

# New River Community College Reopening Plan

*Note: “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.”*

New River Community College is following a three-stage plan to re-open college facilities following office closures in March 2020 due to the COVID-19 pandemic. This plan follows guidelines of the Governor’s Office/Forward Virginia, the Virginia Community College System (VCCS), the Virginia Department of Health (VDH), and the US Centers for Disease Control and Prevention (CDC). The plan may be revised and updated as relevant issues emerge, particularly in the case of an outbreak or resurgence of COVID-19 infections.

## Overview

Stages 1 and 2 of this plan apply to NRCC employees only. Stage 3 covers faculty as well as access for students, potential students and the public.

Movement through the stages (forward or backward) will be based on the following:

- Guidance from national, state, and local officials and agencies
- Successful mitigation of infection

The term “campus” is used in this plan to include college facilities in both Dublin and Christiansburg.

## Guiding Principles

- While the college cannot guarantee any individual’s safety, efforts intended to contribute toward the well-being of students, faculty, staff and visitors are of primary importance.
- Instruction and the support of instruction remain at the core of the college’s mission.
- While local conditions will be considered, college operations must conform with state and federal requirements.
- A commitment to flexibility and adaptability throughout the college family is encouraged.

## Stage 1: Target Dates - June 11, 2020 – July 5, 2020

Following the expiration of Executive Order #53 (Governor’s Stay at Home Order) on June 10, a limited number of staff in the following functional areas returned to work on a limited basis on June 11:

- President’s Staff
- Facilities Services
- Technology and Network Services
- Human Resources Office
- Business Office
- Security
- Others as designated by the president

Supervisors notified employees who were to return in this stage. Other employees, including teaching faculty with summer assignments, continued to telework.

College facilities remained closed to the public during this stage.

## Stage 2: Target Dates – July 6, 2020 – July 17, 2020

Designated **Functional Area Managers**, as directed by their supervisors, return to their offices to work during this stage. Each manager will implement a staged approach, under the guidance of the supervising member of President’s Staff, for the return of employees in his/her functional area. Strategies must receive the approval of the president prior to implementation.

The staged approach for the return of designated staff members will be based on the functional area’s needs and priorities. Managers will prepare schedules and define workplace arrangements for the return of employees in their areas of supervision.

Other employees, including teaching faculty with summer assignments, will continue to telework.

Work to be accomplished in Stage 2 will include fleshing out additional details for implementing Stage 3.

College facilities will remain closed to the public during this stage.

## Stage 3: Target Dates – July 20, 2020 – August 14, 2020

Following the directives of the functional area managers during Stage 2 (and subject to conditions at the time), **other designated administrative and classified employees** may return to work on a limited basis, observing social distancing and other guidelines established by the college.

- Supervisors may designate staff to continue working on a fully remote basis.
- Supervisors may schedule designated staff to work alternating/staggering schedules between the office and teleworking to minimize the number of employees in an open area/office setting at the same time.
- Supervisors may, upon the request of or agreement with an employee, schedule alternate work hours (outside of the normal 8 a.m. to 5 p.m. schedule).
- Supervisors will remain flexible in accommodating needs of employees who have heightened vulnerabilities.
- A limited number of offices may open on a limited basis in accordance with policies/practices defined during Stage 2.

Teaching faculty for Summer 2020 classes will continue to telework through August 14.

## Re-Population of Campus

### Faculty/Students/Prospective Students

- Faculty preparation will begin August 17.
- Academic deans and cluster leaders will work with faculty concerning teaching schedules.
- Most traditional in-person classes, typically general education and other lecture-based courses, will be offered online via Canvas or another remote delivery format.
- Designated laboratory and clinical components of performance-based courses may meet in person, following current CDC guidelines. Academic deans will work with faculty to designate these courses.
- All courses, regardless of delivery format, will have a Canvas shell that includes a syllabus, faculty contact information, announcements, grading policy, course materials or links to appropriate materials, etc.
- All course plans will include details regarding protocols related to COVID-19 for any instruction or related activity delivered in face-to-face settings.

### Faculty on Campus:

- Faculty who teach fully at a distance should telework. Faculty who need to access materials from their offices should inform the appropriate academic dean of their need and schedule for being on campus.
- Faculty who facilitate performance-based labs, clinicals, etc. should follow and promote current CDC and sector-specific guidelines related to the profession.

### Students/Prospective Students

- Students (and potential students) may conduct college-related business on a limited basis in person beginning August 3. Details will be posted on the college website.
- Students participating in performance-based labs on campus may begin attending September 8 OR as instructed by their respective faculty members.
- College facilities will remain closed to the general public until further notice.
- The date for a return to a full, “normal,” and unrestricted operating schedule will be announced once the threat of the COVID-19 pandemic has subsided.
- Students will be provided instruction on COVID-19 prevention through orientation, faculty presentations and information included in all course plans.

## **Monitoring, Mitigation and Containment**

### **Strategies for Implementing the Reopening of NRCC**

#### **Employee Responsibilities**

- Employees should check their temperatures each day before coming to campus; they should stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit.
- Employees who become ill on campus with symptoms consistent with COVID-19 should inform their supervisor, leave campus immediately, and seek medical attention.
  - Employees may contact the New River District Office of the Virginia Department of Health for specific testing directions, including testing locations: (540) 267-8240.
- Employees should not come to campus if they have been in contact with someone who has tested positive for COVID-19. (These employees should self-quarantine for 14 days.)
- Employees should wipe down/disinfect their personal work areas when they begin work and again when they leave their workstations at the end of the scheduled work time.
- Employees ~~should~~ must observe rules of social distancing (including maintaining a minimum of six feet between individuals). [*revised 8/27/2020*]

- Employees ~~should~~ must wear face coverings in open areas of the college (hallways, restrooms, etc.) and for any interactions where social distancing may be compromised. [revised 8/27/2020]
- Large group gatherings (more than 50) (e.g., New Student Night, New Student Open House, Employee Recognition Luncheon, Fiddle and Banjo Club, etc.) will not occur until further notice.
- College facilities will not be available for use by outside organizations (e.g., public meetings, job fairs, etc.) until further notice.

### **Student Responsibilities/Education/Training**

- Students should check their temperatures each day before coming to campus; they should stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit.
- Students who become ill on campus with symptoms consistent with COVID-19 should inform their instructor or a student advisor, leave campus immediately, and seek medical attention.
  - Students may contact the New River District Office of the Virginia Department of Health for specific testing instructions, including testing locations: (540) 267-8240.
- Students should not come to campus if they have been in contact with someone who has tested positive for COVID-19. (These students should self-quarantine for 14 days.)
- Instructors will inform students of procedures for wiping down/disinfecting their learning/lab spaces when they enter the learning area and again when they leave their learning area at the end of the scheduled session.
- Students ~~should~~ must observe rules of social distancing (including maintaining a minimum of six feet between individuals). [revised 8/27/2020]
- Students ~~should~~ must wear face coverings in open areas of the college (hallways, restrooms, etc.) and for any interactions where social distancing may be compromised. [revised 8/27/2020]
- Students attending performance-based, face-to-face classes will sign a “Student Use-of-Facilities Agreement.” (See Attachment A) [revised 8/27/2020]
- Course plans that are posted for students in Canvas will include details regarding protocols related to COVID-19 for any instruction or related activity delivered in face-to-face settings.
- Students should refer to the “Coronavirus Information & Updates” link on the NRCC Webpage (<https://www.nr.edu/ciu/>) for links to CDC and VDH guidelines regarding health and safety.
- International students will be provided full information in advance of attendance (as well as following enrollment) regarding limitations and protocols related to COVID-19.

## Vulnerable Populations

- Employees and students with heightened vulnerability due to age or underlying health conditions will be given consideration through flexibility in teleworking or remote learning options, respectively.
- The commitment to avoid stigmatization of vulnerable populations, individuals who have contracted COVID-19 or other affected persons will be addressed through employee training and instruction provided to students.

## Intervention Measures/Shutdown Considerations *[revised 9/17/2020]*

In the event that a case of COVID-19 has been confirmed on campus, the college will take the following steps:

- ~~Contact the Virginia Department of Health (New River District) immediately and follow that office's guidance regarding contact tracing and other necessary protocols.~~
- Follow guidance from the Virginia Department of Health (New River District) regarding necessary procedures. *[revised 9/17/2020]*
- Alert the Virginia Community College System Office.
- Update the COVID-19 Dashboard. *[9/17/2020]*
- Be prepared to implement short-term building(s) closure(s) for cleaning, disinfection, and sanitization, as recommended by the VDH.
- Notify the college's contracted cleaning service for a response team to be onsite within 24 hours.
- In the event of an outbreak, work cooperatively with the New River District of the Virginia Department of Health for contact tracing and containment of the infection.
- Alert the campus community of the confirmed infection. The college has implemented a COVID-19 Dashboard for reporting confirmed infections. [Note: The college will not release the name(s) of the infected individual(s) in accordance with FERPA and/or ADA guidelines.] *[revised 9/17/2020]*
- Should outbreaks or other conditions necessitate additional closing(s) of campus facilities, all instruction will be delivered remotely, and personnel will telework.  
Note: The designation "on-campus" includes all New River Community College instructional sites. *[revised 9/17/2020]*.

## Testing Strategies

- Testing will be provided for students, faculty and staff through referral to the Virginia Department of Health (New River District) – (540) 267-8240.

## Facility Cleaning and Disinfecting Procedures

The college contracts for nightly cleaning of offices, classrooms, labs, auditoriums, hallways, open areas, and restrooms. The contractor provides at least one day porter to clean and restock items in restrooms on a regular schedule and to clean other areas as needed.

The contracted service uses cleaners and disinfectants that are EPA-approved. The cleaning protocol is as follows:

- Perform daily cleaning
- Empty trash
- Dust mop
- Spot mop
- Scrub and buff floors
- Wipe and disinfect tables, surfaces, and other high-touch areas (e.g., doorknobs, light switches, etc.)
- Supply classrooms and lab spaces with cleaning materials, disinfecting wipes, and other supplies

Note: Additional measures (e.g. intensive cleaning, use of disinfecting machine, etc.) will be implemented in case of a confirmed outbreak of COVID-19 on campus, or as otherwise needed.

### **Facility Modifications**

The college is implementing measures and making physical modifications including but not limited to the following:

- Re-configuring workspaces and learning spaces;
- Staggering or otherwise adjusting work schedules to minimize the number of people in an office or area;
- Installing wellness shields (“sneeze guards”) at service areas or between workstations;
- Posting signs regarding social distancing, handwashing, and other protocols related to COVID-19;
- Installing no-touch bathroom fixtures in all restrooms;
- Modifying door handles/openers for restroom doors;
- Reconfiguring and/or limiting access to restrooms, entrances, etc.
- Installing no-touch water bottle fillers in hallways;
- Closing some areas of the college (e.g., Connection Centers);
- Removing furniture (e.g., hallway chairs and sofas) that “invite” people to congregate;
- Increasing number of hand sanitizing stations;
- Publishing a list of rooms that have been cleaned and disinfected and that are to remain unoccupied and locked;
- Supplying classrooms, lab spaces, and offices that are to be occupied with cleaning materials, disinfecting wipes, and other appropriate supplies and equipment.

# Communications

## Communication Plan

- The college is using a variety of media, both written (*e.g.*, news releases,) and electronic (*e.g.*, Facebook postings) to inform the college community and public of important information, including but not limited to protocols for reopening or for an eventual shutdown after reopening.
- The college’s “Coronavirus Information and Updates” Webpage (<https://www.nr.edu/ciu/>), prominently displayed on the college Website, is the predominant repository of communications and directives.
- The college will include appropriate messaging regarding campus access protocols in marketing materials promoting fall registration.
- This reopening plan will be transmitted electronically to all employees and will be posted on the college’s Website. The plan may be adjusted and updated as conditions warrant.
- Ongoing partnerships will be continued with the New River District Office of the Virginia Department of Health and other entities including, but not limited, to the New River Valley Public Health Task Force, area emergency services personnel, county/city administrators and hospital leadership, including frequent sharing of relevant information.

## Community Contacts

Virginia Department of Health, New River District  
<https://www.vdh.virginia.gov/new-river/>  
(540) 267-8240

Floyd County Health Department  
123 Parkview Road, NE, Floyd, VA 24091  
(540) 745-2142

Giles County Health Department  
1 Taylor Avenue Suite 4, Pearisburg, VA 24134  
(540) 235-3135

Montgomery County Health Department ~ District Office  
210 South Pepper Street-Suite A, Christiansburg, VA 24073  
(540) 585-3300

Pulaski County Health Department  
170 4th Street NW, Pulaski, VA 24301  
(540) 440-2188

Radford City Health Department  
220 East Main Street, Radford, VA 24141  
(540) 267-8255



### CDC Guidelines

The Centers for Disease Control and Prevention (CDC) asks that everyone take steps to minimize the chance of contracting any illness, including coronavirus (COVID-19). The CDC provides these specific guidelines:

- Stay home when you are sick.
- Wash your hands with soap and water for at least 20 seconds. Hand sanitizers (greater than 60% alcohol) can be used if you aren't able to wash your hands.
- Don't touch your eyes, nose, and mouth.
- Cover your mouth when you cough or sneeze with a tissue (then discarding the tissue promptly).
- Regularly clean and disinfect objects and surfaces (ex: door handles, desk phones, cell phones, desktops, computer keyboard and mouse).
- Avoid close contact with people who are sick and practice social distancing (minimum of 6 feet) between yourself and other people.

### Resources

- CDC Higher Education Guidance –
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- Commonwealth of Virginia's Forward Virginia plan - <https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Slide-Deck-4-24-2020-.pdf>
- Executive Order Sixty-Five: <https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/eo/EO-65-Stage-Two.pdf>
- New River Valley Working Smart. Working Safe: A Guidebook for Reopening Your Business in the Age of COVID-19: [https://www.montva.com/docs/default-source/default-document-library/nrv-working-smart-working-safe-resource-guidebook-052020.pdf?sfvrsn=c3306ae1\\_2](https://www.montva.com/docs/default-source/default-document-library/nrv-working-smart-working-safe-resource-guidebook-052020.pdf?sfvrsn=c3306ae1_2)
- Stage Two guidelines for specific sectors, including “All Business Sectors”: <https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Virginia-Forward-Stage-Two-Guidelines.pdf>

- VDH: Role of Public Health and College/Universities in Preparedness and Response Efforts:  
<https://www.vdh.virginia.gov/content/uploads/sites/182/2020/06/COVID-and-Public-Health-CollegesUniversities.pdf>.

### **Campus Reopening Team**

- Dr. Peter Anderson, Vice President for Instruction and Student Services
- Dr. Noelle Bissell\*, Director, New River Health District, Virginia Department of Health
- Ms. Deborah Bond, Dean of Business and Technologies
- Ms. Linda Claussen, Director of Online Learning
- Ms. Angie Covey, Executive Director, NRCC Educational Foundation
- Dr. Deborah Kennedy, Dean of Student Services
- Dr. Graham Mitchell, Professor of Psychology, Chair of Faculty Assembly
- Mr. Ronnie Nichols, Director of Facilities Services
- Mrs. Kathy Ridpath, Administrative Assistant, President’s Office
- Dr. Mark Rowh, Vice President for Workforce Development and External Relations
- Dr. Fritz Streff, Director of Institutional Effectiveness and Research
- Ms. Sarah Tolbert-Hurysz, Dean of Arts and Sciences
- Mr. John Van Hemert, Vice President for Finance and Technology

\* *Ex-Officio*

#### **COVID-19 Coordinator**

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#### **Primary Contact**

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#### **Secondary Contact**

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#### **Non-Applicable Items**

As New River Community College does not offer housing, food services, health services, or access to student electronic health records, those considerations are not addressed in the institution’s reopening plan.

**Addendum**  
(August 24, 2020)

*Note: Items below address Department of Labor and Industry (DOLI) standard (“16VAC25-220, Emergency Temporary Standard Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19”) - effective date: July 27, 2020.*

**Employee Job Tasks**

The College has classified employee job tasks according to risk hazards. Documentation is filed in the Human Resources Office.

**Contract Services and Subcontractors**

The College will inform companies providing contract services on campus (e.g., Security, Bookstore) and other subcontractors, as well as agencies using college facilities (e.g., Head Start) of the policies, procedures, and guidelines for working on campus during the COVID-19 pandemic. These workers will follow the same monitoring, mitigation, containment and intervention strategies as college employees and students, including the reporting of and response to confirmed cases of COVID-19 and possible exposures to COVID-19.

**Reporting Procedures**

The College has outlined procedures for employees to report confirmed and/or suspected cases of COVID-19. The Director of Human Resources serves as the contact for employees, including contractors, subcontractors, and agency representatives using College facilities; the Dean of Student Services serves as the contact for students. A standard form is used to document information regarding infection and exposures. These contacts refer individuals to the New River Virginia Department of Health (VDH) for testing and/or advisement; these contacts also serve as the liaisons with the regional VDH office for any necessary communication.

**Return to Work**

The College follows current CDC and VDH guidelines regarding employees’ return to work:

Following Confirmed Infection

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days\* have passed since symptom onset and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
- Other symptoms have improved.

\*A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts (VDH or physician).

Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms (asymptomatic) may discontinue isolation and other precautions 10 days after the date of their first positive test.

#### Following Exposure to COVID-19

Persons who have been **exposed** to individual(s) with confirmed case(s) of COVID-19 may discontinue quarantine after 14 days.

**New River Community College**  
COVID-19 RETURN TO CAMPUS  
**Student Use-of-Facilities Agreement**

With the current and uncertain future of the COVID-19 pandemic outbreak, it imperative that we follow specific guidelines until further notice.

As a condition for attending class or otherwise utilizing NRCC facilities, you will be expected to follow the guidelines outlined below.

As a student, I agree to the following conditions:

1. **I will not come to class or utilize NRCC facilities, if I feel sick or stay once I start feeling ill**, regardless of symptoms. I will contact my instructor by text or email so that he/she is aware and can make instructional accommodations if necessary. I will stay in touch regularly with my instructor until I return to class;
2. **I will not come to class if I have been exposed to someone with COVID-19** or traveled to an area with a high incidence of COVID-19 until I have quarantined for a minimum of 14 days. I will contact my instructor so that he/she is aware and may make instructional accommodations if appropriate until I return to class;
3. **If after attending a class, I find out that I was exposed to someone with COVID-19 outside of class, I will contact my instructor** immediately and quarantine per CDC guidelines. I will not come back to class until I have quarantined for at least 14 days. My instructor may make instructional accommodations if appropriate. I will stay in touch with my instructor until I return to class;
4. **If I am diagnosed with COVID-19 I will not come to class. If I recently attended class, I will advise my instructor immediately** of my diagnosis. I will stay in touch with my instructor as I am able. I will not return to class until (1) a doctor/health professional verifies I have fully recovered OR I am 10-days post-diagnosis and symptom-free.
5. **I will practice social/physical distancing and will not** congregate with others before, during, and after class, as well as during breaks, I will not loiter or socialize on campus and will leave the campus when not engaged in the active course -related activity;
6. **I will wear a protective face covering (mask) while using NRCC facilities (including outside benches or tables)**. I understand this will be required until I am given the option to discontinue. Other personal protective equipment (PPE) may be required by the college or by my instructor. Failure to wear a face-covering or required PPE while on campus may result in me being asked to leave as well as possible dismissal from class;
7. **I will be prepared if this in-person class is moved online**. In the event of a new outbreak or change in state guidelines, I understand my class may be moved online, fully or partially. I understand that if my class is moved online, I will need access to technology and the internet with as little as 24 hours' notice; and,

By signing here, I **agree to meet each of the expectations outlined above**. If at any time I fail to follow any of these requirements, I understand I may be dismissed from my class. This agreement will become part of the class record.

PRINTED NAME

SIGNATURE

DATE

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