

REYNOLDS 2020-2021 REOPENING PLAN

“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.”

July 24, 2020

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A. REPOPULATION OF THE CAMPUS

1. Establishment of a COVID-19 coordinator/campus team

Reynolds established a COVID-19 campus team, the Reynolds Future Forward task force, on April 27, 2020. The team comprises of the following personnel:

- Amy Bradshaw (Vice President of Finance & Administration)
- Bernadette Battle (Associate Dean of Advising Services)
- Lori Dwyer (Associate Vice President of Academic Affairs)
- Rodney Frierson (Senior Custodial Services Worker)
- Patricia Lawson (Dean of the School of Health Professions)
- Matt Melnikov (Senior Computer Systems Engineer)
- Jesse Miller (Associate Professor of Culinary Arts)
- Karen Neal (Assistant Professor of Biology)
- Joe Schilling (Director of Communications & Special Assistant to the President)
- Wes Smith (Assistant Vice President, Workforce Development for CCWA)
- Mike Verdú (Director of Facilities Management & Planning)
- Corliss Woodson (Associate Vice President of Human Resources & Equal Employment Opportunity Officer)
- Hong Wu (Director of Library, Information Services & Academic Support)

2. Contact information and procedures for reaching the local health department.

Employees, students, and student workers are to conduct a daily health screening by completing the CDC Self-Check Questionnaire before going to work or attending class.

If a faculty, staff member, or visitor indicates that they may have been exposed to coronavirus, advise the employee to immediately contact his/her medical provider who will make an assessment and report potential exposure to the local health department. For additional reporting protocols of potential COVID exposure at the College, please refer to the FAQs for Faculty and Staff on handling specific issues.

If a student indicates that they may have been exposed to coronavirus, advise the student to immediately contact his/her medical provider who will make an assessment and report potential exposure to the local health department. The student should communicate potential exposure to his/her Instructor and/or the Office of the Dean of Students at (804) 523-5025.

The College communicates directly with the combined Richmond/Henrico County Health District and consults with the director, Dr. Danny Avula. The College has and will continue to consult with the combined Richmond/Henrico County Health District on COVID-19 related issues.

If the College receives a report of a positive COVID-19 test for its student, employee, contractor, or visitor on campus, the AVP of Human Resources, or designee, will contact the [local health department](#) where the infected individual resides.

3. Students initial return to campus (such as initial screening)

The College will deliver most classes virtually with some in-person classes meeting on campus. However, the College will be open for limited services. The health and well-being of our employees, students, and student workers is a top priority. Everyone is to conduct a daily online health screening by completing the CDC Self-Check Questionnaire before going to work, attending class, or visiting the campus. Individuals who are not feeling well are not to come to campus.

As a condition for students in-person classes on campus, students must sign a "Student Health Safety Agreement" before attending classes. The student must agree to all "Student Expectations." The agreement applies to credit and Workforce students. Exemptions are to be handled before attending class.

- The form will be available in Canvas for students to complete before returning to class or will be emailed to the students to complete electronically. Students will not be allowed to attend class without a completed form.
- Students who feel unwell or are ill should not attend class. They should contact their Instructor via email, telephone, or Canvas to discuss appropriate adjustments to their classwork.
- Faculty will be as reasonable as possible to assist students with completing course objectives should the situation warrant, especially students who are directly impacted by COVID-19 or who present documentation from their physician.

4. Education/training of students: consider COVID-19 prevention education as part of student orientation. (handwashing, staying home if ill, etc.)

The College has a "Reynolds Safe Return to Campus Training" presentation for students to view before returning to campus. The [training video](#) is available on the College's website and will be available on Canvas. Students are required to take the training. Signage regarding handwashing, face-covering, and social distancing are displayed around campus.

5. Physical distancing, according to CDC guidance:

Social distancing or physical distancing by keeping at least six feet apart from another person can help decrease the chance of spreading COVID-19. According to the CDC findings, some people without symptoms may be able to spread the coronavirus. [Social Distancing per CDC](#)

All individuals must:

- Stay at least 6 feet (about two arm's length) from other people at all times when on campus.
- Stay out of crowded places and avoid mass gathering.
- Refrain from bringing along guests to face-to-face appointments.
- Workspaces and classrooms should be adjusted to maintain the six-foot separation, or utilize staggered schedules to minimize contact.

Reynolds will promote social distancing to include:

- All employees, students, visitors, and guests are expected to maintain a distance of six feet (about two arm's length) physical/social distance from each other. Workspaces and classrooms should be adjusted to maintain the six-foot separation, or utilize staggered schedules to minimize contact.

All Reynolds employees, students, visitors, and guests are required to wear a face-covering or face shield in campus buildings. Face coverings/shields may be removed when an individual is alone in his/her office with the door closed or in meeting rooms that have sufficient space to ensure social distancing between the attendees. Face-coverings/shields are to be worn outside individual offices, including public areas such as classrooms, hallways, restrooms, and elevators, and when interacting with other employees.

Social distancing is expected inside buildings.

a) Strategies to allow physical distancing in classrooms/learning environments.

Reynolds Classrooms (including, computer labs, large lecture halls, and auditoriums)

- Classroom arrangements can be class-specific. Suggestions include arranging the furniture with at least six feet between each seat, remove desks or tables, or stations blocked off to allow for physical distancing.
- Student chairs should be facing the same direction or the wall for testing purposes.
- The chair at the room entrance should be at least six feet away from the door allowing physical distancing at the entrance.
- The lectern, podium, or instructor seating should be at least six feet away from any entrance or pathway through which students walk to their seats.
- Auditoriums with fixed seating should have seats sectioned off with tape or rope, to allow for a physical distance of at least six feet. In some cases, it may require sectioning off entire alternating rows to extend social distancing in all directions of a given seat.
- In cases where ADA accommodations are necessary, please work with the Office of Student Accommodations.
- Instructors should consider seat assignments to minimize student contact.
- Please consult with Mike Verdú, Director of Facilities Management and Planning at mverdu@reynolds.edu, to determine the size of your classroom for the possibility of expanding your classroom capacity.

b) Social distancing considerations outside the classroom (i.e., limiting visitors, extracurricular activities, etc.)

Internal groups are encouraged to meet virtually when possible. All face-to-face meetings must be held in compliance with the guidance from the Commonwealth of Virginia Executive Orders, the Centers for Disease Control and Prevention, and this document. The number of participants and the size and configuration of the room must allow for physical distancing. The length of the meeting could be limited by building hours. Meeting participants must wear face coverings unless the meeting room allows for social distancing. The meeting should only last as long as needed to meet its objectives. Gatherings outside of internal meetings are limited to instructional related events only. All participants must wear face coverings. The College is not open to external events unless it is an instructional event approved by the College.

c) Restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls, etc. To ensure physical distancing. Occupancy must be consistent with any active executive orders.

Gymnasium

The gymnasium is closed. Future opening consideration will include plans for partial or full use, in addition to a specific capacity limitation and cleaning plan.

Elevators

Limit the use of elevators where possible to avoid proximity with others in a confined space. If possible, avoid touching the elevator buttons with your exposed hand/fingers. If unavoidable, wash your hands or use alcohol-based hand sanitizers.

Elevator capacity guidelines, according to the Virginia Department of Human Resources "Safe Workplaces: Guidance for State Agency Leaders in Response to the COVID-19 Pandemic and Enhanced Safety Measures", limits no more than three individuals in an elevator at a time depending on the size. Recommended elevator capacity is below:

- DTC Elevators – A maximum of 3 individuals per elevator
- BH/GH/WDC – A maximum of 2 individuals per elevator
- LTC – A maximum of 3 individuals per elevator
- GC – A maximum of 1 individual per elevator
- The Kitchens – TBD

d) Limitations on size of gatherings and/or strict physical distancing to be in place during gatherings.

Social gathering is limited, as most classes will be delivered online. Internal groups are encouraged to meet virtually when possible. All face-to-face meetings must be held in compliance with the guidance from the Commonwealth of Virginia Executive Orders, the Centers for Disease Control and Prevention, and this document. The number of participants and the size and configuration of the room must allow for physical distancing. The length of the meeting could be limited by building hours. Meeting participants must wear face coverings unless the meeting room allows for social distancing. The meeting should only last as long as needed to meet its objectives. Gatherings outside of internal meetings are limited to instructional related events only. All participants must wear face coverings. The College is not open to external events unless it is an instructional event approved by the College.

e) Strategies for food/dining services should be consistent with plans to optimize physical distancing. Implement engineering controls including limiting the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating buffet-style or self-serve food, and take out/delivery options.

There will be limited food offerings on campus due to classes primarily delivered online. Food and drink options are available in vending machines. Julian's on PRC will have reduced hours while the opening and hours of the DTC Follett café is currently undetermined. Face covering, social distancing, and cleaning protocols will be in place at Julian's.

6. HYGIENE PRACTICES AND CLEANING/DISINFECTING PROTOCOLS.

a) Cleaning and disinfection protocols to include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage

Since most classes will be delivered online, the fall semester will require only limited instructional spaces. The procedures below will be followed to maintain a clean and disinfected campus environment.

- Facilities Management will maintain hand-sanitizer stations at major building entrances, elevator locations, and high-traffic areas.
- Facilities Management will assess mechanical, electrical, plumbing, and monitoring systems before reopening of buildings.
- Custodial staff will clean classrooms, restrooms, common areas, and high touch workspaces based on CDC guidelines
- Equip classrooms with hand sanitizers.
- Each school/department is to designate a staff member to ensure that hand sanitizers, cleaning, and disinfecting supplies are available for classrooms and offices. Submit a consolidated request by school/department, to Randy Kiah at rkiah@reynolds.edu. Due to supply-chain demands, amounts are subject to availability.
- All employees should wipe down commonly used surfaces before use with disinfecting wipes or sprays for use against COVID-19 and are appropriate for the surface. These surfaces include any hard surfaces, desk phones, personal desks or tables in offices and shared-space location or equipment (i.e., copiers, printers, computers, A/V and other electrical equipment, refrigerators, microwaves, coffee makers, desks and tables, light switches, doorknobs, etc.).
- Use alcohol-based wipes containing at least 70% alcohol for electronics, such as computers, copiers, tablets, touch screens, keyboards, and remote controls. Facilities Management will supply departments with disinfectant spray bottles and paper towels until alcohol wipes are available. Disinfectant sprays, including any wipes which contain bleach, are not to be sprayed directly on electronic equipment. Due to supply-chain demands, supplies are subject to availability.

[Cleaning and Disinfecting Protocols per CDC](#)

b) Provisions for hand sanitizer/handwashing stations

Facilities Management will maintain hand-sanitizer stations at major building entrances, elevator locations, and high-traffic areas.

c) Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).

Cleaning supplies will be provided in the computer lab allowing students to clean computer their keyboards before and after use. Equipment used in face-to-face classes, i.e., simulation equipment (manikins), will also be cleaned in between student use. The College will provide students in face-to-face classes with a "kit" or reusable bag containing masks, sanitizers, and alcohol wipes for their individual use.

7. Housing:

Not applicable to Reynolds

8. Consideration of vulnerable individuals

a) Policy options to support those at higher risk for severe illness to mitigate their exposure risk (e.g. telework, modified job duties, virtual learning opportunities).

Vulnerable Groups

The College is aware that there are individuals who are vulnerable to the coronavirus, and according to CDC, individuals with the following conditions may have a higher risk for COVID-19 infection. These conditions may include:

- Asthma (moderate to severe)
- Being immunocompromised
- Chronic kidney disease treated with dialysis
- Chronic lung disease
- Diabetes mellitus
- HIV
- Liver disease
- Older than the age of 65
- Serious heart conditions
- Severe obesity

Students

The majority of students are taking online classes. If a student in the vulnerable group is in a course where in-person instruction is required, then the student may choose whether to continue in the program with the associated risks or to defer their enrollment to a later semester. All reasonable attempts will be made to accommodate students.

- The student should contact their Instructor via email, telephone, or Canvas to discuss appropriate adjustments to their classwork.
- Faculty will be as reasonable as possible to assist students with completing course objectives should the situation warrant, and the course completion can be achieved in an alternative modality.

Employees

Most employees continue to telework during the fall semester. If the physical presence of an employee in the vulnerable group is essential, the impacted employee should consult with his/her supervisor to determine appropriate working arrangements. Options for employees include:

- Temporary job restructuring of marginal duties, temporary transfers to a different position, modifying work schedules, or allowing for telework may also permit an individual to perform the essential functions of the job safely while reducing exposure to others in the workplace. Employees considering telecommuting must discuss the option with their supervisor and review the [Telework Guidance and Tools](#) for information and guidance.
- The installation and/or use of Plexiglas, or other barriers to ensure minimum distances between individuals. Use of Plexiglas partitions or impermeable dividers are options when social distancing is not feasible.
- Request accommodations by utilizing [Policy 3-11 Reasonable Accommodation](#). Reasonable accommodations are provided, barring undue hardship to the College.
- Use of eligible leave (annual, VSDP family/personal, compensatory, overtime, or recognition leave). The use of leave is also subject to supervisor approval.

- Use of State or Federal public health emergency leave policies may apply until DHRM guidance advises otherwise. HR will provide additional advice.

b) Implement flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.

The [CDC has quarantine guidelines](#) for anyone who has been in close contact with someone who has COVID-19 to quarantine. The CDC definition of close contact is below:

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Students

- As indicated in the "Student Health Safety Agreement," students are to stay home if they are ill, do not feel well, have been exposed to, or have COVID-19.
- Students are to contact their Instructor if they are ill and to request any instructional accommodations. If the student indicates that he/she has or was exposed to COVID-19, the Instructor is to contact the Dean of Students. Alternatively, the student may directly contact the Office of the Dean of Students.
- If a student has symptoms of COVID-19 or has had close contact with someone with COVID19, the Dean of Students will notify the appropriate local health district. The health department will contact the student directly for any contact tracing information.

Employees

Sick or Not Feeling Well

- Employees who are sick in general should not come to work.
- The use of sick leave under the sick leave policy will apply.

Contact with someone who may have COVID-19

- Unless the individual tests positive for COVID-19 or is in close contact with the employee, there is no requirement to quarantine.
- Use of eligible leave balances (annual, VSDP family/personal, compensatory, overtime, or recognition leave) is available. The use of leave is subject to supervisor approval.

Close contact with someone who has COVID-19

- Employees who have been in close contact with someone who has COVID-19 outside work are not to come to work. They are to follow the [CDC quarantine guidelines](#) and to notify their supervisor immediately. The [Employee FAQ](#) provides additional information.
- Supervisors are to contact the individuals below so that the College may respond appropriately to their needs and assess the health risks to the college community.
 - Associate Vice President of Human Resources, Corliss Woodson, at cwoodson@reynolds.edu, or 804-523-5877 and to copy:
 - Mary Waite at mwaite@reynolds.edu;
 - Amy Bradshaw at abradshaw@reynolds.edu;

- Joe Schilling at jschilling@reynolds.edu
- Use of State or Federal public health emergency leave policies may apply until DHRM guidance advises otherwise. HR will provide additional advice.
- The College will only disclose medical information relating to COVID-19 of persons within the college community to responsible college officials and local health officials on a need-to-know basis. Staff will follow Reynolds's policies regarding the dissemination of private information and all requirements related to the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

Employees in the vulnerable group

- Options for vulnerable employees, as defined by the CDC, who request reduced contact includes:
 - Temporary job restructuring of marginal duties, temporary transfers to a different position, modifying work schedules, or allowing for telework may also permit an individual to perform the essential functions of the job safely while reducing exposure to others in the workplace. Employees considering telecommuting must discuss the option with their supervisor and review the [Telework Guidance and Tools](#) for information and guidance.
 - The installation and/or use of Plexiglas, or other barriers to ensure minimum distances between individuals. Use of Plexiglas partitions or impermeable dividers are options when social distancing is not feasible.
 - Accommodation requests by utilizing [Policy 3-11 Reasonable Accommodation](#). Reasonable accommodations are provided, barring undue hardship to the College.
 - Use of leave (annual, VSDP family/personal, compensatory, overtime, or recognition leave) if eligible. The use of leave is subject to supervisor approval.
 - Use of State or Federal public health emergency leave policies may apply until DHRM guidance advises otherwise. HR will provide guidance.

Employees not in the vulnerable group

- Other unidentified requests not related to illness, COVID-19 exposure, or based on the vulnerable group will follow the Virginia Department of Human Resources (DHRM) guidance and the flexible use of personal leave.
- The College's Office of Human Resources will issue guidance on a safe return to work plan as well as any updated guidance from DHRM.

c) Develop policies for return to class/work after COVID-19 illness.

Students

- As indicated in the "Student Health Safety Agreement," if the student has COVID-19, the student will not return to class until:
 - a doctor/health professional verifies that the students have fully recovered OR the student is 14-days post-diagnosis and symptom-free
 - AND contacts the Dean of Students office before returning

Employees

According to the [CDC guidelines on if you are sick](#), individuals who have **symptoms of COVID-19** should not return until:

- There have been at least three (3) days with no fever, AND
- symptoms are resolved (i.e., cough, shortness of breath), AND

- there have been ten (10) days since symptoms first appeared
- If the employee chooses to have a COVID-19 test and share this documentation with the College, they may return immediately if and when the results are negative.

If an employee **tested positive for COVID-19** but had no symptoms, they may be allowed to return to work when:

- There have been 14 days since they were tested, OR
- When they have had two (2) negative tests in a row, at least 24 hours apart, and they are willing to provide documentation of the results to the College.

9. International student considerations (i.e. COVID-19 travel health risks, CDC returning travelers guidelines)

The Office of the Registrar serves as the point of contact for all International Students. Reynolds adheres to the guidance from the Student and Exchange Visitor Program (SEVP), which is a unit within the U.S. Department of Homeland Security that oversees the F-1 international student visa program. However, because of the changing array of travel restrictions, students should refer to their local embassy's website through the U.S. Department of State for any updates about visa issuance. Also, the Department of Homeland Security and the Centers for Disease Control and Prevention's (CDC) websites provide information about current travel restrictions to the United States.

Additionally, any individual - student, employee, contractor, or visitor - who has [traveled internationally](#) must remain off campus for 14 days after they arrive in the U.S. and should follow CDC guidelines regarding staying at home and monitoring for symptoms.

10. Partnership and communication/information sharing with the local community, health systems, and other stakeholders.

The College communicates directly with the combined Richmond/Henrico County Health District and consults with the director, Dr. Danny Avula. The College has and will continue to consult with the combined Richmond/Henrico County Health District on COVID-19 related issues. If the College receives a report of a positive COVID-19 test for its student, employee, visitors or, guests on campus, the AVP of Human Resources or designee will contact the [local health department](#) where the infected individual resides.

Contact Tracing

At the local Virginia Department of Health's (VDH) request, Reynolds will provide information to assist in the contact tracing process.

The College also communicates important updates to the College Board, the College's conduit to the six localities the College serves. Additionally, the College maintains a direct line/connection to the City of Richmond Mayor's Office and the Henrico County Manager's Office. The College maintains robust relationships with local print, online, and television media outlets and will communicate substantive changes to the College's operations to the greater community using those channels. Communications with students, faculty, and staff are addressed in the Communications Strategy section.

11. Face coverings.

a) Plans submitted by each institution should include information on how it intends to teach/reinforce the use of face coverings among students, faculty, and staff.

All communications to staff and students will include reminders on the requirements for face coverings. Signage about the importance of face coverings will be posted throughout the campus and posted on the Reynolds website. All persons who are allowed on Reynolds campus will maintain social distancing practices and stay at least 6 feet (about two arms' length) from other people.

b) For faculty cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained.

All Reynolds employees, visitors, and guests are required to wear a face-covering or face shield in campus buildings. Face coverings/shields may be removed when an individual is alone in his/her office with the door closed or in meeting rooms that have sufficient space to ensure social distancing between the attendees. Face-coverings/shields are to be worn outside individual offices, including public areas such as classrooms, hallways, restrooms, and elevators, and when interacting with other employees.

Any college employee who is unable to wear a face-covering/shield for medical reasons must submit an exemption request under [Policy 3-11 Reasonable Accommodation](#). Please submit request forms to Corliss Woodson, AVP, Human Resources at cwoodson@reynolds.edu. Approvals/denials will come from the Office of Human Resources.

Social distancing is expected inside buildings.

Anyone entering college buildings without a face-covering will be provided a disposable mask upon entry. Disposable masks may only be worn for one day and then must be placed in the trash.

[Cloth Face-Covering per CDC](#)

c) Students should be encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.

All Reynolds students are required to wear a face-covering or face shield in campus buildings. Face-coverings/shields are to be worn in public areas such as classrooms, hallways, restrooms, and elevators, and when interacting with other students.

Policy 1-15 - Eligibility of Students with Disabilities to Receive Accommodations guides any requests not to use face coverings. Direct requests to the Office of Student Accommodations at OSA@reynolds.edu.

Social distancing is expected inside buildings

Anyone entering college buildings without a face-covering will be provided a disposable mask upon entry. Disposable masks may only be worn for one day and then must be placed in the trash.

[Cloth Face-Covering per CDC](#)

d) Institutions should consider adopting relevant business-sector guidance for staff regarding the use of face coverings (e.g. fitness center, dining, student services, etc.). Face coverings should be worn in public-facing areas and in office spaces where six feet of physical distance cannot be maintained.

All Reynolds faculty, staff, students, and guests are required to wear a face-covering or face shield in campus buildings. Face-coverings/shields are to be worn in public areas such as classrooms, hallways, restrooms, and elevators, and when interacting with others.

Accommodation requests not to use face coverings are to be directed to the appropriate office. [Policy 1-15 - Eligibility of Students with Disabilities to Receive Accommodations](#) guides student requests not to use face coverings. Direct requests to the Office of Student Accommodations at OSA@reynolds.edu.

[Policy 3-11 Reasonable Accommodation](#) guides employee requests not to use face coverings. Submit request forms to Corliss Woodson, AVP Human Resources at cwoodson@reynolds.edu. Approvals/denials will come from the Office of Human Resources.

Social distancing is expected inside buildings. Anyone entering college buildings without a face-covering will be provided a disposable mask upon entry. Disposable masks may only be worn for one day and then must be placed in the trash.

[Cloth Face-Covering per CDC](#)

12. Student Health Services (SHS):

Not applicable to Reynolds. The College does not provide health services.

- a) Assurance of provision of medical-grade PPE for health services staff
- b) Maintenance of typical (non-COVID-19) health services
- c) Mental health services
- d) SHS facility considerations such as waiting areas, signage, environmental management/cleaning, IT considerations, etc.
- e) SHS administrative/staff considerations such as PPE, employee health program protocols, education/training of staff, billing/charges, staff scheduling, etc.
- f) SHS patient care considerations such as online appointments, strategies to limit shared objects (e.g. pens, keypads), triage protocols, screening forms, patient screening procedures (e.g. for symptoms/temperature checks before entering the clinic).

13. Large events, including athletic events, and others such as ceremonies or performances

Internal groups are encouraged to meet virtually when possible. All meetings must be held in compliance with the guidance from the Commonwealth of Virginia Executive Orders, the Centers for Disease Control and Prevention, and this document. The number of participants and the size and configuration of the room must allow for physical distancing. The length of the meeting could be limited by building hours. Meeting participants must wear face coverings unless the meeting room allows for social distancing. The meeting should only last as long as needed to meet its objectives. Gatherings outside of internal meetings are limited to instructional related events only. All

participants must wear face coverings. The College is not open to external events unless it is an instructional event approved by the College.

14. Communications strategy

Communication with students, faculty, staff, boards, and the external community is done by updating the Reynolds [COVID-19 external website](#) as well as the Reynolds COVID-19 intranet page (which is available to faculty and staff who authenticate with Reynolds credentials). The external website is accessible directly via the Reynolds website homepage. Also, the College sends emails, provides updates on official social media accounts (Facebook, Twitter, and Instagram), and holds town hall-style virtual meetings with employees and students. The College also employs a bi-weekly student e-newsletter and bi-weekly employee e-newsletter to disseminate important information. Finally, Reynolds Alert, the College's emergency mass notification system can be employed in certain situations.

15. Orientation and education/training, including anti-stigma training

Employees will be required to take the "Reynolds Safe Return to Campus Training" on the Virginia Learning Center portal prior to their return to campus. All faculty and staff are encouraged to remind students as well as each other, in a friendly manner, of the 6-foot requirement when they notice others gathering and ignoring social distancing.

Similar training for the students will be available on CANVAS, and the students will be required to take the training before their return to campus. Both [training videos](#) are currently available on the College's website.

Reynolds will also educate its students and employees about COVID-19 prevention and anti-stigma training on:

- Emails to students and employees
- Informational signs posted on throughout campus
- New Student Orientation sessions
- Reynolds social media sites
- The College's COVID-19 web page

The college will use the communication channel most conducive to the topic being covered.

B. MONITORING HEALTH CONDITIONS TO DETECT INFECTION

1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor the health of the campus population.

Employees, students, and student workers are going to be on campuses are to conduct a daily health screening by completing the [CDC Self-Check Questionnaire](#) before going to work or attending class.

Screening questions: At the start of every in-person credit and non-credit course, every student will be required to complete a Student Health Safety Agreement. In addition, students are to conduct a daily health screening by completing the [CDC Self-Check Questionnaire](#) before going to work, attending class, or obtaining in-person services.

- Students are to contact their Instructor if they are ill and know of any exposure to COVID-19 and to request any instructional accommodations. If the student indicates that he/she has or was exposed to

COVID-19, the instructor/Dean is to contact the Dean of Students. Alternatively, the student may directly contact the Office of the Dean of Students.

Any employees scheduled to work on campus physically will also complete an Employee Health Safety Agreement and utilize the [CDC Self-Check Questionnaire](#) before reporting to work. Employees who report symptoms or contact with an individual who has tested positive for COVID-19 are not to come to work. They should contact their supervisor and the Office of Human Resources.

All Reynolds faculty, staff, students, and guests are required to wear a face-covering or face shield in campus buildings. Face-coverings/shields are to be worn in public areas such as classrooms, hallways, restrooms, and elevators, and when interacting with others.

2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.

Reynolds does not provide health services to its students. Should any student or staff member contract COVID-19, the College will inform the local VDH office for contract tracing support.

3. Establishment of a testing strategy. Testing strategies should consider testing for all students, faculty or staff with symptoms and access to testing for close contacts of cases as recommended by public health. Institutions may consult with their local health department, local health systems and other relevant partners.

Reynolds does not have residential students and does not provide COVID-19 testing to its students nor staff. Reynolds recommends individuals seek appropriate medical attention from their primary care physician should a potential COVID-19 exposure occur or if they are experiencing symptoms. For those seeking testing locations, the Virginia Department of Health has a [searchable database](#) for location sites.

C. Containment to Prevent Spread of the Disease When Detected

1. Partnership with VDH for contact tracing

The College communicates directly with the combined Richmond/Henrico County Health District and consults with the director, Dr. Danny Avula. The College has and will continue to consult with the combined Richmond/Henrico County Health District on COVID-19 related issues. Additionally, the College maintains a direct line/connection to the City of Richmond Mayor's Office and the Henrico County Manager's Office. If the College receives a report of a positive COVID-19 test for its student, employee, visitor, or guests on campus, the AVP of Human Resources, or designee, will contact the [local health department](#) where the infected individual resides.

2. Quarantining and isolating

Not applicable to Reynolds.

3. Campus outbreak management

In the event a confirmed COVID-19 case at Reynolds Campus, the College will determine on a case-by-case basis whether to implement a cancellation of the class, classes or short-term building closure based on the individual's close contacts as defined by the CDC below:

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

College officials will immediately reach out to the Virginia Department of Health and other local appropriate authorities as necessary and will consult with the local health department on each case.

Reynolds administrators will communicate with students, staff, and faculty in coordination with local health officials. This coordinated effort will lead to the communication of possible COVID-19 exposure. However, all Reynolds employees must follow all Reynolds policies regarding the dissemination of private information, in addition to all requirements related to the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

D. SHUTDOWN CONSIDERATIONS IF NECESSITATED BY SEVERE CONDITIONS AND/OR PUBLIC HEALTH GUIDANCE

1. Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.

Reynolds will follow the Governor's Executive Order regarding any shutdowns or change in Phases. If there is a widespread outbreak of COVID-19 in a building, the College will immediately shut down the building and notify the local health department. Affected areas are closed until cleaning and disinfecting can take place. With each subsequent case, the same steps are taken: review the case, consult with the department of health, and decide what actions are needed.

2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance.

Reynolds is prepared to move individuals back to or away from our campuses as Virginia public health restrictions and the local situation changes. The health and safety of students, faculty, and staff are paramount to the College. Should local conditions change requiring state authorities to renew public health restrictions related to COVID-19, Reynolds is prepared to return to 100% online instruction and operation with no meetings or activities on campus if conditions warrant.

3. Considerations regarding student health and safety on campus versus returning home.

N/A. Reynolds is a community college and thus does not have dorms or dining halls.

4. Communications plan for dismissals/shutdowns.

Any decision to completely shut down the College would be disseminated to students, faculty, staff, boards, and the external community through a variety of means. These include, but are not limited to: Updating the Reynolds COVID-19 website, running an emergency yellow banner on the main Reynolds homepage, updating official Reynolds's social media accounts, emailing the student and employee distribution lists, and updating the auto-answer recording on the College's main 804-371-3000 telephone line. If the shutdown/closure of individual/all campus buildings were to occur on the same day or next business day of the decision, the College would employ Reynolds Alert, our emergency mass notification system.

E. REFERENCES FOR DEVELOPING THE PLAN

Centers for Disease Control and Prevention (CDC). Considerations for Institutes of Higher Education. May 21, 2020 (Revised May 30, 2020).

Commonwealth of Virginia, Executive Order 63 (May 26, 2020).

Kuali Ready. Higher Ed Return to Campus Guide: COVID-19 Phase II. 2020. kuali.co.

Forward Virginia, a Blueprint for Easing Public Health Restrictions. May 4, 2020

Virginia Department of Human Resource Management: Safe Workplaces: Guidance for State Agency Leaders in Response to the COVID-19 Pandemic and Enhanced Safety Measures. May 13, 2020

Disclaimer: The information provided does not constitute legal or medical advice, and while College leadership continuously strives to maintain a safe and healthy campus environment, it is unable to guarantee anyone's safety.