



# Reopening Plan



**This plan is subject  
to change as more is  
learned about COVID-19**

**COVID-19 Safety &  
Cleanliness Protocols**

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# INTRODUCTION

## Our Pledge

The Southern Virginia Higher Education Center (SVHEC) is committed to providing students, staff, instructors and partners with a clean and safe learning and working environment. We pledge to do everything in our power to keep SVHEC buildings, classrooms, labs and spaces clean and safe from COVID-19.

This document has been developed to provide you with information about COVID-19: what it is, how it is spread, how its spread can be mitigated, what the SVHEC is doing to prevent it from entering our environment and what will happen if it does.

To be successful, however, we must work together. So, this document also discusses what each of us must do as individuals to help prevent the spread of COVID-19.

## SVHEC COVID-19 Coordinator

Mrs. Amy Cole, SVHEC Director of Student & Partner Advancement

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Mrs. Amy Cole has been appointed SVHEC COVID-19 Coordinator to help manage and coordinate the SVHEC's COVID-19 response. Mrs. Cole will serve as a resource for SVHEC staff, students and instructors and Partner staff, students and instructors. She will provide current COVID-19 information and procedures and serve as a sounding board for your COVID-19 questions and concerns. In addition, she will:

- Work closely with the Virginia Department of Health's local office and other Commonwealth of Virginia agencies to relay pertinent and timely information about COVID-19.
- Stay abreast of CDC guidelines and recommendations pertaining to COVID-19.

- Work with the Virginia Department of Health for guidance and procedural recommendations on identified cases in the area.
- Be the first point of contact for students, staff and instructors if diagnosed with COVID-19.
- Alert Partner Organizations if Partner staff, students or instructors are diagnosed with COVID-19.
- Immediately call together the Executive Director, the Chief Finance and Operations Officer, and Director of Operations and relevant partner(s) to formulate a plan of action if there is a confirmed exposure on the SVHEC campus.
- Coordinate communication of the action plan to all staff, students and instructors.
- Be available to SVHEC staff and instructors who consider themselves at high-risk for COVID-19 to discuss options for telework.
- Provide resources for guidance to SVHEC staff and instructors employees who feel they are at risk because of personal health concerns.
- Meet with anyone who may be encountering issues or have concerns related to SVHEC's COVID-19 policy or procedures.

## What is COVID-19?

- COVID-19 (Coronavirus) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness and death.

## How COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

## How to protect yourself and others from COVID-19

- Several COVID-19 vaccines were approved by the Food & Drug Administration (FDA) in December 2020. However, the vaccine is being administered in phases, and it will take some time before the vaccine is widely available to the general public. If you are able to receive a vaccination, please do so. If not, then the best way to protect yourself is to avoid being exposed to the virus that causes COVID-19 by following CDC recommendations:
  - Stay home as much as possible and avoid close contact with others.
  - Wear a cloth face covering that covers your nose and mouth in public settings.
  - Clean and disinfect frequently touched surfaces.
  - Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

# COVID-19 BASICS

## Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.
- Avoid poorly ventilated indoor spaces.

## Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

## Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

## Know the symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**

- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

## CDC Symptom Self-Checker

Use this URL to find the CDC's symptom self-checker:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#>

Resource: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# PERSONAL RESPONSIBILITY

**We are all in this together.**

Each of us has a personal responsibility to promote a healthy environment.

Therefore, staff, students, instructors and guests of the SVHEC, have the responsibility to self-monitor and self-screen before entering the premises and maintain safe practices once on campus.

## COVID-19 Screening Self-Check

In accordance with the Virginia Department of Health, before entering the SVHEC campus, staff, students, instructors and guests are asked to take a simple COVID-19 Screening Self Check.

Ask yourself: “YES or NO, since I was last on campus, have I had any of the following:”

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

**If you answer “Yes” to any of the above questions, you should stay home, not enter campus and seek medical attention and advice.**

## Maintaining Safe Practices

- Staff, students, instructors and guests should not attend class, meetings or work when sick, whether COVID-19 is suspected or not.

# PERSONAL RESPONSIBILITY

- Any person who arrives on campus showing symptoms of COVID-19 without having been tested for COVID-19 should separate themselves from others immediately, and return home or seek medical attention.
- Maintaining 6 feet distancing between you and other people.
- Wear a face covering when entering the SVHEC.
- Students and instructors must keep masks on while in class, even when 6-feet apart.
- Frequent handwashing of at least 20 seconds.
- Refrain from touching nose, mouth and face area.
- Cover coughs, and use tissues or elbow if tissues are not available. Dispose of tissues promptly and wash hands immediately.
- Do not gather in groups.
- Stay out of crowded areas and avoid mass gatherings.
- Refrain from bringing guests to face-to-face appointments, unless your situation requires another person.
- Only one person is allowed in the elevator at a time, unless the person with you is there for your physical assistance.
- After use of the kitchen, or student lounge, it is the responsibility of students, staff, instructors and guests to wipe down the areas used. Kitchen condiments and other communally used objects will be eliminated during this time to reduce contamination.

## Social Distancing

## Face Coverings

## Confirmed COVID-19 Cases

If you discover that you have a confirmed case of COVID-19, you should report this by phone to the SVHEC COVID-19 Coordinator (434-572-5441). Information will be taken in confidence and only disclosed on a need-to-know basis to responsible campus officials and the Virginia Dept of Health.

# CLEANING PROTOCOLS

## Reducing the risk of COVID-19 exposure

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important aspect of reopening public places. The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19. SVHEC will make available the following supplies for cleaning and disinfecting spaces including – spray bottles, disinfectants proven effective against COVID-19, soap, paper towels, alcohol-based wipes for electronics, disinfectant wipes for hard (non-porous) surfaces.

## CDC Definitions

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

## Thorough Cleaning and Disinfection

The SVHEC Ops Team will continue to deep clean and disinfect following VDH and CDC guidelines. This fall the SVHEC campus will close to the public on Fridays to allow for a deep cleaning of student and trainee areas.

## Continuous Cleaning and Disinfection

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

- SVHEC staff will take on some additional cleaning duties as assigned.
- All classrooms and offices where students/trainees meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every office.
- **Cleaning:** The spray bottle with soapy water will be used for cleaning visible dirt and grime as necessary.
- **Disinfecting:** The spray disinfectant is to be used to disinfect surfaces.

# FACILITY MODIFICATIONS

As the campus transitions from teleworking to working on campus, the following guidelines will assist the SVHEC and its partner organizations in enabling safe distancing, de-densifying spaces, and mitigating direct exposure to others in the delivery of services.

Students, staff, instructors, partners and guests must maintain 6 feet or more of distance between themselves and other people whether the floor is marked or not.

## SVHEC & Partner Spaces: Student Services & Administrative Offices

- All workstations and desks have been reconfigured so that staff are seated at least six feet apart.
- Front-facing service counters or desks have been provided with portable, clear sneeze guards.
- Any staff offices in which students or guests enter for services also received portable, clear sneeze guards to act as a barrier between students and DCC employees.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and the student or guest.
- It is recommended that students schedule appointments and that staff conduct appointments via telephone or Zoom to alleviate face-to-face contact, whenever possible.
- In our partner's offices where students form lines, distancing signage will be placed designating where students and guests should stand to maintain six feet of distance.
- For administrative offices in which students and guests typically do not enter for services, chairs should be repositioned so that there are at least six feet between the employee and any visitor who may enter the office.

## **SVHEC Classrooms: computer labs, large lecture halls & conference rooms**

- All student seating at desks or tables and instructor lecterns have been arranged with at least six feet between each seat. This means that some desks or tables have been removed in order to reconfigure the classroom. Adjusted maximum occupancy following social distancing requirements will be posted at the entrance.
- In cases where ADA accommodations need to be made for students, accommodations will be made by SVHEC partner organization support.
- Large lecture halls or auditoriums with fixed seating should have seats sectioned off with caution tape, or an equivalent product such as rope, to indicate which seats should not be used in order to allow for at least six feet or more between seats. In some cases, this will also include sectioning off entire alternating rows in order to extend social distancing in all directions of a given seat.
- During phase 3 of Governor Northam's Forward Virginia Blueprint and until further notice, classrooms will retain the social distancing configuration.