



## **RE-OPENING PLAN**

### **Fall 2020 Semester**

**WYTHEVILLE COMMUNITY COLLEGE**

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**The guiding principle for WCC as we plan for Fall Semester 2020 is to carry out our educational mission and meet the needs of our students, while doing so with an emphasis on the safety, health, and well-being of our students, faculty, and staff.**

### **Repopulation of the Campus**

1. Establishment of a COVID-19 Coordinator/Campus Team-Wytheville Community College (WCC) established a Re-opening Plan Taskforce in early April of 2020 for the purpose of looking at what steps were needed to prepare the college campus and the two-offsite locations for reopening. Along with the President's Cabinet, the taskforce also includes the Police Chief, Manager of Facilities and Maintenance, and an EVA user to order all cleaning and Personal Protective Equipment (PPE) supplies. The President, Dr. Dean Sprinkle, asked the taskforce to begin making preparations for the return to campus of students and faculty and staff with a priority on sanitation and prevention of the spread of the disease. This committee meets often due to the rapidly changing conditions related to the COVID pandemic.
  
2. Contact information and procedures for reaching the local health department-Wytheville Community College's service area is all within the Mount Rogers Health District. WCC serves the counties of Wythe, Grayson, Smyth (Town of Marion and eastern Smyth County), Bland, Carroll, and the City of Galax. The following local health departments serve the Wytheville Campus, the off-site education center located in Marion, and the off-site education center located in Galax.
  - a. Wythe County Health Department; 290 South 6<sup>th</sup> St., Suite 300, Wytheville, VA 24382, 276-228-5507;
  
  - b. Galax City Health Department; 502 S Main St., Galax, VA 24333, 276-236-6127;
  
  - c. Carroll County Health Department; 605 Pine St., #15, Hillsville, VA 24343, 276-730-3180;

- d. Grayson County Health Department; 186 W Main St, Independence, VA 24348, 276-773-2961;
- e. Bland County Health Department; 209 Jackson St., Bland, VA 24315 276-688-3642; and
- f. Smyth County Health Department; 201 Francis Marion Ln, Marion, VA 24354, 276-781-7460.

In communicating with local health departments, WCC has been informed that the best method of contact is by the telephone number. It is also preferred by the health departments that if anyone exhibits a cough, trouble breathing and could have been exposed to COVID-19 that he/she contact a local medical provider. WCC has also been referred to local drive-up testing sites. The following testing sites have been identified:

- a. CVS Drug Store, 31 W Main St, Radford, VA 24141, 540-731-9533, by appointment only;
- b. Blacksburg High School, 3401 Bruin Ln, Blacksburg, VA 24060, 540-951-5706, by appointment only.

Health departments in Bristol, Washington, Smyth, Wythe, Carroll, and Galax are offering COVID-19 testing every Monday, Wednesday, and Friday, by appointment. Students and employees will be provided the number of the health department nearest them to schedule an appointment for a test.

- 3. Students' initial return to campus – Classes will resume and students will return to campus on August 24, for the fall 2020 semester. WCC is a non-residential college. Students commute to campus and do not live on campus. Students on campus will be limited to only those classes that must have face-to-face instruction such as workforce development, occupational, and health programs. All students will be required to train on safe cleaning and prevention and will verify by signature on a daily basis that they are not ill and to the best of their knowledge have not been exposed to COVID-19. Students will also sign an

Assumption of Risk form. Every program will have protocols that students must follow to attend class. A verification of no illness will be required for each day the student is on campus.

The college will have additional police officers on campus during the first couple of weeks of the fall semester to help manage campus security. The Police office will be the point of entrance for visitors and others who may not be pre-approved for being on campus.

4. Education and training of students - All students and employees will be required to watch a video on prevention, safe cleaning, and disinfecting for contagious diseases that has been prepared by the Nursing program of the college. Training will be placed and tracked in the Canvas learning management system. This training will become part of the student and new hire employee orientation. Safe cleaning and disinfecting information will be placed in hallways and classrooms.
5. Physical Distancing - Classes at WCC will be set up to only allow students in classrooms that can meet social distancing requirements of at least six feet. This will require additional sections of classes that will allow for sanitizing between classes. Schedules will be staggered so that students will have less likelihood of passing in the hallways and restrooms. Programs will be in separate buildings and will have designated entrances and exits so if there is a positive case of COVID-19, the college will be able to more easily identify the area and people that could be contaminated.

Students will be asked to leave campus after each class and to not gather in hallways, restrooms, or student break areas. There will be no large events for students on campus. The campus will only be open to those students who are in face-to-face classes. Students who need student services support will set up appointments to limit the number of students in each building. The college will be closed to the public. All students will be required to wear a face covering while on campus. Employees will be required to wear a face covering when social distancing cannot be maintained and in hallways and restrooms.

For outdoor programs, e.g., Power Line Worker, Truck Driver, etc., the college will either purchase or rent portable restrooms that have hand-washing stations. The college will purchase hand washing stations to put in certain programs to limit hallway usage. The student lounge will be closed and students will be directed to other areas to purchase snacks so that social distancing requirements can be met.

The college will not have any large gatherings that do not meet the social distancing requirements of at least six feet.

WCC has a student lounge where snacks and drinks can be purchased, but does not have dining services on campus. The student lounge will be closed during the fall 2020 semester. Students will be directed to other areas on campus to purchase snacks so that social distancing requirements can be met.

There will be a limited number of faculty and staff on campus or at off-site locations. These will include faculty who teach classes that require face-to-face instruction. The majority of employees will continue to telework. Members of the President's Cabinet will coordinate schedules of employees within their reporting structure to help ensure that those employees work alternate schedules to limit the number of employees in any single area at the same time

6. Hygiene practices/cleaning and disinfecting - WCC has modified janitorial staffing due to COVID-19. The janitorial staff have a cleaning schedule that includes cleaning high touch areas such as doorknobs, light switches, and elevator buttons. WCC has asked employees to not travel in state vehicles during this pandemic. All rooms on campus including entrance and exit doors have a log-in sheet that janitorial staff record date and time of sanitizing each day. Employees who come on campus are required to notify the Wytheville Community College Police Department so that janitorial will know what areas need to be sanitized daily.

An inventory of cleaning and disinfecting supplies will be communicated to the Reopening Taskforce once a week. While purchasing adequate supplies has been a challenge with the high demand for products, the college continues to order and keep a supply of needed cleaning products on hand.

Every restroom at WCC has hand sanitizer dispensers. The college has purchased additional handwashing stations that will be located throughout the college where needed. Every restroom includes signage on proper handwashing and hygiene.

Programs that are required to share tools or machines have protocols in place that require cleaning and sanitizing after each use. Any computer used for testing is cleaned after each student usage. Testing schedules are set up to stagger testing so that students will not pass going in and out and provides time for the janitorial staff to come in and do a thorough cleaning.

Signage of proper cleaning procedures will be distributed to students and employees who are on campus as well as posted in each building.

7. Housing – NA. Wytheville Community College does not provide campus housing.
8. Vulnerable individuals - Wytheville Community College has communicated with all employees age 65 and older and those who have an underlying health condition that they should work remotely if possible. Managers are working with these identified employees to provide tasks that can be performed remotely. WCC has a Reasonable Accommodation Policy where employees can request accommodations for working at home under ADA. These requests are looked at on an individual basis with input from the manager and the Director of Human Resources and Payroll Services. Students can request accommodation through the Dean of Student Success and Academic Development.

WCC has made the Public Emergency Leave provided by the Commonwealth of Virginia an option for any employee who cannot work remotely or who must take care of children. This leave allows employees to be paid a certain number of hours according to classification. Employees are encouraged to not report to campus if they are ill but to either use sick leave or ask the manager for remote work opportunities.

WCC will allow most employees to work remotely during the fall 2020 semester. If employees are required to come in, the manager will schedule the department to allow social distancing and sanitizing. The college expects that the majority of employees will return to a more normal schedule once the Pandemic ends. If employees can work from home after the Pandemic ends, the manager and the Director of Human Resources and Payroll Services jointly will look at job duties to determine if the employee can continue the remote work arrangement.

9. International student considerations - International students will be required to submit a questionnaire that will cover the area traveled to, if the student is having any symptoms that could be COVID-19, if the student has been exposed to COVID-19, and future plans for travel. International students will be required to submit an Assumption of Risk form, follow all protocols of the instructor, and self-monitor the same as all other students.
10. Partnership and communication/information sharing - The Director of Human Resources and Payroll Services will monitor daily COVID-19 data available from the CDC, VDH and the Mt. Rogers Health District and share information about spikes of reported cases that may occur within the college's service region with the WCC Reopening Taskforce. The college will follow recommendations from these agencies, as well as from other local agencies to make decisions regarding any need to close the campus or off-campus sites if recommended.



The Program Heads of each of WCC's five major health programs work closely with local hospitals and will share with the Director of Human Resources and Payroll Services any information that they may receive through their hospital partnerships regarding specific disease outbreaks to help inform decisions that may need to be considered regarding campus or off-site closures.

Clear communication will be provided to any employee or student on campus who may have come into contact with a positive COVID-19 case. Action will be taken to clean the area, to get the person potentially infected self-isolated and tested if symptomatic, and to be a resource for the student or employee while self-isolating. If the employee or student was outside of the campus when contracting the disease, the college will make every effort to work with the local businesses, entities, or people that the infected person may have come into contact with so as to help stop the spread of the disease.

11. Face coverings-All students, faculty, and staff are required to wear face coverings when in areas where social distancing cannot be maintained. Students are required to wear face coverings in classroom settings. Instructors are required to wear face coverings if social distancing cannot be maintained in classrooms. All students and employees are required to wear masks when in the hallways and restrooms. Signage has been put in buildings and on doors that face coverings are required. Employees will be provided face coverings as available. Students are required to provide their own face coverings. The college bookstore located in Bland Hall will have a supply of masks that students can purchase. This information will be communicated to students and employees throughout the semester. Along with face coverings, the college has installed shields or similar barriers on desks where there is high-traffic. Signage is located throughout the college of WCC's policy on face covering requirements.
12. Student Health Services - WCC does not have a Student Health Services department. Students and employees have access to resources for mental and physical health that are available throughout the college's service region. Links to these resources are posted on the college website and offer information

about both free services and those that require payment. Employees are provided Employee Assistance Program information and resources for health care. Mental health services for those who may not have state health insurance are also provided. Students and employees will be provided information on COVID-19 testing sites and local health department information.

13. Large events - WCC will not hold any large events, ceremonies, or performances on campus during this Pandemic.
  
14. Communications strategy-WCC employees receive weekly communication from the President concerning any updates to plans. The Dean of Student Success and Academic Development communicates through a student newsletter to students. Communication tools used are social media, email, texts, and messages put in Canvas-- which is the learning management system used by the college. The Dean of Student Success and Academic Development will notify students that may have been exposed to a positive case of Covid-19 as soon as possible once contact tracing can be conducted. The President will alert the college community of any positive cases. Personal identification information will be kept confidential. The Director of Human Resources and Payroll Services will notify employees that may have been exposed to a positive case once contact tracing can be conducted. All notifications will include information on getting tested and protocols that must be followed. Guidelines from DHRM on handling potential or positive exposure in the workplace will be used for both students and employees. [https://www.dhrm.virginia.gov/docs/default-source/covid-19/guidance-for-handling-a-notification-of-potential-coronavirus-exposures.pdf?sfvrsn=1a434b74\\_12](https://www.dhrm.virginia.gov/docs/default-source/covid-19/guidance-for-handling-a-notification-of-potential-coronavirus-exposures.pdf?sfvrsn=1a434b74_12)

## Summary of communication strategy

### **President**

- Weekly communication with employees regarding updates to phases or plans
- Will communicate news regarding any positive cases
- Receive a weekly update of cleaning and sanitizing supplies
- Will communicate with employees regarding schedule/operation status

### **Director of Human Resources**

- Chair Re-opening Taskforce
- Serve as the point of contact for employees who may have been exposed or have tested positive for COVID-19
- Serve as the point of contact to work with local health departments
- Monitor daily COVID-19 data in the service area
- Provide guidance and assistance to managers to ensure safety of employees, including strategies for social distancing, working remotely, etc.
- Notify employees who may have been exposed, provide information about testing, and subsequent steps
- Coordinate monitoring of timeframes for employees required to self-quarantine
- Monitor required documentation for return to work of employees who have tested positive

### **Dean of Student Success and Academic Achievement**

- Serve as the point of contact for students who may have been exposed or have tested positive for COVID-19
- Disseminate updates to students via the student newsletter and other formats as appropriate
- Notify students that may have been exposed to a positive case of COVID-19, provide information about testing, and subsequent steps
- Coordinate monitoring of timeframes for students required to self-quarantine
- Monitor required documentation for return to college for students who have tested positive
- Address any instances of student non-compliance with safety requirements through student conduct policies and procedures

15. Orientation, education and training, Anti-stigma training - New students are provided a virtual orientation where COVID-19 prevention and cleaning procedures are provided. Anti-stigma training from the CDC is a part of this orientation to let students know that COVID-19 is a disease that can affect anyone, regardless of race, ethnicity, gender, or age. All training on cleaning and prevention are in-line with the guidance provided by the Virginia Department of Health (VDH) and the Centers for Disease Control (CDC). New hire employees also have COVID-19 prevention and cleaning procedures along with anti-stigma training as part of the new hire orientation.

**For those who have been in contact with someone who has tested positive for COVID-19, the employee or student must quarantine from the college if symptomatic and should be tested. If the employee or student is not symptomatic, he/she should contact the health department or a healthcare provider to determine if there is a need to be tested or to isolate. The employee or student should follow the guidance provided by VDH on the return to work or college and the required days of quarantine.**

## Point of Contact (Employees)

Human Resources will be the contact for employees who may have been exposed or have a positive test for COVID-19.

- HR will provide employees with testing site information. Employees who have symptoms that could potentially be Covid-19 should contact their health care provider or the local health department to determine if testing is needed. Wytheville Community College will follow the guidance provided by the health care provider or VDH.
- Contact information for the nearest local health department will be provided. Additional information on available resources will be provided as it becomes available.
- If an employee tests positive for COVID-19, the employee should follow the guidance provided by the healthcare provider or VDH on self-isolation.
- If an employee receives a positive diagnoses of COVID-19, a note from a health care provider releasing the employee to return to work will be required if possible.
- If an employee receives a negative diagnoses of COVID-19, the employee can return back to work once documentation of a negative test is provided to the Director of Human Resources and Payroll Services if possible and/or on the guidance of a medical health provider or VDH.
- If an employee has been exposed but is not symptomatic, the employee should contact the local health department or a healthcare provider to determine if there is a need to be tested or isolated.

## Point of Contact (Students)

1. The Dean of Student Success and Academic Development will be the contact for a student who may have been exposed or have a positive test for COVID-19.
  - The Dean of Student Success and Academic Development will provide the student with the testing site information. Students who have symptoms that could potentially be Covid-19 should contact their health care provider or the local health department to determine if testing is needed. Wytheville Community College will follow the guidance provided by the health care provider or VDH.
  - Contact information for the nearest local health department will be provided.
  - If a student tests positive for COVID-19, the student should follow the guidance provided by the health care provider or VDH on self-isolation.
  - If a student receives a positive diagnosis of COVID-19, a note from a health care provider releasing the student to return to campus will be required if possible.
  - If a student receives a negative diagnosis of COVID-19, to return to campus, the student must provide documentation if possible of a negative test to the Dean of Student Success and Academic Development or on guidance from VDH or the medical provider.
  - If a student has been potentially exposed but is not symptomatic, the student should contact the local health department or a healthcare provider to determine if there is need for testing or isolation.

Below are specific plans that Wytheville Community College will implement in each Phase provided by the Governor. These plans are subject to change as guidance changes.

**Phase One \*\***

<b>Phase</b>	<b>Governor:</b>	<b>Employees</b>	<b>Students</b>	<b>Facility</b>	<b>Communication</b>	<b>Point of Contact</b>
<b>One-1</b>	<b>Safer at home- especially vulnerable</b>	Essential employees only- Campus Police and Facilities	All classes will be moved to remote instruction.	All campuses will be closed to students, the public, and the majority of employees.	Managers will communicate weekly with direct reports of expectations and tasks required	Director of Human Resources and Payroll Services for employees
	<b>No social gathering over 10 Individuals</b>	Employees will work remotely.	Wifi access will be broadened to allow students to access in parking lots of all campuses.	No access will be allowed on Fridays due to complete sanitizing and cleaning of campus	Any change to the phases or plans will be communicated to employees by the President	Dean of Student Success and Academics for students
	<b>Continued Social Distancing</b>	Employees should only access campus with manager approval. Strict social distancing must be maintained.	All classes that cannot go remote will be paused for face-to face requirements with lectures going online.	Janitorial staff will clean daily and sanitize areas where employees may have worked.	Any change to instruction or reopening plan will be communicated by text, alert, and email to students by the Dean of Student Success and Academics.	Contact Campus Police Department for access to buildings.

Phase	Governor:	Employees	Students	Facility	Communication	Point of Contact
	<b>Continued Teleworking</b>	Notify Police Department when accessing and exiting campus.	All courses will have a shell in Canvas.	Employees should notify Campus Police of any rooms accessed so they can be sanitized.	Proper cleaning and sanitizing instructions per CDC guidance will be provided to all employees.	
	<b>Face Coverings recommended in public</b>	Face Coverings required when social distancing cannot be maintained	All exams and tests will be offered only remotely.	Employees must use proxy card to access buildings.	Signs will be posted in hallways and bathrooms of steps to prevent the spread of the disease and proper handwashing techniques.	
	<b>Revised Business Limitations</b>	Employees will be set up with telephone resources to be able to answer phones remotely.	New student orientation will be completed online and will include Covid-19 & anti-stigma training.	Library will be closed with Library services offered online.	Instructors will communicate new completion expectations to students.	



Phase	Governor:	Employees	Students	Facility	Communication	Point of Contact
	Revised Business Limitations	New employee new hire orientation will be completed online. This will include Covid-19 training.	Tutoring will be continued remotely.	Inventory of disinfecting and PPE supplies will be provided to the President weekly or more often as indicated.		
				Elevators will be designated for individuals with disabilities and staircases will be designated as up or down flow.		
					Barriers or shields will be placed on desks in high traffic areas.	

**Phase Two\*\***

Phase	Governor:	Employees	Students	Facility	Communication	Point of Contact
<b>Two-2</b>	<b>Stay at home- especially vulnerable</b>	More employees on campus, with some teaching faculty.	Most classes remote with some face-to-face classes allowed on campus.	The Wytheville campus and the Galax offsite education center will be open to students with face-to face classes only. All campuses & off-site locations will be closed to the public and other students not in face-to-face classes.	Managers will communicate weekly with direct reports of expectation and tasks required	Director of Human Resources and Payroll Services for employees
	<b>No social gathering over 50 Individuals</b>	Employees who can will work remotely in part or in total.	Students should set up appointment with One-Stop for counseling and advising	No access will be allowed on Fridays due to complete sanitizing and cleaning of campus	Any change to the phases or plans will be communicated weekly to employees by the President	Dean of Student Success and Academic Development for students
	<b>Continued Teleworking</b>	Notify Police Department when accessing and exiting campus.	All courses will have a shell in Canvas in case have to go back to Phase 1.	Employees should notify Campus Police of any rooms accessed so they can be sanitized.	Proper cleaning and sanitizing instructions per CDC guidance will be provided to all essential employees.	
	<b>Continued Teleworking</b>	Notify Police Department when accessing and exiting campus.	All courses will have a shell in Canvas in case they have to go back to Phase 1.	Employees should notify Campus Police of any rooms accessed so they can be sanitized.	Proper cleaning and sanitizing instructions per CDC guidance will be provided to all essential employees.	

Phase	Governor:	Employees	Students	Facility	Communication	Point of Contact
	<b>Face Coverings recommended in public</b>	Face Coverings required when social distancing cannot be maintained. Required in hallways.	All exams and tests will be offered only remotely.	Employees must use proxy card to access buildings.	Signs will be posted in hallways and bathrooms of steps to prevent the spread of the disease and proper handwashing techniques.	
	<b>Further Easing Business Limitations</b>	Provide proper cleaning and sanitation training per CDC guidelines for all employees on campus.	New student orientation will be completed online with COVID-19 as part of training.	Library will be closed with Library services offered online.	Instructors will communicate new completion expectation to students.	
		New employee new hire orientation will be completed online. COVID-19 training included.	Tutoring will be continued remotely.	Printing services will be provided for students. Times and dates will be communicated to students for pick up.		
		All employees who work on campus must sign the Assumption of Risk Form	All students who come to campus will be trained in proper cleaning and sanitation and will be required to sign the assumption of risk form.	All programs and departments will have a listing of protocols on what will be required for the area that will include sanitation and cleaning regularly.		

**Phase Three\*\***

Phase	Governor:	Employees	Students	Facility	Communication	Point of Contact
<b>Three-3</b>	<b>Safer at home- especially vulnerable</b>	All employees can work on campus as needed. Managers may have employees work alternate shifts.	Students allowed back on campus for services and classes.	All WCC locations may be open to the public and students over a period of time.	Any change to the phases or plans will be communicated weekly to employees by the President	Direct Supervisor for employees
	<b>Continued Social Distancing</b>	Some employees may still work remotely with approval from the Manager with consultation with HR.	Students should set up appointment with One-Stop for counseling and advising	No access will be allowed on Fridays once a month due to complete sanitizing and cleaning of campus	Any change to the instruction or plan will be communicated weekly by text, alert, and email to students by the Dean of Student Success and Academic Development.	Dean of Student Success and Academic Development for students
	<b>Capacity of 250 in establishments</b>	All employees will be required to practice safe handwashing and cleaning of work areas.	All face-to-face classes will still continue cleaning and disinfecting and practice social distancing.	Janitorial staff will clean daily and sanitize areas where employees may have worked & high touch areas.	Proper cleaning and sanitizing instructions per Center of Disease Control guidance will be provided to all essential employees.	

Phase	Governor:	Employees	Students	Facility	Communication	Point of Contact
		Employees will be encouraged to stay at home if sick.	Students will be required to self-monitor for temperature and illness per VDH guidance.	Portable restrooms with hand-washing stations will be provided to outdoor face-to face programs to limit inside bathroom usage. Janitorial will clean on regular schedule.		
	<b>Further Easing Business Limitations</b>	Employees will be required to self-monitor for temperature and illness per VDH guidance.	All students are required to wear face covering while on campus.	Portable handwashing stations will be provided for outdoor programs.		

## **Monitoring Health Conditions to Detect Infection**

1. **Daily health screening** - Students are required to participate in training in safe cleaning and prevention on the first day of class. Students will then sign an Assumption of Risk form that discloses that they understand that there are risks in attending face-to-face classes. Students are also required to log-in each day verifying that they are not ill, have not been exposed to COVID-19 to their knowledge, and to state they understand and will abide by the protocols established by the Program. Students who refuse to comply with protocols will be handled as a student conduct issue by the Dean of Student Success and Academic Development and will be asked to leave campus immediately unless the student is granted a reasonable accommodation. The student will not be allowed back on campus until he/she agrees to follow all college protocols. Employees will be required to sign an assumption of risk form at the beginning of the semester. The form includes disciplinary action that will be taken if an employee fails to follow protocols established by the college.

Students who have a health risk or who become ill will be provided an alternate online option to complete all courses that can be completed at home. Students in health programs that require clinical hours or students that require hands-on training will be offered an “Incomplete” and instructors will work with the student on a schedule to complete the class.

Students and employees are required to self-monitor their health each day and use guidance from the CDC and VDH to determine if their condition could be COVID-19 related. All students and employees are asked to not report to campus when ill and to contact the supervisor or instructor for alternate work arrangements

2. **Campus level syndromic surveillance** - Students and employees are asked to self-monitor for temperatures by following guidelines established by the Virginia Department of Health. Employees and students will be provided information on COVIDCheck on the VDH website. <https://www.vdh.virginia.gov/coronavirus/covidcheck/>

While the college has not implemented a temperature check for employees or students, certain health programs must follow program accrediting guidelines and do check students for elevated temperatures and other signs of illness.

Testing strategy - Wytheville Community College's testing strategy will include testing of all students and employees who are symptomatic or from guidance of VDH. If the positive person was in a class, the class will be reverted to remote learning on recommendation from VDH, the building will be closed and sanitized after a 24-hour period as recommended by the Centers for Disease Control, and all students and the instructor will be required to self-isolate for the period required by VDH. All employees and students who report that they could have been exposed-- whether on campus or outside of campus—should monitor symptoms and be tested if symptomatic. A potentially exposed student or employee should contact their health care provider or the local health department to determine if testing or isolation is needed. A note verifying a negative case for employees is required to be submitted to Human Resources if possible prior to accessing the campus or off-site location if the employee was symptomatic. A note verifying a negative case for students is required to be submitted to the Dean of Student Success and Academic Development if possible prior to accessing the campus or off-site location if the student was symptomatic. Any student or employee who has a positive test will need to present a note if possible from a healthcare provider that they are able to return after the isolation period. Any student or employee who receives a negative test can return to the campus or off-site location on guidance from VDH or the health care provider.

Any student or employee who has symptoms while on campus or any off-site location will be referred to their respective health department or their health care provider by the Director of Human Resources and Payroll Services for employees and the Dean of Student Success and Academic Development for students. Faculty will be directed to refer students to the Dean of Student Success and Academic Development. The Dean of Student Success and Academic Development should be notified as soon as symptomatic students

are identified. Employees will be directed to report to their supervisor and the Director of Human Resources and Payroll Services should they be symptomatic. The WCC Reopening Taskforce will be notified of the possible case(s) but no personal information will be provided. The employee or student will be required to self-isolate away from the campus.

### **Containment to Prevent Spread of the Disease when Detected**

1. Partnership with VDH - Wytheville Community College will work with VDH by identifying positive cases, and helping with contact tracing by finding out who employees or students may have come into contact with. Employees and students will be encouraged to provide information to the Department of Health so those with possible exposures can be notified and to help stop transmission from increasing.
2. Quarantining and isolating - Any student or employee who has tested positive for COVID-19 will be required to self-isolate the VDH required period. Wytheville Community College will work with the Virginia Department of Health and will implement any guidance provided. The employee will be provided leave or will be provided tasks that can be completed remotely. Students will be provided assignments that can be completed remotely if possible. Instructors will be flexible to help students complete as circumstances permit. Employees or students will be required to have a note from a healthcare provider that they can return to work or college.
3. Campus outbreak management - If a student or employee tests positive, WCC will take immediate steps to close the areas where the individual has been and to conduct contact tracing so that anyone who has potentially been exposed can be notified. All contacts who test positive for COVID-19 will be directed to self-quarantine for the required days provided by guidance from VDH. Any student or employee who has



been in contact with a positive case should monitor symptoms and test if becoming symptomatic or on the guidance provided by VDH.

Per the outlined plan for restricting access to campus facilities by program area need, the college will close those areas where the student or employee has been and immediately have those areas sanitized. In most cases, this will involve the closure of individual levels of buildings. However, if it is determined that the affected student or employee has been in other areas of the campus, the entire building will be closed and sanitized.

In the event that there are multiple cases across campus or one of the off-site locations, the college will close the campus or off-site location. Because of the distance between the Wytheville campus and the off-site locations at the Crossroads Institute in Galax and the Summit Center in Marion, it is possible that only one of these locations may be closed in the event of an outbreak.

4. Partnerships with local health systems - Wytheville Community has identified health systems that can provide care for employees and students. WCC will continue to monitor the Pandemic situation and seek to identify additional health resources for all service regions of the college. These will be communicated to employees and students regularly.

### **Shutdown Considerations if Necessitated by Severe Conditions and/or Public Health Guidance**

1. Campus dismissals or shutdowns - Wytheville Community College will shut down all or part of the college under the following conditions: Governor's order, outbreak on campus in certain program or area, outbreak in multiple parts of the college, sharp rise in cases in the service area, and on advice from VDH or other government agency. If a program or the entire college shuts down, classes will revert to remote

learning and employees will work remotely. The college has the following plans for each area of the college:

- a. Main Campus Wytheville-The entire campus will shut down for at least 14 days if there are multiple positive COVID-19 cases in different areas of the college. The entire campus will be sanitized after 24 hours per CDC guidelines. If a positive case is only in one area of the main campus, only that building and program will shut down for at least 14 days and the building will be sanitized after 24 hours from exposure per CDC guidelines.
  - b. Summit Center in Marion-The Summit Center will be closed during the fall 2020 semester.
  - c. Crossroads Center in Galax-If a positive case is identified in multiple parts of the college's leased space at the Crossroads Institute, the entire WCC area will shut down for at least 14 days and the building space that is leased will be sanitized after 24 hours per CDC guidelines. If a positive case is identified in only one program, the program will shut down and the area that holds the program will be sanitized after 24 hours per CDC guidelines.
2. Reduced campus activity with severe conditions or public health directives or guidance - If severe conditions in the service region or guidance from the Virginia Department of Health or other health officials requires the college to shut down, all instruction will transition to remote learning and employees will be required to work remotely to perform the business of the college. Only essential employees will be on campus to ensure the safety and maintenance of the college.
  3. Considerations for returning home- Wytheville Community College only has students who commute from home and do not live on campus. The college will regularly communicate with students and employees to provide information.

4. Communication plan for dismissals or shutdowns - The communication plan for dismissals/shutdowns will use email, text, social media, alerts, and the Canvas learning management system to ensure all students receive timely communication of any change to the college schedule or operation. The Dean of Student Success will alert students to any change in instruction method. Instructors will communicate with all students of new instruction plans. The President of the college will communicate with employees by email of any change to the college schedule or operation. All communication will clearly explain why the college is shutting down and managers will work with direct reports to assign tasks and duties.

**Other Considerations-** The following have been implemented at WCC:

- a. Safety shields have been installed on high traffic area desks;
- b. Sneeze guard/ barriers have been installed in the Dental Lab;
- c. Hand sanitizing stations have been installed in all buildings;
- d. Classrooms have been configured to allow social distancing for instructors and students;
- e. Empty buildings are checked daily for leaks, plumbing issues, and electrical issues;
- f. HVAC needs are reviewed daily. Filters are changed on a regular schedule;
- g. Restrooms with multiple sinks and stalls have been taped off every other one to allow social distancing;
- h. Communication between maintenance and Deans occur regularly for class needs;
- i. Signage has been put on elevators and hallways, and stairways indicating one way down and up;
- j. Signage has been placed on doors and in hallways of buildings with information on preventing the spread of disease and proper cleaning;
- k. Fire extinguishers and life safety systems are checked on a regular schedule; and
- l. Portable restrooms have been placed outside for outside programs;

## Summary

WCC will continue to monitor conditions and follow state mandates and guidance provided by the CDC and VDH, and this plan will be updated as necessary. Therefore, all information provided in this document is subject to change as needed.

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**UNLESS UNDER ORDER TO REVERT TO PHASE 1, WCC WILL  
OPERATE UNDER PHASE 2 GUIDANCE FOR THE ENTIRETY OF  
FALL SEMESTER.**

**Addendum to Wytheville Community College Reopening Plan**

Requirements to Meet Department of Labor and Industry (DOLI)

Standards of 16 VAC25-220

**1. (p.18.B.1.) “each job task shall be classified according to the hazards” –**

The following tasks have been identified that includes risk and requirements to meet the risks.

	Task Risk			
	Very High	High	Medium	Lower Risk
Working in Office, Single room				X
Working in Office, Cubicles or Open Space			X	
Working at Reception Desk	X			
Working in Single Office with visitors		X		
Working One-on-One with Students	X			
Mowing the Lawn				X
Maintenance work in buildings			X	
Meeting in Conference Room		X		
Teaching in Face-to-Face Class		X		
Online Teaching				X
Working From Home				X
Accessing Restrooms		X		
Cleaning Work Area			X	
Teaching in Outside Program			X	
Teaching/Training in Vehicle	X			
Safety Checks of Buildings			X	
Police duties of investigating			X	

2. **(p.18.B.2. and p.20.B.8) “Employers shall develop and implement policies and procedures for employees to report when employees are experiencing symptoms consistent with COVID-19 Employers shall not permit employees or other persons known or suspected to be infected with SARS-CoV-2 virus to report to or remain at the work” and “including HIPAA, employers shall establish a system to receive reports of positive SARS-CoV-2 tests by employees, subcontractors, contract employees, and temporary employees” –**

No employee or student shall report to work that are known or suspected to be infected with SARS-CoV-2 Virus. If an employee or student become sick while on the main campus or off-site of Wytheville Community Employee, the employee or student are required to leave immediately. Employees should report any known positive test or suspected exposure of COVID-19 to the Director of Human Resources and Payroll Services. All documentation for employees should be sent to the Director of Human Resources and Payroll Services. Any student should report any known or positive test or suspected exposure of COVID-19 to the Dean of Student Success and Academic Development. All documentation from students should be sent to the Dean of Student Success and Academic Development.

3. **(p.19.B.4) “Employers shall discuss with subcontractors and companies that provide contract or temporary employees about the importance of employees or other persons who are known or suspected to be infected with the SARS-CoV-2 virus of staying home” –**

Wytheville Community College will discuss with all contractors the need to self-isolate for any of their employees who may have symptoms or are suspected or infected with COVID-19 while working on the main campus or off-site locations of Wytheville Community College. The supervisor over the maintenance program will be responsible for documenting this conversation with vendors and contractors.

4. **(p.22.C.1) “The employer shall develop and implement policies and procedures for employees known or suspected to be infected with the SARS-CoV-2 virus to return to work using either a symptom-based or test-based strategy” –**

All employees or students should provide a negative test result prior to returning to work if they have previously tested positive. The Director of Human Resources and Payroll Services will track all employees who are suspected of exposure or who have tested positive for COVID-19. The Dean of Student Success and Academic Development will track all employees who are suspected of exposure or who have tested positive for COVID-19.

5. **(p.5) 16VAC25-220-20. Effective and expiration dates. Critical dates Identified**  
**This emergency temporary standard shall take immediate effect July 27, 2020, upon publication in a newspaper of general circulation, published in the City of Richmond, Virginia.**

**With the exception of 16VAC25-220-80 B 10 (p.43.A) regarding training required on infectious disease preparedness and response plans, the training requirements in 16VAC25-220-80 shall take effect on August 26, 2020. The training requirements under 16VAC25-220-80 B 10 shall take effect on September 25, 2020.**

The requirements for 16VAC25-220-70 (p.39) shall take effect on September 25, 2020.

Wytheville Community College will comply and document all training for all employees and students to meet the standards by August 26, 2020.

The following training will be provided:

1. Provide training on COVID-19 signs and symptoms as well as ways to minimize these hazards, including the following:
  - a. requirements of the DOLI standards;
  - b. recommendations of CDC and VDH guidelines;
  - c. transmission methods of the disease;
  - d. underlying health condition risks;
  - e. information that both symptomatic and asymptomatic of COVID-19 can transmit;
  - f. Safe and healthy work practices-physical distancing, disinfection procedures, disinfecting frequency, ventilation, noncontact methods of greeting, etc.
  - g. Proper way to wear Personal Protective Equipment (PPE), when required to wear, what type is required, limitations of PPE, and heat related illness when wearing PPE.
  - h. Anti-Discrimination training; and
  - i. Contagious Disease Policy.
  - j. Training certification will be maintained.
  - k. Employer shall train often if needed for any change in the workplace or policy, for new employees, for those who do not abide by requirements of the this plan;