



HAMPDEN-SYDNEY COLLEGE CAMPUS REOPENING PLAN

A. REPOPULATION OF THE CAMPUS

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

- The Dean of Faculty, Dr. Walter C. “Mike” McDermott III, will serve as Hampden-Sydney’s COVID-19 coordinator. The College’s Critical Incident Management Team serves as the COVID-19 campus team:

Core Team:

- Dean of Students – Dr. Robert Sabbatini
- Director of Public Safety and Chief of Police – Mr. Mark Fowler
- Emergency Management Coordinator – Mrs. Jennie Jenkins
- Dean of the Faculty – Dr. Mike McDermott
- Director of Physical Plant – Mr. John Prengaman
- Director of Human Resources – Mrs. Sue Carter
- Director of the Computer Center – Mr. Todd Pugh

Supporting Members:

- Associate Dean of Students – Mr. Richard Pantele
- Director of Communications – Mr. Gordon Neal
- Vice President for Business Affairs and Finance – Mr. Ken Copeland
- Director of the Student Health Center – Mrs. Barbara Kiewiet de Jonge
- Director of Counseling – Mrs. Elizabeth Blevins

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

- Hampden-Sydney College is served by the Prince Edward County Health Department (PECHD), one of seven county health departments that make up the Virginia Department of Health Piedmont Health District (111 South Street, First Floor, Farmville, VA 23901). Student Health Center staff will use the contact information provided below for ongoing coordination, consultation, and any required reporting.
 - Health Director, H. Robert Nash, MD FCAP
Office 434-392-3984 calls forwarded to cell for COVID-19: 434-414-6825
Howard.Nash@vdh.virginia.gov
 - Office of Emergency Preparedness, David Martin
Office 434-392-3984 x101
David.Martin@vdh.virginia.gov

- Senior Epidemiologist, Rhonda L. Pruitt, MPH
Office 434-392-3984 x145, cell 434-390-8728
Rhonda.Pruitt@vdh.virginia.gov
- VDH After-Hours: 866-531-3068

3. Students' initial return to campus

- Student Health Services staff will identify students with known risk factors and contact them over the summer to review the CDC's information and guidance for [People of Any Age with Underlying Medical Conditions](#).
- Student Health Services will require all returning and incoming students to complete and submit a form documenting history of COVID-19 illness, testing results, and exposure, which Health Services staff will log, maintain, and update as necessary. Students will be encouraged to quarantine for two weeks prior to returning to campus.
- The Office of Student Affairs will send to parents in early July a list of things that students will need to bring to campus and related CDC guidance to help keep them healthy and compliant with CDC and Virginia Department of Health guidelines. These are:
 - Digital thermometer (that the student knows how to operate)
 - Tissues
 - Disinfectant wipes and cleaning supplies (CDC guidance for cleaning and disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>)
 - Acetaminophen and/or Ibuprofen
 - Cough medicine, for example, Mucinex or Robitussin
 - Hand soap and hand sanitizer (at least 60 percent alcohol) (CDC guidance for handwashing: <https://www.cdc.gov/handwashing/when-how-handwashing.html>)
 - Preferred fluids for rehydration
 - Box of disposable gloves for cleaning
 - Several cloth face coverings (recommended that cloth face covering is washed daily after use) or several boxes of one-time use, 3-ply paper masks (enough for a new mask daily) (CDC guidance about cloth face coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>)
- All students will be provided with a daily self-symptom monitoring form (based on CDC criteria and Virginia Department of Health guidance). Forms will be placed in every dorm room prior to their return.
- All parents and guests coming to campus will be provided with and required to perform a self-screening/symptom evaluation form before visiting and to bring a mask(s) for use on campus.
- Students will move in during staggered move-in times and they will dine on a staggered meal service schedule.
- The College is contracting with Kallaco Health & Technology to test all students upon or soon after their return to campus. Students are asked to minimize their contact off campus during their first week back and to not have visitors on campus during the first two weeks of class.
- All fall orientation student programming will adhere to Forward Virginia, CDC, and Virginia Department of Health guidelines for social gatherings and social distancing. Traditional large gatherings will be cancelled, conducted virtually, or reorganized in smaller groups to comply with related guidance.

4. Education/training of students

- All new and returning students will complete an online COVID-19 education module prior to returning to campus that describes the increased risks and responsibilities of communal living on campus.
- In-person COVID-19 prevention education programs for students upon their return will focus on the importance of social distancing, hygiene practices, wearing face masks, taking their temperature each morning, answering the questions on the daily self-symptom monitoring form, staying in their residence if they are ill, quarantining, and not stigmatizing students who are ill. Training will be informed and/or conducted by staff members from the Human Resources Office, Student Health Center, Office of Student Affairs, and a resident biology professor specializing in immunology.
- Students will be encouraged to bring and maintain a quarantine bag including linens, towels, over-the-counter medications, thermometer, etc., should they need to be relocated to a quarantine room on short notice.

5. Physical Distancing, according to CDC guidance:

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

- The College has adopted an adjusted semester schedule for fall semester 2020, dividing the traditional 14-week session—during which students normally take five courses—into successive 10-week and 4-week sessions during which students will take three or four and one or two courses, respectively. This will reduce the number of courses being taught at any point in the semester, reducing building occupancy, freeing up classroom space, and facilitating remote learning needed to accommodate individual faculty or student illness or circumstances that require remote learning more generally.
- The College has adopted an adjusted daily class schedule for fall semester 2020, increasing the time between classes to allow time for modified one-way traffic flow through buildings and for cleaning classroom surfaces.
- The Dean of Faculty's Office has adjusted classroom spaces and reassigned classrooms to allow the requisite six-foot spacing between occupants. Class enrollments will be limited as needed to maintain social distancing in available classrooms. Desks will remain on designated spots throughout the day, and students will be asked to seat themselves at desks and chairs that are designated for their class meeting. This will ensure physical distancing and reduce shared surfaces among classes.
- When possible and feasible given weather and teaching needs, faculty members are encouraged to hold class outside.
- Faculty members will conduct in-person group work and hands-on learning activities in ways that maintain six feet between participants.
- Through start-of-year communication, the Dean of Faculty's Office will notify students, faculty members, and other employees of new physical distancing expectations in academic spaces. These include: walking around rather than through academic buildings that are not the destination, waiting outside rather than congregating in hallways before or between classes and other meetings with faculty members, limiting elevator usage to one passenger at a time, and limiting use to the maximum capacity noted at restrooms. Signage at building entrances, elevators, and restrooms will reinforce these messages.
- The Bortz Library staff has adjusted library spaces and services to allow for adequate space between patrons, including at service desks and in seating areas. Through its electronic newsletter and signage, library staff will notify patrons of new expectations in the Bortz Library, including: using and leaving all furniture where it has been placed; limiting use of group study rooms to the posted occupancy as determined by library staff based on room size; using outside

porch and covered areas as weather permits; using designated book drop/equipment return areas rather than handing materials to staff members or student employees; maximizing use of electronic interlibrary loan services for articles and book chapters; accessing research assistance in person with physical distancing or by phone, email, or chat feature on the library's website; and observing all required safety precautions, including social distancing, wearing face masks, and limiting shared materials when using library services in person.

b) Social distancing considerations outside the classroom

- The College will not initially allow visitors to campus, with exceptions that include prospective students/families hosted by the Admissions Office for scheduled visits and other visitors approved for College-sponsored business. This policy will be reviewed periodically by the COVID-19 campus team and Senior Staff.
- Changes in dining services to facilitate social distancing reflect Forward Virginia restrictions and recommendations in place for restaurant and beverage services, and Virginia Department of Health guidelines. These include restricted capacity, six-foot table spacing, limited seating, one-way traffic flow where possible, designated one-way entry and exit points, expanded outdoor seating areas, and floor markings at food, beverage, and checkout lines.
- All student clubs and organizations, the Student Senate, and the Honor Court will be required to conduct meetings, fairs, activities, events, orientation, training, trials, elections, debates, etc. using Zoom or other virtual platforms during the fall semester or until in-person activity can be done in compliance with Forward Virginia social gathering restrictions and CDC and Virginia Department of Health guidelines.
- The Associate Dean of Students will provide regular updates concerning current College COVID-19 policies, Forward Virginia restrictions, and guidance from the CDC and Virginia Department of Health. The Student Senate will also host regular information sessions for clubs and organizations regarding updates to College COVID-19 policies, Forward Virginia restrictions and CDC and Virginia Department of Health guidelines.
- Outdoor student activities will be encouraged if they comply with Forward Virginia restrictions and CDC and Virginia Department of Health guidelines. The College Activities Council will provide students with engaging virtual events (gaming and digital competitions) as an alternative to in-person activities.
- Athletics and club and intramural sports will be carried out in compliance with Forward Virginia restrictions and guidelines set forth by the CDC, Virginia Department of Health, the NCAA, and in coordination with the other member schools in the Old Dominion Athletic Conference. The College will follow NCAA guidance regarding whether and how each sport may be carried out.
- Team meetings and athletic staff meetings will be conducted by Zoom unless or until in-person meetings can be done in compliance with Forward Virginia social gathering restrictions and CDC and Virginia Department of Health guidelines for social distancing.
- The College will not initially allow any social gatherings involving alcohol on fraternity circle. This policy will be reviewed periodically by the COVID-19 campus team and Senior Staff.
- Fraternities will be allowed to conduct official business in chapter houses if they comply with Forward Virginia restrictions and CDC and Virginia Department of Health guidelines. However, fraternities will be encouraged to conduct virtual meetings until further notice.
- Fraternities will be permitted to host recruiting events, chapter development programs, and small social gatherings, but they must be registered via the Event Request System monitored by the Associate Dean of Students for Student Engagement and Judicial Affairs and must comply with Forward Virginia social gathering restrictions and CDC and Virginia Department of Health guidelines. Fraternities will be encouraged to host events virtually.
- The Interfraternity Council will conduct only virtual meetings, including weekly meetings to discuss new member education, philanthropy, and social events until further notice or for as long

as social gathering guidelines remain in place. New member education will be conducted virtually as well.

c) Physical distancing in communal, shared spaces

- Lounge furniture will be removed from residential facilities to discourage gatherings within common spaces.
- TigeRec Fitness Center is limited to 20 patrons at a time. Patrons and staff members must adhere to physical distancing guidelines and maintain ten feet between themselves and others when possible. Some machines are closed to adhere to physical distancing guidelines. Furniture in the lobby is unavailable for seating or waiting. Patrons are not permitted to bring guests. Use of Leggett Pool is limited to ten lap swimmers with no more than two swimmers per lane. Restrictions in the fitness center and pool may be adjusted as allowed by Forward Virginia restrictions.
- Signage will be in place to direct traffic flow through the Pannill Commons and Tiger Inn. Weather permitting, students will be encouraged to pick up food and move outside. Additionally, students may be assigned a period for dining based on their academic schedules.

d) Limitations on size of gatherings/physical distancing during gatherings

- Gatherings will not be held or allowed on campus unless they conform to Forward Virginia restrictions and comply with any related Hampden-Sydney College COVID-19 requirements as well as CDC and Virginia Department of Health guidelines.
- Organizers of lectures, programs, and other events normally open to the College community will be encouraged to conduct these activities virtually if possible. Such events that cannot be conducted virtually may be held in person, with prior approval of the College COVID-19 Coordinator (Dean of Faculty), and will be restricted in number of attendees in each space according to current Forward Virginia restrictions and CDC and Virginia Department of Health guidelines. Event organizers will plan to use larger venues than would ordinarily be the case, working with the College Events Office to reserve locations. Seating will be spaced six feet apart in those venues to allow for social distancing, and all other safety protocols currently in place, including face masks, staying home if ill, and handwashing or sanitizing, will be required. In the event of larger potential audiences than can be safely seated in a venue, tickets will be issued and required for attendance. Video feeds may also be provided in overflow locations to provide additional capacity.
- The Dean of Faculty will recommend that faculty members avoid meeting with students in small, enclosed office spaces, and instead offer online office hours, outdoor meetings, or meetings in a larger open space (e.g., Bortz Library, Brown Student Center, or an empty classroom) that allows for social distancing. Faculty members should be prepared to meet remotely with students who are unable to meet during designated office hours, particularly due to illness.
- The Dean of Faculty will recommend that meetings of committees, departments, or other faculty groups that are expected to run on their usual schedules to accomplish the work of the faculty be held in keeping with Forward Virginia restrictions and CDC and Virginia Department of Health guidelines. Groups are encouraged to consider online meetings as well as outdoor or large, open indoor spaces for in-person meetings when appropriate to allow for social distancing. If a member of the group would like to participate but is unable to attend in person for health reasons, the department or committee chair should make attendance possible through remote communication.

e) Strategies for food/dining services

- The College and its food service provider, Thompson Hospitality, will require all students, employees, and guests to wear face masks while in the Pannill Commons, Tiger Inn, and at catered functions. Patrons may remove their face masks while eating and drinking in designated dining areas. Signage will reinforce this requirement.
- Through start-of-year communication, the Business Office in conjunction with Thompson Hospitality, will notify students, faculty members, and other employees of expectations and requirements in dining spaces that will comply with Forward Virginia guidance. Signage will reinforce these new requirements. These include: staying home if sick, using designated one-way entry and exit points, washing and/or sanitizing hands before and after dining, maintaining physical distancing, using face masks except while eating and drinking in designated areas, and adhering to designated seating limits in all dining areas.
- Thompson Hospitality will provide a start-of-year orientation for its employees and weekly trainings for all managers and dining service associates through its Learning Management System that will offer up-to-date information on COVID-19-related requirements. Additional training will be provided during routine monthly training and daily pre-service meetings. This ongoing training will include temperature self-measuring and self-symptom monitoring prior to each shift, glove usage, handwashing, and wearing of masks in accordance with Virginia Department of Health guidance. Thompson Hospitality managers and associates will receive maps and guidelines from the Business Office on how to properly social distance in all areas while working and interacting on the Hampden-Sydney campus.
- The Human Resources Office will provide a dining employee opening orientation for Hampden-Sydney and Thompson Hospitality custodial and dining service managers and associates to allow for seamless execution of policies and procedures across both employee groups.
- College custodial staff will perform deep cleaning in bathrooms at least after each meal period at the Pannill Commons and Tiger Inn using Germ Buster. Sanitizer and Germ Buster will be available for frequent cleaning (every 60 minutes during operations) in high-traffic areas, including the serving area, dining area, stair railings, and entrance and exit doors.
- Tables and seating have been removed from each dining facility to ensure occupancy will not exceed Forward Virginia requirements for Restaurant and Beverage Services while maintaining a minimum of six feet of physical distancing between individuals as much as possible. Tables will be spaced at least six feet apart and maximum occupancy of tables will be indicated. Additional outdoor seating areas will be established with the same spacing and seating guidelines as indoor tables.
- Food service will comply with Forward Virginia guidelines and include a combination of food served in disposable service or to-go containers and self-service food and beverages with continuous monitoring by trained associates at food lines and barriers when touching shared utensils. Diners may dine in or carry-out food.
- Floor stickers will denote six-foot spacing for food, beverage, and checkout lines. Cashier stations will have Plexiglass barriers and contactless checkout will be available.

6. Hygiene practices and cleaning/disinfecting protocols

- Building and Grounds staff will meet in early July to review the College's COVID-19 reopening plans and for detailed training/retraining in the hygiene and cleaning, sanitizing, and disinfecting procedures required in the College's reopening plans. In addition to cleaning protocols, key points will include daily self-symptom monitoring, staying home if ill, social distancing, frequent handwashing, wearing face masks when working in campus buildings, and wearing gloves while cleaning/sanitizing/disinfecting. Building and Grounds staff will continue to meet bi-weekly to review updates and to ensure that established guidelines are being followed.

a) Cleaning and disinfection protocols

- The custodial supervisor and building custodians are creating a checklist for each campus building, including quarantine and isolation spaces, that custodial staff will follow to ensure that cleaning and sanitizing protocols are maintained. Special emphasis will be placed on sanitizing and disinfecting frequently touched surfaces, including handrails, door handles, elevator control panels and buttons, restrooms, water bottle-filling stations, and countertops.
- Motor pool vehicles are supplied with cleaning supplies and cleaned by the users after each use.
- Restrooms in all academic buildings and student communal bathrooms will be cleaned twice daily, once first thing in the morning and again after lunch, Monday through Friday. Bathrooms in student suites will be cleaned by the student occupants
- Building and Grounds custodial staff will disinfect all student rooms prior to August 7 with electrostatic spray and VitalOxide. In all campus buildings where possible, staff will maintain relative humidity levels between 40 and 60 percent to minimize viral spread.
- In academic buildings, students will be expected to clean their own desks and chairs at the beginning of each class period with materials provided in the classrooms. Signage will ask anyone using a shared piece of equipment, keyboard, or other shared surface in labs or classroom spaces, to clean it before and after use.
- Spaces and services in Bortz Library are being adjusted to address the need for additional cleaning of shared surfaces and materials. Custodial and library staff will clean diligently, and additional materials will be provided for patrons to wipe surfaces.
- Student Health Center staff will disinfect high touch surfaces (light switches, doorknobs, faucets, toilet handles, phones, computer keyboards, counters, tables, and handles) upon entering and prior to leaving the building each day. The staff will also disinfect exam rooms, bathroom, waiting room, and front doorknob after each patient, and as needed throughout the day. Custodial staff will clean and disinfect the building daily and as requested by Health Center staff during regular hours in the event of contamination.
- Fraternity house common spaces will be cleaned and disinfected twice weekly. Resident Assistants on Fraternity Circle will be encouraged to conduct official maintenance and house cleanliness walkthroughs each week and will submit reports through the Fraternity House Maintenance reporting system monitored by the Associate Dean of Students.
- Custodial staff will sanitize campus store areas including doors, stair rail, elevator, and bathrooms. Store employees will use antibacterial wipes at the registers to frequently clean counters and plastic credit card machine covers.
- Post Office employees will clean surfaces upon entering and prior to leaving each day and will sanitize each piece of equipment after each use. Employees will frequently wash hands and/or use hand sanitizer and wear gloves when handling packages.
- TigeRec Fitness Center staff will clean and disinfect equipment, benches and chairs after each use and Leggett Pool staff will clean and disinfect bleachers after each use.
- As part of enhanced campus cleaning protocols and building checklists, custodial staff and supervisors will monitor cleaning supplies around campus (e.g., in classrooms, sanitizing stations, various offices, etc.). The College endeavors to obtain and maintain an adequate and reliable supply for anticipated heavy usage this fall. The custodial supervisors will include correct use and storage of the full range of cleaning/sanitizing/disinfecting supplies as part of initial and ongoing staff training.

b) Hand sanitizer/handwashing stations

- Hand sanitizer will be available at entrances to dining facilities, student health services and counselling centers, academic buildings, Bortz Library, Brown Student Center, TigeRec Fitness

Center/Leggett Pool, campus store, and post office, and at cashier/checkout, food service, and other service locations. Sanitizer stations will be monitored by custodial staff to ensure a continuous supply.

c) Shared objects

- To cut down on shared surfaces, some classrooms will have desks marked by color and be keyed to class period. Where possible, students and faculty members will not share workstations, computers, or other classroom equipment. Where there is any shared equipment or supplies, signage will ask users to clean it before and after use. Cleaning materials will be maintained in those areas.

7. Housing

- Face masks and social distancing will be required in residential common spaces, including bathrooms, lounges, kitchens, laundry rooms, and corridors outside of residence hall and college-owned house, apartment, and townhouse rooms.
- The number of available single rooms (including double rooms converted to singles) will be based on the size of the freshman class and the number of returning students. Students desiring a single room are to contact the Office of Student Affairs. Students housed with roommates will receive information from the Office of Student Affairs upon arrival regarding the importance of sanitizing living quarters daily. Guidance regarding effective use of household cleaning products to aid in prevention and minimize the spread of COVID-19 and other illness will also be distributed to all residential students.
- Signage for proper hand hygiene will be placed in all residence halls.
- Residential students will have ID or key access to their assigned residence hall or residential facility only. They will need to be the guest of another student to gain access to another residential facility.
- No more than ten people may be gathered in one place at one time inside any residential facility, including common spaces.
- Resident Assistant training, conducted by Human Resources, will include numerous virtual flash sessions and small group training settings. Training sessions will be held in two groups to comply with Forward Virginia restrictions and CDC and Virginia Department of Health guidelines for social gatherings and social distancing and will include sessions about COVID-19 and health and wellness.
- Resident Assistants will focus on developing their student communities, sometimes virtually, including checking in on their residents' health and wellbeing. While on their duty rounds, Resident Assistants may assist in sanitizing and cleaning efforts, including wiping down public areas, Resident Assistant Office seating and tables, door handles, stairwells, etc.
- Resident Assistants will assist in the education of residents regarding COVID-19, health and safety practices, Hampden-Sydney's reopening plan, and they will document and report policy infractions regarding the wearing of masks, social distancing, and visitation and gathering policies to the Office of Student Affairs.

8. Consideration of vulnerable individuals

- In coordination with Human Resources, supervisors have educated their employees regarding high-risk groups as defined by the CDC, and have encouraged all employees to reach out to Human Resources to arrange for reasonable accommodations if they have concerns due to a condition that places them in a high risk group or if they reside with an individual who is in a high-risk group.
- [LiveHealth Online](#) is available for all employees who need expert medical advice, care, and/or prescriptions but do not require an in-person doctor visit. An [Employee Assistance Program](#) is also

available to offer emotional support during this stressful period. These benefits can be accessed through video technology available on most smartphones, tablets, and computers with a camera. Human Resources staff members are available to assist employees in accessing either benefit.

- Student Health Services staff will identify students with known risk factors and contact them over the summer to review the CDC's information and guidance for [People of Any Age with Underlying Medical Conditions](#).

a) Policy options to support those at higher risk

- College employees who believe that they are at a higher risk, are immunocompromised, or live with family members who are at higher risk have been asked to contact Human Resources to discuss alternative work arrangements.
- Reasonable accommodations for employees at higher risk from COVID-19 include but are not limited to telework, alternative office hours, flexible work schedule, change in work environment to minimize exposure to others, and provision of extra PPE or cleaning supplies.
- All employees who can work from home or self-isolate on campus have been doing so and will continue to do so. Supervisors and Human Resources have devised plans that best suit individuals and departments to preserve the wellness of the College's workforce and especially those at higher risk. Those who are not able to telework or work on campus may be eligible for paid sick leave under the Families First Coronavirus Response Act (FFCRA) or any similar benefit that may be offered by the College if FFCRA eligibility or benefits end.
- The Dean of Faculty's Office and other campus departments will work with students with underlying health conditions to arrange for them to take classes and access other academic support services remotely.

b) Flexible sick leave policies and practices

- Emergency Sick Leave, for employees directly impacted by COVID-19, provides ten days of paid sick leave at 100 percent of the employee's pay rate. Employees are considered directly impacted if they have been quarantined by a local, state, or federal order, or a health care professional (for any reason), or if they exhibit symptoms of COVID-19 and are seeking diagnosis and treatment.
- Emergency Sick Leave, for employees indirectly impacted by COVID-19, provides ten days of paid sick leave at two-thirds of the employee's pay rate. An employee is considered indirectly impacted if an individual that the employee is caring for is quarantined by a local, state, or federal order, or a health care professional (for any reason), or exhibits symptoms of COVID-19 and is seeking diagnosis or treatment, or if an employee has a child whose school or daycare closed due to COVID-19.
- Expanded FMLA is available for employees whose children are affected by COVID-19 school or daycare closures. Eligible employees can receive up to 12 weeks of leave, paid at two-thirds of the employee's pay rate. There is a ten-day waiting period, but those ten days can be covered by Emergency Sick Leave (as described above).
- Faculty members have been asked to ensure that a clear and complete syllabus with embedded key deadlines is posted on Canvas prior to the start of the semester in case individual students or faculty members become ill or quarantined or the College is required to transition to remote learning on short notice. For students who need to be quarantined or isolated during the semester, faculty members will do their best to provide accommodations, using recording equipment if possible and appropriate, or asynchronous alternative assignments.

c) Policies for return to class/work after COVID-19 illness

- The Human Resources Office has notified all employees and also reinforced in supervisor training sessions that employees who begin to exhibit symptoms of COVID-19 (as defined by the CDC) while at work are to leave the campus immediately, and that employees who begin to exhibit symptoms of COVID-19 outside of work will not be permitted to return to work until a plan is developed for their safe return.
- In either case, supervisors and department heads are to: contact the Building and Grounds Office to request special cleaning of the areas used by the employee displaying symptoms, notify the symptomatic employee's colleagues of the situation so they can take extra precautions, and notify Human Resources to assist supervisors and departments in providing opportunities for the affected employee to work from home or to take FFCRA leave.
- Symptomatic employees must either be seen by a physician for an evaluation and possible testing, submit to free on campus testing, or be free of symptoms for 14 days before returning to campus. In all cases, employees must be free of symptoms before returning to work.
- If an employee has been exposed to COVID-19 (was in close proximity to someone presumed or confirmed positive), the decision to quarantine the employee will be made by Human Resources and Health Center staff, based on circumstances surrounding the case. In such a situation, work from home and/or FFCRA leave may be appropriate.
- Symptomatic students must be seen by the Student Health Center or a physician for an evaluation and possible testing or be free of symptoms for 14 days before returning to classes and resuming more routine life on campus.
- If a student has been exposed to COVID-19 (was in close proximity to someone presumed or confirmed positive), the decision to quarantine the student will be made by the Student Health Center and the Office of Student Affairs. If a student has been exposed to a known positive, then they must quarantine for 14 days even if they receive a negative test result, given that the virus has a 14 day incubation period.
- The Student Health Center or the Office of Student Affairs will contact Building and Grounds to request special cleaning of the areas (residence hall, bathrooms, classrooms) occupied by students who have tested positive or been exposed to COVID-19.

9. International student considerations

- The Director of Global Education and Study Abroad will oversee international students returning to campus. International students will be asked to return to campus early and will quarantine for two weeks. Students will be housed with a kitchen for meal preparation and checked on by the Director of Global Education and the staff of the Office of Student Affairs.

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

- The College's President participates in periodic and ongoing calls with the Piedmont Health District Health Director and leaders of Centra Southside Community Hospital, local and county government agencies and schools, and Longwood University for sharing updates and information.
- Staff members in the Student Health Center and Office of Student Affairs maintain ongoing coordination and consultation with local health systems.
- Hampden-Sydney will host a meeting this summer with the Prince Edward County Emergency Manager and representatives from Longwood University, Centra Southside Community Hospital, and Prince Edward County Health Department to review reopening plans and ensure that the county is prepared to meet potential needs.

11. Face coverings

- Since Governor Northam's Executive Order 63 took effect, in addition to established social distancing requirements, the College has required all employees and others on campus to wear facial coverings when entering and exiting buildings, in public areas and when meeting or working with others indoors, and anytime at least six-foot physical distancing cannot be maintained outdoors. This requirement is reinforced by Human Resources in regular messaging to employees, which also includes CDC guidance for proper donning, doffing, and use of face masks.
- Masks must be worn so that both the nose and mouth are covered and remain covered. Multi-layer cloth masks have been found to be significantly more effective than neck gaiters and bandanas and are therefore required on campus. The CDC does not recommend using surgical masks or N-95 respirators, masks that have an exhalation valve or vent, or face shields as a substitute for masks.
- Signage throughout campus, including in academic buildings, Bortz Library, Brown Student Center, student health services and counselling centers, the Pannill Commons, the Tiger Inn, TigeRec Fitness Center/Leggett Pool, campus store, and student living units, provides visual reminders regarding the required use of face masks, social distancing, and staying home if ill.
- As with other policy compliance, Human Resources will work with any employee who fails to comply with COVID-19 related policies with a goal of bringing the employee into compliance in order to protect the safety of our community and the Office of Student Affairs will work with any student who fails to comply with COVID-19 related policies.
- Face masks must be worn by faculty members inside classrooms at all times. If a faculty member cannot be heard, he or she will contact the Dean of Faculty to discuss alternatives.
- Face masks are required for students in all indoor classrooms. They are also required in outdoor teaching spaces if six-foot social distancing is not maintained. Faculty members will remind students of and assist in enforcing these requirements.
- Face masks are required in residential common spaces, including hallways and corridors, outside of residence hall and college-owned house, apartment, and townhouse rooms. The College and its food service provider, Thompson Hospitality, will require all students, employees, and guests to wear face masks while in the Pannill Commons, Tiger Inn, and at catered functions. Patrons may remove their face masks while eating and drinking in designated dining areas.
- The College's TigeRec Fitness Center and Leggett Pool are operating in accordance with Forward Virginia guidelines, including the use of face masks. As indicated on signage and enforced by staff and administration, TigeRec employees and patrons must wear masks at all times in the building. The use of a mask in the locker room is strongly encouraged. In the Leggett Pool, lifeguards wear masks at all times and patrons wear masks when they enter the building until they reach the pool area.
- Face masks are required in dining facilities, except while eating or drinking in designated areas, and in the campus store in accordance with Forward Virginia guidelines.
- Face masks are required in public facing areas and in buildings and offices whenever six feet of social distance cannot be maintained.
- Building and Grounds staff will wear face masks when working in campus buildings,

12. Student Health Services (SHS):

a) Assurance of provision of medical-grade PPE for health services staff

- The Student Health Center will maintain a supply of medical-grade PPE for use by Health Center staff, including gloves, gowns, face shields, and N-95 respirators. The Health Center staff anticipates that the supply currently on hand will be adequate for the fall and the staff will continue to procure supplies based on usage throughout the term.

b) Maintenance of typical (non-COVID-19) health services

- The Student Health Center will continue to provide the non-COVID-19-related health services that have traditionally been available.

c) Mental health services

- The Counseling Center will employ a hybrid of telehealth and in-person counseling. In-person counseling will be used for students new to counseling and urgent/crisis concerns. Group meetings will be conducted virtually. A daily rotation of Counseling Center staff will provide adequate staffing.
- The Counseling Center has established a daily rotation of sanitizing wipe-down by staff members of high touch areas at 8:30 a.m., 10:30 a.m., 12:30 p.m., and 2:30 p.m.
- The waiting room is large enough to allow for social distancing among four students and a supplemental area is available for an emergency walk-in. The receptionist will be protected by a plexiglass barrier. Print materials have been removed from the waiting area.
- Furniture has been relocated to allow social distancing in all counseling offices and a screen has been installed in one of the office windows for better ventilation and airflow. Counseling Center staff and students will wear face masks during counseling sessions.
- When scheduling student appointments by phone, the receptionist will advise each student not to attend if he is having any type of symptoms. Upon a student's arrival, he will be asked again if he is having any symptoms and he will be provided with hand sanitizer. These procedures will apply for staff appointments as well. A social distancing reminder will be posted at the entrance.

d) Student Health Services facility considerations

- The Student Health Center entry doors are locked, and signage directs visitors to call for an appointment or to ring the doorbell in case of emergency. Signage at the entrance notifies visitors of requirements to use masks and hand sanitizer. Masks are available at the entrance and free-standing hand sanitizer stations are located at the entrance and in every room, as are tissues.
- Use of the waiting room will be minimized. Friends may not accompany a student to an appointment. Fabric furniture in the waiting room has been replaced with nonporous seating to allow for effective cleaning following use. Chairs are spaced according to social distancing guidelines and all extraneous objects have been removed from the waiting room.
- Signage throughout the building provides reminders regarding handwashing, sneezing and coughing etiquette, social distancing, and signs and symptoms of COVID-19.
- Health Center staff will disinfect high touch surfaces (light switches, doorknobs, faucets, toilet handles, phones, computer keyboards, counters, tables, and handles) upon entering the building each morning and prior to leaving the building each evening. The staff will also disinfect exam rooms, bathroom, waiting room, and front doorknob after each patient, and as needed throughout the day.
- Custodial staff will clean and disinfect the building daily and as requested by Health Center staff during regular hours in the event of contamination.
- Health Center staff will close the Health Center for one hour for lunch and open all windows for air circulation for at least 30 minutes.
- Health Center computers have been upgraded with camera and microphone capability to allow tele-visits when appropriate. A telephone is available in each room except the waiting room, supply room, and medical records room.

e) Student Health Services administrative/staff considerations

- The Student Health Center will maintain minimum inventory levels of medical-grade PPE for use by Health Center staff, including gloves, gowns, face shields, and N-95 respirators. Health Center staff will conduct initial training and annual re-training of all Health Center staff on proper donning and doffing of PPE, including direct observation of skills, and will maintain documentation of training.
- Health Center staff will maintain established protocols for cleaning and storing reusable equipment such as face shields. An area will be designated in the Health Center for storage of reusable PPE.
- Health Center staff will complete Johns Hopkins Coursera COVID-19 Contact Tracing training.
- Health Center staff will follow Human Resources guidelines to complete self-symptom monitoring and take a temperature reading daily before reporting to work, staying home if ill, and notifying the supervisor if illness develops at home. Staff members who are ill will contact the Director of the Student Health Center who will contact the per diem nurse to assess availability for coverage.
- Health Center staff will follow CDC recommendations for hand washing including proper technique and frequency.
- Health Center staff will monitor for updates pertaining to Health Center procedures from the CDC and Virginia Department of Health regularly and review with Health Center staff.

f) Student Health Services patient care considerations

- The Student Health Center will no longer provide walk-in service. Care will be provided by appointment scheduled by phone call to the Health Center.
- The nurse receptionist near the entrance and waiting room will be protected by a Plexiglass barrier. If a student needs to sign a document during a visit, he will use his own pen or be given a pen to use and keep. Any needed educational material will be provided in digital format and sent to the student's Hampden-Sydney email address.
- Health Center staff will conduct triage screening of callers for COVID-19, discuss chief complaint, record demographic information and phone number, and conduct screening for PHQ4. Calls will be referred to a Primary Care Nurse for nursing evaluation, assessment, plan, education and need for follow up. If the nurse determines that evaluation by a physician is needed, an appointment will be scheduled.
- Students given an appointment to see the nurse or physician will receive a call within 30 minutes of the appointment and be verbally screened for COVID-19. If the screening is positive, the Health Center staff will follow established protocol for consideration of the student for testing, including asking the student to stay in his room until given further instructions. If the screening is negative, the student will be instructed to arrive at the appointed time wearing a face covering. Upon the student's arrival, the student will call the Health Center or ring the doorbell. A Health Center staff member will step outside, check the student's temperature and verify that he is wearing a face covering. If not feverish, the student will enter the Health Center, use hand sanitizer, and be directed to an exam room.
- Follow-up may be as needed, initiated by student or by scheduled follow-up telephone appointment or visit.

13. Large events

- All large campus events, including athletic events and traditional large gatherings, ceremonies, and performances, will be cancelled, conducted virtually, or postponed during the fall semester.

14. Communications strategy

- The rapidly evolving nature of a public health crisis requires institutions to communicate frequently with on and off-campus constituencies and to provide a central hub of information about institutional policies. In preparation for the return to on-campus instruction in August, Hampden-Sydney College has developed a communications approach that focuses on:
 - Providing a central hub of information online
 - Sharing information and updates frequently via email
 - Empowering faculty and staff members to communicate regularly with students
 - Building a culture of awareness and “good citizenship” through visual communications
 - Responding to media inquiries and providing public information through a single point of contact
 - Coordinating and collaborating frequently with local partners and stakeholders
 - Issuing immediate, transparent notice in the event students must be sent home
- The College’s [COVID-19 Updates webpage \(hsc.edu/covid19\)](https://hsc.edu/covid19) will continue to serve as the central online hub for students, faculty and staff members, and parents to access information about institutional policies, including scheduling changes, safety and wellness precautions, critical contact information, and general resources.
- The College will continue to use email as the primary method of communication with constituencies including students, faculty and staff members, and parents. All constituencies will be encouraged to regularly monitor their email accounts for timely information from the College. While email will remain the College’s primary method of communication with students, faculty, staff, and parents throughout the COVID-19 coronavirus outbreak, the College’s [emergency updates](#) page will also continue to catalog the College’s coronavirus-related communications.
- On the individual class and dorm level, frequent communication will be necessary to help students navigate changes to schedules, updates about residence hall activities or group meetings, etc. Faculty and staff members should communicate frequently with students (both individual students and groups of students) as needs arise. Communications to the entire student body must be coordinated through the Dean of Faculty’s Office and the Office of Communications.
- In an effort to build and reinforce a campus culture around “good citizenship” as required by the College’s mission through key safety precautions, the College will maintain an on-campus poster/signage campaign reminding community members and visitors about steps to take to limit the spread of COVID-19. These precautions may include, but are not limited to, guidance about frequently washing hands, reminders to stay home when sick, instructions on physical distancing, and encouraging or requiring the use of facial coverings in keeping with active executive orders or public health guidance.
- The Director of Communications and Marketing serves as the principal contact with the media. The director will coordinate media responses or initiate news releases in coordination with the College’s senior leadership team and other officials as necessary, including the Director of Human Resources and the Director of the Student Health Center.
- The College will maintain a close partnership and communicate frequently with stakeholders in the local community, including health systems and public health entities, in the interest of information-sharing and responsible coordination.

15. Orientation and education/training

- Start-of-year and recurring training for students and employees will be informed and/or conducted by staff members from the Human Resources Office, Student Health Center, Office of Student Affairs, and a resident biology professor specializing in immunology, as appropriate. These staff members are routinely monitoring CDC and Virginia Department of Health guidance.

- New student orientation and specific training for upperclassmen will focus on the importance of social distancing, hygiene practices, wearing face masks, taking their temperature each morning, answering the questions on the daily self-symptom monitoring form, staying in their residence if they are ill, quarantining, and not stigmatizing students who are ill. Resident Assistant training will emphasize not placing stigma on students who are ill so that students will not be afraid to report illness. This training will be passed on by Resident Assistants to all students through the Residence Life Program.

B. MONITORING HEALTH CONDITIONS TO DETECT INFECTION

1. Daily health screening questions and/or other health monitoring approaches

- Students and faculty and staff members have been provided with a symptom checklist and asked to self-monitor daily. Additionally, students have been asked to bring a thermometer to check their temperature daily. Faculty and staff members have been asked and are continuously reminded to stay home and contact their supervisor and health care provider if they are experiencing symptoms. Students will be asked to stay in their respective residence hall and notify the Student Health Center for screening if symptoms occur.

2. Campus level syndromic surveillance

- The Office of Student Affairs and Student Health Center staff will provide a daily report on COVID-19 cases as well as campus health more generally. Data provided will include the number of COVID-19 cases (students and employees), the number of new cases (students and employees), and the number of students and employees who are in quarantine.
- Student Health Center staff will work in conjunction with Prince Edward County Health Department regarding contact tracing for any employee or student who tests positive.

3. Testing strategy

- The College is contracting with Kallaco Health & Technology to test all students upon or soon after their return to campus. Testing will also be available to all employees.
- Beyond initial testing, the College will conduct random testing of students to monitor the prevalence of COVID-19 among the student body. Wastewater testing may be used to guide random testing in student residential areas.
- Beyond initial or random testing, for a student whose COVID-19 telephone screening test is **positive**, Health Center staff will determine his status and act as follows:
 - If the student is in distress, Health Center staff will call 911 and notify the responder of the positive telephone screening.
 - If the student is too ill to be managed at the Student Health Center, Health Center staff will direct him to the COVID-19 Hotline (434-200-1225) at Centra to be triaged to an appropriate facility.
 - If the student is stable, trained Student Health Services staff will perform testing according to current Virginia Department of Health guidance about who to test. If the Student Health Center conducts testing and receives positive COVID-19 test results, Health Center staff will notify the Prince Edward County Health Department (PECHD), complete and fax a Confidential Morbidity Report (Epi-1 form) for reportable diseases to the PECHD, and notify Rhonda Pruitt, District Epidemiologist for Piedmont Health District. Should the College be unable to procure

adequate testing supplies, Health Center staff will make a referral to Centra Southside Medical Center or Centra Southside Community Hospital for testing.]

- Student Health Center staff will notify the College’s Associate Dean of Housing and Residential Life when student COVID-19 testing occurs. Students will be quarantined or isolated in designated campus facilities unless they and their parents request that they quarantine or isolate at home. The student will be asked to notify his professors, coaches/athletic trainer, and work-study supervisor as applicable. Any student who goes home for quarantine or isolation will be asked to contact the Student Health Center to plan for an approved return to campus.
- If a student is quarantined or isolated on campus after testing, he will be asked to contact the Student Health Center to initiate a plan of care, housing, contact tracing, and obtain consent to share his name with essential personnel. He will be instructed to bring his laptop, phone, and a bag packed with any items needed for a period of quarantine, including linens, towels, any medication, and thermometer. The student will be emailed a packet of information, including a definition of quarantine, the signs and symptoms of disease, self-care instructions, signs and symptoms of worsening illness including what to do in emergency situations, and a daily symptom log. The Associate Dean of Housing and Residential Life will initiate quarantine protocol and the student will be directed to a quarantine or isolation room.
- If a student confirms a positive PCR test, the Health Center staff will notify the College COVID-19 Coordinator (Dean of Faculty). Health Center staff will also work in conjunction with Prince Edward County Health Department regarding contact tracing and will keep a daily log of the student’s disposition (e.g., at home, in quarantine, or in isolation).
- If a cluster of cases is identified, Student Health Center staff will notify the Prince Edward County Health Department.
- In the event a student (or faculty or staff member) shows symptoms of COVID-19 and needs transportation, the Prince Edward Volunteer Rescue Squad will be contacted for transport to Centra Southside Hospital.

C. CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED

1. Partnership with VDH for contact tracing

- Student Health Center staff will work in conjunction with Prince Edward County Health Department regarding contact tracing for any employee or student who tests positive.

2. Quarantining and isolating

- Venable Hall—vacated for now postponed renovation—and the Women’s Guest House will serve as the primary quarantine and isolation spaces. Additional residential spaces on- and off-campus will be available if needed.
- Upon initiation of quarantine or isolation, Student Health Center staff will review with the student self-care guidelines including availability of over-the-counter medications and thermometer, symptoms of an emergency, appropriate actions in case of emergency, and living space cleaning requirements.
- Student Life staff will provide or coordinate provision of contactless delivery of student meals.
- Students who remain on campus in quarantine or isolation are required to email the Daily Monitoring Log for COVID-19 to the Student Health Center each day before noon. If the form is not received as expected, the Student Health Center staff will notify the Office of Student Affairs to check on the student.

3. Campus outbreak management

- Senior leadership and the Critical Incident Management Team/COVID Campus Team will manage a campus outbreak. The Office of Student Affairs and the Student Health Center will provide regular daily updates to senior leadership and the Critical Incident Management Team/COVID Campus Team and remain in continuous communication and collaboration with the local health department and Centra Southside Community Hospital to ensure that the College is aware of best practices for a large-scale outbreak. In consultation with these agencies, the College will determine whether it needs to further reduce or shut-down campus activities, aside from continuing to provide care and assistance to students in isolation or quarantine.

4. Partnership with local health systems to assure care for symptomatic individuals as needed

- The College's President participates in periodic and ongoing calls with the Piedmont Health District Health Director and leaders of Centra Southside Community Hospital, local and county government agencies and schools, and Longwood University for sharing updates and information.
- Staff members in the Student Health Center and Office of Student Affairs maintain ongoing coordination and consultation with local health systems.

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

- As in March 2020, the College will continuously monitor all local, regional, state, and national health trends and continued guidance from the CDC, Virginia Department of Health, and local health officials. Decisions regarding a campus closure will be based on many factors including the number and trends of positive cases, rate of spread, the College's ability to quarantine, isolate, and care for students who are sick, and the capacity of local and regional hospitals to care for those requiring hospitalization. These decisions will be made in consultation with local health officials and the Virginia Department of Health.

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

- As in March 2020, the College will update policies and operating procedures according to executive orders from the Governor and guidance from the CDC and Virginia Department of Health. This would include moving students off-campus to remote instruction, moving as many employees as possible to remote work, providing reasonable accommodations for employees at high risk of serious illness due to COVID-19, assisting employees in accessing related leave options, and accommodating on-campus staffing to the extent it is safe to maintain critical campus infrastructure, grounds, public health, safety, supporting supply chains, and other vital operations. In those cases when remote work is not possible, the College will enlist strategies to reduce the likelihood of spreading COVID-19, including requiring social distancing, staying home when ill, face masks, and frequent handwashing.

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

- The College will consult with Virginia Department of Health about whether it would be more prudent to send students who are sick home or to keep them on campus. Considerations will include the prevalence of cases on campus, provisions for safe travel, and capacity of the College to support critical services and isolation and quarantine spaces.
- The College will require students to return home in the event of a campus closure/shutdown with exceptions handled through an application process managed by the Office of Student Affairs.
- Students will be asked to vacate campus within 72 hours of a campus closure decision to ensure the health and safety of students and faculty and staff members. International students and students with extenuating circumstances will be accommodated on a case-by-case basis.

4. Communications plan for dismissals/shutdowns

- In the event a decision is made to send students home due to a heightened campus outbreak or for other reason related to COVID-19, the College will communicate these plans to the Board of Trustees and local stakeholders, including health officials who would have been consulted about the plan. The College will immediately provide notice to students, parents, and faculty and staff members via email and the College's COVID-19 information webpage, as well as a news story on the hsc.edu homepage. These communications will detail instructions and precautions for departing campus, including the required timeline and information about requesting alternative accommodations. This communication will be delivered at least 72 hours before the date and time by which students would be required to depart campus.
- The Dean of the Faculty's Office, in coordination with the Office of Communications, will send subsequent communications as necessary to provide information and guidance about shifting to remote instruction and related matters of an academic nature. The College will continue to communicate via email with students, parents, and faculty and staff members about the status of campus closure and process for a return to on-campus instruction as is feasible.
- Employees will be notified of a shift to remote instruction or campus closure by Human Resources.