing mask - frequent wipe down of screening area
- ▶ Additional Training for Students
 - ▶ Communication sent regarding campus reopening
 - ▶ COVID-19 prevention: Screening protocols & posted signage communicate and enforce cleaning and social distancing protocols, use of PPE
 - ▶ Cleaning and disinfecting protocols posted in each lab

Signage and Floor Marking (*aspects of training*)

- ▶ Reminders & How to guidelines
 - ▶ Wash your hands
 - ▶ Wear a mask in common areas - don't touch your face
 - ▶ Social distancing
- ▶ Informative
 - ▶ One way signs for stairwells - don't touch stair rails (or use paper towel, tissue); maintain social distancing
 - ▶ Protocols for elevators - don't touch surfaces (or use paper towels, tissue), maintain social distancing (occupancy max)
 - ▶ Signs directing traffic - floor markings along with directional signs
 - ▶ Protocols for cleaning individual work stations
 - ▶ Protocols for cleaning labs

Communication *(aspect of training)*

On behalf of ECPI University, I want to welcome you back to campus! We want to assure you that while COVID-19 has changed the way we operate, in reopening our campuses the health and safety of our faculty, staff and students is our highest priority. The University is complying with all CDC and OSHA reopening guidelines, as well as federal, state and local orders and directives regarding resumption of campus operations.

These are the preparations we have made and what you can expect to see upon your return:

- Cleaning protocols have been enhanced to include cleaning and disinfecting common areas, restrooms and high touch surfaces each day. Faculty, staff and students will be required to maintain this cleaning standard by cleaning and disinfecting their personal work stations, classrooms and labs before starting and ending work/class each day. Please note: faculty & staff should not use one another's phones, desks, work stations or other work tools and equipment.
- Sanitizing stations have been set up near all entry/exit points, elevators, stairwells and other high-touch surface areas. Please remember to wash your hands and use hand sanitizer frequently throughout the day. No hand shaking or other physical contact. Please take a moment to review the attached CDC Guidelines on how to protect yourself and others.
- Face Coverings/Masks (see attached) should be worn in all common areas- if you do not have a face covering/mask, one will be provided for you.
- Signage and floor markings will be visible throughout the campus to remind everyone of proper preventative measures and social distancing protocols.
- Faculty and staff will enter the building through designated entrances. All other entrances and exits will be locked.
- Faculty, staff and students will have their temperature taken when they enter the building- if your temperature is above 100.4 you will be asked to go home and follow the self-quarantine protocol provided by Human Resources.
- We are limiting the number of visitors to the campus. Vendors/food delivery will have a designated drop off and pick up area outside of the building. Keep in mind, common break rooms and vending machines will not be accessible during this initial return period. Please plan your meals accordingly and either bring a non-perishable lunch to work, or keep it in a small cooler in your car or at your work station.
- Faculty, staff and students will complete a confidential health assessment prior to returning to work/school. The link to the confidential health assessment is here. Please take a few minutes to complete it now. Information you provide goes directly to Human Resources.

As we navigate these uncertain times, it is important to have patience and remember we are all in this together. This situation is fluid and subject to change- while we all want to get back to normal, it is important for the health and safety of our faculty, staff and students that we observe these new protocols and most importantly, that no one comes to work if they have had or been exposed to COVID-19 and not completed quarantine protocols, or if they are sick, have a fever or are exhibiting any symptoms of COVID-19. Please take a moment to review the CDC Guidelines on how to protect yourself and others.

Lastly, we don't want anyone returning to work if they or a family member are in a high-risk category and are uncomfortable returning to work at this time. If this is the case, please contact Human Resources at 757.213.3523.

Nursing Lab/Testing Protocols

▶ Scheduling

- ▶ Program Directors to schedule student's individual appointment times and meeting places to ensure assure that adequate physical distancing is maintained. Sufficient time to be provided to allow one group to leave before the next arrives. Schedule available to students on Canvas Learning Management System (LMS) portal and posted outside room.
- ▶ Faculty will ensure that the number of people assembled in their room at any given time is appropriate to ensure adequate physical distancing.

▶ Cleaning & Disinfecting Protocols

- ▶ Cleaning and disinfecting protocols posted in each lab.
- ▶ Faculty to disinfect manikins before and after each student use with 70% or higher alcohol based solution, based upon posed protocols.
- ▶ Faculty to disinfect with 70% or higher alcohol based solution workspace including monitor, keyboard and chair prior to first student. Student to disinfect workspace, monitor, keyboard and chair upon completion of lab appointment, based upon posted protocols.

Nursing Lab/Testing Protocols (cont.)

▶ Testing and Procedure

- ▶ Student testing space organized with alternate desks in checkerboard pattern ensuring that each workspace is a minimum of 6 feet apart. Signage on monitors and keyboards removed for computers not being used.
- ▶ Cloth chairs replaced with washable chairs.

▶ Laboratory Procedure

- ▶ Laboratory doors remain open, lights on.
- ▶ Laboratory workstations situated no less than 6 feet apart to accommodate 2 people (faculty and student) a minimum of 6 feet apart.
- ▶ Floor taped to indicate stations, safe distancing and traffic flow.
- ▶ Supplies available in each lab or classroom. Faculty to resupply for each individual use.

Electronics/CIS Lab Protocols

- ▶ Lab access
 - ▶ Controlled and monitored by Faculty
 - ▶ Capacity to ensure adequate physical distancing
- ▶ Disinfecting frequency
 - ▶ Before and after meeting sessions
- ▶ Disinfectant:
 - ▶ DO NOT USE- Chlorine or bleach based liquids or wipes, canned air
 - ▶ USE- 99% alcohol diluted, 70% isopropyl
- ▶ Before reopening
 - ▶ Remove upholstered chairs; replace with vinyl or vinyl covers
 - ▶ Sanitize all work stations using a damp cloth with disinfectant- do not spray disinfectant directly on key board
 - ▶ Alternate work stations to allow for six feet distancing

Electronics/CIS Lab Protocols (cont.)

- ▶ **Cleaning & Disinfecting Protocols- EET/CIS Labs**
 - ▶ Don mask and gloves
 - ▶ Sanitize all stations using spray disinfectant and a cloth
 - ▶ Wipe bench
 - ▶ Wipe computer/keyboard/mouse/monitor
 - ▶ Sanitize all equipment before and after use
 - ▶ Properly remove and dispose of mask and gloves
 - ▶ Waste bin at each workstation.
 - ▶ Cleaning and disinfecting protocols to be posted in each lab.

Necessary Supplies

- ▶ Sneeze guards/Plexiglas shields ordered for transaction desks
- ▶ Floor tape
- ▶ Cleaning and disinfecting supplies
- ▶ Hand sanitizer
- ▶ Hand sanitizing stations
- ▶ Tissue & paper towels and no touch disposal receptacles for high touch areas
- ▶ Masks
- ▶ Infrared forehead thermometers or thermal imaging camera
- ▶ Chair covers for cloth chairs if not enough vinyl/washable chairs

Additional Information

- ▶ Virginia Department of Health <https://www.vdh.virginia.gov/> (interactive map connects to local health departments)
- ▶ Campus Presidents, University President, or Chief Operating Officer contacts local health departments as necessary
- ▶ Testing information available on VDH and local health department web sites

Campus	Local Health Department
Virginia Beach	757-683-2745
Newport News	757-594-7069
Richmond	804-205-3501
Manassas/Northern Virginia	703-246-2411
Roanoke	1-855-949-8378

Consideration of Vulnerable Individuals

- ▶ COVID-19 policies and procedures apply to all students, including international students and vulnerable individuals.
- ▶ Faculty and staff who are at higher risk for severe illness (e.g., persons 65 years or older or those with underlying health conditions) may have the option to telework, depending on the nature of their work.
- ▶ Faculty and staff who have tested positive, or who have been exposed and are awaiting test results, can transition to telework, if that is available.
- ▶ The University has implemented a COVID-19 Leave Policy, which provides for a set amount of paid leave for full-time faculty and staff if they are unable to work because they are quarantined (based on advice of a health care provider) due to a COVID-19 diagnosis or symptoms.
- ▶ Students at higher risk may continue to participate in remote synchronous or online classes.
- ▶ If necessary, faculty, staff, and students are responsible for quarantining and isolating.
- ▶ Links to CDC resources and information provided on University website

Additional Information

- ▶ In case of outbreaks that require campus closure or reduced campus activity, resume 100% remote synchronous classes, virtual laboratories, and telework if necessary; partial campus closure includes limiting access for faculty, staff, and students to certain areas (e.g., labs)
- ▶ Communicate plans (including closure or reduced campus activity) with students through email, Canvas portal, texting, and the University's mobile app
- ▶ Communicate with faculty and staff through Microsoft Teams, Zoom meetings, and email
- ▶ All non-discrimination policies, which include anti-stigma, remain in effect and are outlined in the publicly posted University Catalog
- ▶ Implemented software on University's mobile app that provides campus health screening questions and campus classroom/lab location check-ins and tracking
- ▶ At this time, the University is not partnering with VDH for contact tracing, nor does the University have formal partnerships with health care system to assure care
- ▶ Large in-person events (e.g., graduation ceremonies) have been postponed or planned as virtual

Additional Information

- ▶ University web site: <https://www.ecpi.edu/welcome-back>

The screenshot shows the top navigation area of the ECPI University website. On the left is the ECPI UNIVERSITY logo. To the right is a phone number 1.844.334.4466 and a search bar. Below these are two rows of navigation links: REMOTE LEARNING, ONLINE STORE, ADMISSIONS, APPLY NOW, CAREER SERVICES, ONLINE PAYMENTS, CONTACT, STUDENT RESOURCES, PROSPECTIVE STUDENTS & PARENTS, ACCREDITATION AND APPROVALS, and CONTINUING EDUCATION. A dark grey navigation bar contains icons and labels for DEGREE PROGRAMS, LOCATIONS, MILITARY, ONLINE, and INTERNATIONAL. To the right of this bar are two prominent buttons: a red 'GET STARTED!' button and a yellow 'APPLY NOW' button. A yellow banner at the bottom of this section contains the text 'ON CAMPUS SAFETY PRECAUTIONS - CLICK HERE'.

A large blue banner with a white border. At the top, the text 'WELCOME BACK!' is written in large, bold, white capital letters. Below the text are four white icons representing safety protocols: a person wearing a face mask, a pair of gloves, three people with arrows indicating distance (social distancing), and two hands being washed with water droplets (proper hygiene). Below each icon is its corresponding label: 'Face Masks', 'Gloves', 'Social Distancing', and 'Proper Hygiene'.



Masks should be worn at all times within this building.



Sanitizer should be used upon entrance & exit from all rooms.



Maintain social distancing while in lab 6 feet apart.



Wipe down all areas upon completion & exiting all rooms.



This is a controlled & monitored space.



Adhere to maximum capacity limits.



Disinfect before & after class.



See Lab For Specific Instructions:
Chlorine, bleach, liquids, wipes, or canned air.



See Lab For Specific Instructions:
+70% alcohol on manikins,
+70% alcohol workspace.



Required for all labs.

**You may be asked to leave if you fail to follow these guidelines.
Thank you, together we stay safe.**

Please visit [CDC.GOV](https://www.cdc.gov) for more information.

PEOPLE WHO NEED TO TAKE EXTRA PRECAUTIONS | REDUCING STIGMA

[VIEW ECPI UNIVERSITY CAMPUS READINESS PLAN.](#)

Example - Building Entry Monitoring Station



Examples - Nursing Program and Simulation Labs



Examples - Technology Program Classroom & Lab

