



**Alderson  
Broaddus**  
UNIVERSITY

**Guidelines and Plans for Fall 2020  
Reopening During COVID-19  
(Updated 7/30/2020)**

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**Alderson Broaddus University**  
**COVID-19 Response**  
**Guiding Principles for All Members of the Community**  
**07/30/2020**

Alderson Broaddus University is excited to return to campus for face-to-face classes this fall. Doing so during the COVID-19 pandemic necessitates careful planning carried out using guidance from federal, state, and local government, local health officials, best practices offered by higher education organizations, and legal counsel. The directions contained in this plan for Alderson Broaddus University have been written using these sources and others to determine how best to mitigate risk posed by COVID-19 while providing the best possible experience for students. University officials are keenly aware that the plans and guidance contained herein may need to be adjusted as conditions change and new guidance becomes available.

This plan for the Fall 2020 return of students to campus is grounded in the following values and principles:

*Guiding Values:*

- We value the interactions that lead to learning and growth made possible through in-person instruction and an on-campus living and learning environment.
- We value the in-person interactions of our faculty and staff necessary to provide quality support for and customer service to our students.
- We value individual social responsibility required to promote and sustain community and public health.
- We value the implementation of precautionary measures to keep people as safe as reasonably possible without compromising our mission.
- We value using federal, state, local, community, and other resources to guide decisions when weighing risks. We make adjustments to operations when confronted with new, heightened risk.

*What we WILL DO:*

- Determine a baseline of health on campus by testing all students, faculty and staff for COVID-19 prior to the start of classes.
- Grant reasonable accommodations to persons with disabilities (including serious health conditions that put them at greater risk from COVID-19) if the accommodation allows the person to accomplish all the essential functions of the job, and is not overly burdensome.
- Respond to known outbreaks on campus and constantly monitor and reconsider plans (including accommodation requests) in light of facts of the moment.
- Maintain confidentiality of medical conditions, including positive COVID-19 diagnoses where the identity of the person can reasonably be ascertained.
- Encourage good public health practices and encourage all members of the campus community to assist in reasonable measures to clean and sanitize University spaces.
- Require all persons to wear face coverings while inside buildings.

*What We CANNOT DO:*

- Keep every person safe and disease-free. The inherent nature of in-person interactions as well as a Campus setting not conducive to keeping all spaces and surfaces sterile means individual commitment to social distancing guidelines, personal handwashing and other hygiene measures are paramount.
- Guarantee social distancing in every interaction on campus for students, faculty and staff.
- Control the actions of all people or the adherence of young adults to social distancing protocols.
- Take action outside the bounds of recommended safety guidelines to diminish the quality of on-campus experiences for students unless directed to do so by public health or government agencies.

**Alderson Broaddus University**  
**COVID 19 Response**  
**Return to Work Plan for Administrative Departments**  
**As of 07/30/2020**

## Introduction

Alderson Broaddus University's response to the COVID-19 pandemic has been rooted in maintaining the health and safety of our workforce as well as the students we serve. As we return to operations, this focus remains as the top priority.

Our plans to return have been developed based on recommendations from federal and state agencies as well as from several higher education associations and local health professionals. The guidance in these documents can only be effective if the entire campus community works together to minimize the risks of virus spread.

This document is a guide for the return to on-site staffing of administrative departments. As our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will likely need to be updated, your flexibility will be essential to our success.

## Phased Staffing Approach

Alderson Broaddus University administrative personnel will return to on-site staffing in three phases. The first phase has already been implemented when facilities staff was brought back to campus on May 18, 2020.

Phase 2 will commence on June 22 and is characterized by the following:

- All administrative personnel will return to work on-site.
- Prior to returning to on-site work, each employee must complete a COVID 19 Screening Questionnaire.
- Supervisors may implement staggered reporting and departing. The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet physical distancing requirements.

Phase 3 will commence on July 27 as students, faculty, and remaining staff return to campus. Prior to Phase 3, the University may issue additional guidance, particularly for personnel and operations who have frequent contact with students, parents, and the public.

## Health and Safety Guidelines

### *Personal Safety Practices*

All employees must adhere to the following preventative guidelines:

- **Regularly monitor your own health.** If you exhibit any of the following symptoms, do not come to work, call your supervisor, and consider seeing a medical professional.
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

Your supervisor will contact Human Resources to discuss any steps that might be required for you to return to work.

- **Report if you have been in close contact with someone who tested positive for COVID 19**
  - The CDC defines “close contact” as a person that has been within six feet of an infected person for a prolonged period of time.
  - Supervisor will contact Human Resources for guidance.
- **Wash your hands often.**
  - Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
  - Avoid touching your eyes, nose and mouth with unwashed hands.
- **Avoid close contact.**
  - Avoid close contact with people who are sick, and put distance between yourself and others. Stay at least 6 feet (about 2 arms’ length) from other people. Remember that some people without symptoms may be able to spread the virus.
  - Avoid shaking hands.
  - Do not enter other employees’ personal workspaces.
  - Reduce high-touch exposures by propping open interior doors where feasible.
  - Do not gather in groups.
- **Cover your mouth and nose with a face covering (mask or face shield).**
  - Always wear a face covering when campus EXCEPT
    - When alone inside one’s office or other space.
    - When eating or drinking while maintaining social distancing.
    - When outdoors AND able to maintain at least 6ft of social distancing.

- The face covering is meant to protect other people in case you are infected. You could spread COVID-19 even if you do not feel sick.
  - The University can provide employees with a start-up supply of disposable face coverings. Each disposable mask can be worn for up to five days if allowed to dry between uses. Employees should plan to bring their own face coverings from home. Guidance for making face coverings is available from the Center for Disease Control website.
  - Do NOT use a facemask meant for a healthcare worker. N95 and similar respirators should be reserved for medical workers and employees in other areas with task-specific hazards.
- **Cover coughs and sneezes.**
    - If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash.
    - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- **Clean and disinfect.**
    - Clean AND disinfect frequently touched surfaces daily. University housekeeping staff will continue to use disinfectant spray daily on high-touch surfaces. These areas include, but are not limited to the following: entryway touch-points, doorknobs, water fountains, elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.).
    - Minimize the sharing of office equipment to the greatest extent possible. Disinfecting supplies will be available to employees to promote frequent wiping down of office common spaces, including countertops, conference tables and chairs, light switches, drawer handles, phones and copiers.
    - Individual employees should take care of any additional desired cleaning in their personal workspaces, including wiping down their desks, tables, phones, keyboards, light switches, etc.
    - If surfaces are dirty, clean them with detergent or soap and water before disinfection. Then use a household disinfectant.
  - **Travel** – If you travel for personal or business reasons, notify your supervisor in advance of your trip.

### *Working Environment Guidelines*

- **Work and traffic space**
  - Maintain at least 6 feet of distance from co-workers, particularly in shared work spaces. If possible, have at least one workspace separating you from another co-worker.
  - Wear a face covering at all times while in a shared workspace/room or reception area. Departments should assess open work environments and meeting rooms to

institute measures to physically separate and increase distance between employees, other co-workers and customers.

- Stairways may be designated for up or down traffic. Please follow all signs.
  - If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face coverings are to be worn at all times. A mask or face covering is not needed if you are working alone in a confined office space.
  - Use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
  - No more than 1-2 people should be in an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator.
  - Avoid use of common appliances, such as coffee pots, as well as communal gatherings in break rooms for meals.
- **Conducting Meetings**
    - Whenever possible, conduct meetings electronically, even when working on campus.
    - If meetings cannot be conducted virtually, in-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements.

### *Employees with Special Concerns*

- **What if I am a Vulnerable Employee?**
  - Who is a vulnerable employee?
    - Pregnant employees
    - High-risk employees
      - 65 or older
      - Anyone with underlying health conditions, such as asthma, chronic lung disease, diabetes, serious heart conditions, chronic kidney disease, severe obesity, immunocompromised, liver disease
    - Employees living with high-risk members of their household
  - If you are a vulnerable person please report to your supervisor or Human Resource and indicate it in your COVID 19 Screening Questionnaire. Your medical information will remain confidential.
  - We will make reasonable accommodations to provide a safe workplace for you.
- **What if I am an employee with other concerns?**
  - Examples of other concerns
  - Family circumstance not involving a high-risk household member

- Other fears or apprehensions
- If you have other concerns, report to them your supervisor or Human Resource and indicate it in your COVID 19 Screening Questionnaire
- If possible or reasonable, the University MAY be able to provide accommodations

*Employee Rights under the Families First Coronavirus Response Act*

- Two weeks of full-paid sick leave – if quarantined by government order or advice of health care provider and/or experiencing COVID-19 symptoms and seeking a medical diagnosis
- Two weeks of 2/3 paid sick leave – if employee is unable to work to care for a quarantined individual or to care for a child whose school or child care provider is unavailable due to COVID-19
- Up to additional 10 weeks of FMLA paid at 2/3 pay – if employee is unable to work to care for a child whose school or child care provider is unavailable due to COVID=19
- Contact Human Resources for more information

**Alderson Broaddus University**  
**COVID 19 Response**  
**Return to Campus Plan for Students**  
**As of 7/30/2020**

## Introduction

Alderson Broaddus University's response to the COVID-19 pandemic has been rooted in maintaining the health and safety of our workforce as well as the students we serve. As we return to classes this fall, this focus remains the top priority.

In addition to safety, we value the interactions that lead to student learning and growth made possible through in-person instruction and an on-campus living and learning environment. While the COVID-19 pandemic presents challenges to this commitment, we believe that the students, faculty, and staff working together can mitigate the risks.

Our plans to return have been developed based on recommendations from federal and state agencies as well as from several higher education associations and local health professionals. The guidance in these documents can only be effective if the entire campus community works together to minimize the risks of virus spread.

This document is a guide for the student return to campus for Fall classes. As our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will likely need to be updated, your flexibility will be essential to our success.

## On Campus Classes

Classes will resume on Monday, August 10, 2020 and will conclude, including finals, on November 20, 2020. There will be no academic breaks during the semester, in part to discourage student and faculty travel and in accordance with recommended guidelines from various agencies.

Classroom schedules are being adjusted to promote physical distancing. Many courses will offer a combination of in-person classes and remote learning.

For students with significant health issues, we encourage you to connect with Amy Mason in the Academic Center for Educational Success to discuss disability services before taking classes. She can help guide you through registration for Disability Services.

## On-Campus Housing

On order to promote safety in the residence halls, it is vital that all students residing on campus follow the guidelines outlined below. Each student taking personal responsibility for oneself and for the entire community can help ensure a healthy learning and living environment.

### *Move-in Guidelines*

- Students will move into the residence halls between August 1 and August 9, inclusively. Scheduling blocks for morning, afternoon, and evening check-in will be made available to students who must register ahead of their arrival. Details on the registration process will be forthcoming.
- Students will be permitted to bring only two (2) guests to campus to assist with the check-in and move-in process.
- Students and guests must wear face coverings on campus while outside of their rooms, particularly when visiting offices and other locations where it may be difficult to maintain 6 feet distancing with other people.
- Students will report to Burbick Hall when arriving to complete a check-in process prior to reporting to the residence halls

### *Residence Hall Guidelines*

- Common areas (laundry rooms, lounges, etc.)
- Occupancy limits on rooms and suites are outlined in the student handbook and are sufficient to maintain social distancing.
- Students are strongly encouraged to wear face coverings when in public spaces within the residence halls.
- Non-resident guests will not be permitted in the residence halls.
- The University may institute temporary policies to enhance the health and safety of resident students

## Health and Safety Guidelines

### *COVID-19 Testing*

Local health officials have recommended that all students, faculty, and staff be tested for the presence of the COVID-19 virus. Broaddus Hospital and Barbour Community Health Association through the Wellness Center on campus will conduct this testing prior to the first day of classes.

### *Personal Safety Kit*

The Student Government Association and the University are providing each student with a startup kit that will contain a cloth face covering and some sanitizing supplies. Students should plan to bring supplies with them as well, including:

- Portable sanitizing wipes. Currently, these are in short supply, but the University hopes to include some in the welcome kit and make them available for purchase in the Bookstore.
- Disinfectant spray, particularly for use in the Residence Halls
- Portable hand sanitizer.
- Face coverings

### *Personal Safety Practices*

All students must adhere to the following preventative guidelines:

- **Regularly monitor your own health.** If you exhibit any of the following symptoms, prior to leaving your room or going to campus, contact the Wellness Center, a Resident Director, or other employee and consider seeing a medical professional.
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  
- **Report to a Resident Director or other University employee if you have been in close contact with someone who tested positive for COVID 19 or have tested positive yourself..**
  - The CDC defines “close contact” as a person that has been within six feet of an infected person for a prolonged period of time (15 or more minutes).
  
- **Wash your hands often.**
  - Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
  - Avoid touching your eyes, nose and mouth with unwashed hands.
  
- **Avoid close contact.**
  - Avoid close contact with people who are sick.
  - Put distance between yourself and others. Stay at least 6 feet (about 2 arms’ length) from other people. Remember that some people without symptoms may be able to spread the virus.
  - Avoid shaking hands.
  - Avoid gathering in groups.
  
- **Cover your mouth and nose with a face covering (mask or face shield).**
  - Always wear a face covering when campus EXCEPT
    - When inside your own residence hall room or suite when no guests are present.
    - When eating or drinking while maintaining social distancing. You may be asked to refrain from eating or drinking in settings such as classrooms in order to maintain face covering.

- When outdoors AND able to maintain at least 6ft of social distancing.
    - Following guidance provide by athletic teams while practicing or competing.
  - The face covering is not a substitute for physical distancing.
  - Wear a face covering when you are in any public space, particularly spaces such as hallways where it may be difficult for you to maintain social distance. The face covering is meant to protect other people in case you are infected. You could spread COVID-19 even if you do not feel sick.
  - Do NOT use a facemask meant for a healthcare worker. N95 and similar respirators should be reserved for medical workers and employees in other areas with task-specific hazards.
- **Cover coughs and sneezes.**
    - If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash.
    - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
  - **Travel – Avoid any unnecessary travel. Contact the Office of Student Affairs if you plan to travel, particularly via air travel or to any identified “hot spot.”**

### *Cleaning and disinfecting*

- Classrooms and other public gathering spaces will be disinfected daily by facilities and housekeeping staff.
- Residence halls will be cleaned daily and public touchpoints will be sanitized daily.
- Benedum community bathrooms will be disinfected daily.
- Students should plan to use disinfecting wipes or spray to sanitize their workspaces in public areas (classroom desks, library desks, dining hall tables, laundry facilities etc.) prior to use.

### *What if I am sick?*

- Report your illness to a Resident Director, the Wellness Center, or any other employee.
- Depending on your symptoms, you may be asked to be seen by a health professional. If it is determined that your illness is a possible COVID-19 infection, the University will seek guidance from members of the Barbour County Health Department and/or other health professionals serving on its COVID-19 Task Force to determine what steps might be necessary. Those steps could include:
  - Student may be asked to isolate or to return home.
  - If you have roommates/suitemates in our residence hall, they, too, may be asked to self-isolate.
  - The University will work with you to assist in continuing your coursework.
- We have reserved Erickson Alumni Center to quarantine students who have positively been identified as being infected with the COVID-19 virus and are unable to return home. Local health officials will provide guidance to the University and any student testing positive.

**Alderson Broaddus University**  
**Student Social Contract**  
**Fall 2020**

Alderson Broaddus University values the interactions that lead to learning and growth made possible through in-person instruction and an on-campus living and learning environment. If our students are to enjoy and benefit from this type of educational experience we value during this ongoing pandemic, **it is imperative that we all take personal and shared responsibility for keeping our all community safe.** We will all be required to adjust how we conduct ourselves. Students *must* commit to following federal, state, and local public health guidelines, as well as AB's expectations for conduct both on and off campus as outlined in the following Social Contract.

*Please read the following agreement carefully.*

*By attending Alderson Broaddus in the Fall of 2020, you are agreeing to abide by this social contract. Please indicate such by signing at the bottom.*

*As a student at Alderson Broaddus I Will:*

- Delay my plans to arrive on campus if I am feeling ill or have signs of any illness. I will wait until I am fully recovered before traveling to campus.
- Daily monitor my health for COVID-related symptoms and will
  - Stay at home or in my residence room if I am not feeling well.
  - Seek appropriate evaluation and care if needed.
  - Report any COVID-related symptoms to a University employee (e.g., Coach, Faculty, Student Affairs staff member, etc.) and/or the AB Wellness Center.
  - Notify my faculty if I am unable to attend or participate in my classes due to illness requiring isolation.
- Follow the instruction of University personnel and/or local health officials when required to self-isolate, quarantine, or cooperate with contact tracing.
- Wear face covering (masks or shields) when inside any University facility except while inside my assigned residence room or while eating in the dining room or other designated areas (team athletic practice/training/ competition may have different guidelines related to face coverings).
- Wear face coverings (masks or shields) outdoors whenever it is not feasible to maintain physical distancing of 6 feet or more.
- Observe all guidelines for dining.
- Agree not to host any off-campus guests.
- Agree not to host in-person gatherings.
- Limit personal travel for leisure or recreation and remain in the Philippi area as much as possible; when traveling, comply with all local, state, national, and University travel guidance.

I understand that to protect the campus community and myself, I must abide by the guidelines reflected in this Social Contract. I understand that major or repeated violations of the Social Contract may result in disciplinary action up to and including removal from campus. All violations of the Social Contract will be adjudicated through Alderson Broaddus University's

established disciplinary process.

*By signing this Social Contract, I agree to abide by these guidelines. I acknowledge that Alderson Broaddus University cannot eliminate the risk of illness during a global pandemic. I voluntarily accept the risks associated with in-person, on-campus study at this time.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Alderson Broaddus University**  
**COVID-19 Response**  
**Academic Plans for Instructional Safety**  
**07/30/2020**

GENERAL CONSIDERATIONS:

- COVID-19 is an infectious disease which poses health risks to people of all ages
- To date, there are no vaccine or preventive pharmacologic agents to combat the transmission of the infection
- Prevention, through non-pharmacologic interventions, social distancing, hand hygiene and environmental controls facilitate the mitigation of spreading the disease

This document provides guidance to faculty, staff and students during periods of instruction. It will be adapted over time as more information about mitigation strategies emerge. It is promulgated to reduce the risk of transmission to faculty, staff and students in the instructional areas of the institution. The following areas describe the academic plans to reduce risk and promote safe instruction in light of the emergence of COVID-19.

ACADEMIC CALENDAR:

- The Fall 2020 semester for undergraduate instruction will begin on Monday, August 10, 2020 and classes will be held continuously through November 13, 2020. NO breaks or holidays will be observed until the semester is completed with final examinations on November 16-20, 2020.
- The fall course schedule remains in effect during this time with adjustments in all dates related to add/drop or withdrawal deadlines; 6-, 7-, or 8-week instruction periods; and, advance registration for spring 2020.
- The Fall 2020 semester for graduate instruction will begin on Wednesday, August 26, 2020 and will finish with final examinations on December 18, 2020. There are NO changes to the calendar for these students and/or courses.
- At this time, there are no changes to the Spring 2020 academic calendar for either undergraduate or graduate instruction.
- The Semester in Europe study abroad trip for the fall 2020 semester has been cancelled.

CLASSROOMS:

- Classroom capacity has been reduced by 50% and formerly unused or underused spaces (i.e., Funkhouser Auditorium, Wilcox Chapel, former art studio in Withers-Brandon Hall) will be available for instructional purposes.
- Seating capacities will allow for social distancing through seat spacing, alternate row seating, gap-distancing between the instructional faculty and the first-row of students, and increased seating distances between students.
- Students and faculty will be required to wear face coverings (masks or face shields) and are most essential when physical distancing is difficult (i.e., group work, laboratories). Face shields will be available to all members of the faculty.
- Close monitoring and tracking of in-person class attendance and seating arrangements to facilitate contact tracing in the event of an exposure is highly recommended.

- Hand sanitizer is available in hallways of all buildings and frequent use is encouraged prior to and immediately following classroom entrance and exits.
- Surface sanitization is encouraged on desks and all visible high-touch areas.

#### INSTRUCTIONAL DELIVERY:

- Synchronous delivery of instruction is encouraged in courses where achievement of student learning outcomes is more difficult to measure or achieve via alternative delivery methodologies.
- Asynchronous delivery of instruction (via hybrid or recorded class sessions using remote options) should be made available to students for all courses.
- The use of the learning management system, Moodle for all course assignments and examinations is encouraged to reduce transmission through the exchange of high-touch items (i.e., papers or other tangible items).

#### ADVISING and OFFICE HOURS:

- Until further notice, all student advising should be conducted using remote resources (i.e., Google Hangouts, Zoom), phone calls, text messaging or other non-direct contact strategies.
- Until further notice, all office hours should be conducted using remote resources (i.e., Google Hangouts, Zoom), phone calls, text messaging or other non-direct contact strategies.

#### ADDITIONAL GUIDANCE IS AVAILABLE:

Alderson Broaddus University COVID 19 Response Return to Work Plan for Administrative Departments. 06/03/2020.

#### **REFERENCES:**

American College Health Association. (May 7, 2020). *Considerations for reopening of higher education in the COVID-19 era*. Silver Spring, MD: Author. Website: [www.acha.org](http://www.acha.org)

Centers for Disease Control and Prevention. (May 30, 2020). *Considerations for institutes of higher education*. Retrieved June 2, 2020 from: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

## **Library Safety Procedures during COVID-19**

Beginning August 10, the Library will begin regular hours: Monday-Thursday 8am-10pm; Friday 8am -5pm; Saturday 1-5pm; Sunday 1-10pm. Students who need research assistance but are without a mask will be required to send an email request for assistance to [library@ab.edu](mailto:library@ab.edu). The library staff (i.e., David Hoxie, Kelly Bracey, and Sandra Hoxie) will respond immediately, and provide the materials students request to complete an assignment.

Signage notifying students of the need to maintain social distancing in the library will be posted throughout the facility in prominent locations in the library and on library tables. Social distance procedures and facial coverings will be enforced.

## **Academic Center for Educational Success (ACES) COVID 19 Response**

Because a variety of services are offered via the Academic Center for Educational Success (ACES), the Center tends to be a high-traffic area on campus. We anticipate the need to mitigate the spread of Covid-19 via use of masks, social distancing, limiting the number of students in the Learning Lab, as well as changes in how some services are offered.

At the beginning of Fall 2020, and continuing until such a time as Covid-19 precautions are no longer required, we plan to do the following:

- ACES will be re-set for 1-way traffic. There will be an entrance door and exit door, and each will be staffed to ensure that all students using the Center are logged properly. A staff desk will be added near the exit door.
- We will re-set several spaces within ACES to ensure that we have as many seats available as possible and will eliminate a number of seats that do not sufficiently meet social distancing guidelines. (We anticipate 23 available seats with 3 used by ACES staff for tutoring and Center management.)
- A hand-sanitizer stand has been provided for use inside the front door of ACES.
- Students using ACES are required to properly wear a mask during their time in the Center (study, tutoring, appointments, etc.).
- Social distancing guidelines will be noted with floor signage – 6' circles and directional arrows, number of patrons allowed in the Center, etc. Plexi barriers will be used at the front desk and back desk, and between some seating spaces.
- Staff will maintain a seating chart that notes available options within the center, and students will be escorted to the location. Staff will also maintain a tutoring schedule so that they are aware of time frames in which specific locations aren't available for general study.
- Seating will be cleaned between student uses. Staff members running entrance and exit desks will clean their own lab space seating between uses, and the third staff member will provide escort to open seats and will handle cleaning of the remaining study/testing/tutoring spaces.

- We anticipate losing 1-2 computer spaces, so computer usage will be limited to 90 minutes at a time. One computer will be moved to the desk near the exit for staff use.
- All who enter ACES will stop at the front desk to check in. If the person checking in is there for an appointment or hopes to meet with a professional staff member, we will check that the professional staff person is ready prior to escorting the individual to that office. (*We are asking that professional staff who have scheduled appointments with students or others provide those names and appointment times to the front desk at the beginning of each day.*)
- In order to facilitate communication in the Center, we have requested that 2 telephones be added. This will allow desk staff to communicate with each other, communication between desk staff and professional staff, and communication with campus safety, facilities, and others that may be needed in the event of an emergency.

#### TUTORING:

- We will utilize some of the lessons we learned during the Spring 2020 pandemic measures. We plan to continue individual tutoring by request but will also anticipate assigning specific courses to a single tutor (“case management”) and offering both online and face-to-face tutoring options. In that way, we believe we can offer tutoring to as many students as need it, even though we can only seat about half as many at any one time in the Center.
- Because AB will have a university-wide Zoom membership, we anticipate using Zoom as one tutoring option (an option that may work well if a student is quarantined but still completing coursework).

#### DISABILITY SERVICES:

- Student letters will be sent to faculty electronically to limit the spread of the virus.
- A request will be made to all faculty using timed, electronic testing or other assignments that they automatically extend time for any student with a letter requesting extended time, rather than having us send individual messages upon request.
- Because AB will have a university-wide Zoom membership, we may use Zoom to manage socially distant Readers or Scribes (particularly if such is needed for a student who is quarantined but still completing coursework).
- Although we do not currently have any students on campus with hearing impairments, we will further discuss clear masks and Zoom “pinning” to better serve their lip-reading needs.

### GENERAL STUDY:

- ACES will NOT be able to offer congregate study while also using Covid-19 health and safety measures. We will, however, do our best to seat students in the locations they prefer from the options available.
- We anticipate having to turn students away when the Center is full. We are considering a notification process for students who are not able to enter at the time they arrived.
- ACES will not be able to track study hours for a full sports team during this time. Instead, we will encourage coaches to work directly with the Director of ACES to assign specific athletes who are academically at-risk to a pre-designated study time. We will log hours for students who do use ACES for their study time, and coaches will be provided access to those logs.
- ACES will continue to teach coaches how to use the electronic logging system and make it available to them so that they can track team study hours and access reporting.

**Alderson Broaddus University  
COVID-19 Response  
Return to Athletic Practice and Competition  
June 23, 2020**

The guidance for Athletics is still under development. The University is still expecting guidance from the NCAA and its athletic conferences for final guidance.

**Alderson Broaddus University**  
**COVID-19 Response**  
**General Facilities Plan**  
**06/12/2020**

The return to the Alderson Broaddus University faculty, staff, and students for fall classes in the wake of the COVID-19 pandemic will place demands on every member of the community to ensure campus facilities can be maintained to recommended health guidelines. Promoting a healthy environment will require not only additional cleaning procedures by Facilities staff, but also participation in sanitization and adherence to personal hygiene recommendations by all of us using the campus facilities.

*What Facilities Department Will Do*

- Use disinfecting solution to daily (weekdays) sanitize public touchpoints, including stairwell railings, public doorway push-bars and door handles, water fountains, etc.
- Daily sanitize touch points in all public use restrooms
- Use electrostatic sprayer to daily (weekdays) to sanitize the following:
  - All classrooms that have been used within 24 hours of the previous electrostatic treatment.
  - Burbick Hall public gathering spaces
- Use electrostatic sprayer to daily (including weekends) sanitize the following:
  - Common restroom and shower facilities in Benedum Hall
  - Athletic locker rooms depending on usage
  - Designated student center spaces
  - Weight room and fitness center areas
- Install hand sanitizing stations as appropriate, allowing easy access on every floor of each common use building.
- Develop and implement a plan for each building in consultation with appropriate building manager(s) that includes the following:
  - Designation of stairways for ascent or descent only where reasonable and possible.
  - Designation of entry and exit points where reasonable and possible.
  - Designation of entry and exit doorways in classrooms and other public gathering rooms where reasonable and possible.
  - Development of a daily sanitation checklist for use by Facilities staff.
- Provide sanitizing supplies to departments and spaces as appropriate and needed.

*What Employees Will Do*

- Daily sanitize touchpoints (door handles, light switches, counters, etc.) inside a departmental space
- Sanitize personal working space.
- Prior to and after use, sanitize personal working space in a public area, such as classroom teaching students, meeting tables, etc.

- Adhere to good health hygiene per CDC guidance, particularly regular hand washing / sanitizing and avoidance of touching one's face.

### *What Students Will Do*

- Prior to and after use, clean personal workspace in public areas such as classroom desks, library, dining hall tables, workout equipment, etc. The University MAY be able to provide supplies based on availability, but each student should plan to purchase and carry a personal supply of sanitizing wipes or other disinfecting supplies.
- Avoid using sanitizing sprays on computer keyboards and mice.
- Adhere to good health hygiene per CDC guidance, particularly regular hand washing / sanitizing and avoidance of touching one's face.

**Alderson Broaddus University**  
**COVID 19 Response**  
**Emergency Response Plan**  
**As of 6/23/2020**

## Introduction

Alderson Broaddus University's response to the COVID-19 pandemic has been rooted in maintaining the health and safety of our workforce as well as the students we serve. As we return to classes this fall, this focus remains the top priority.

Our plans to return have been developed based on recommendations from federal and state agencies as well as from several higher education associations and local health professionals. However, the University recognizes that ever-evolving nature of the pandemic will likely require the ability to adapt quickly to changing conditions and guidelines

The University is advancing its preparedness to respond to present and future health and safety needs of its campus community through a standing and active COVID-19 Response Team. The document provides both current guidance for responding to suspected or confirmed COVID-19 cases. It also describes the responsibility the COVID-19 Response Team has for contingency planning.

## COVID 19 Response Team

### *Membership*

- Director of COVID-19 University Response
- Academic Affairs VP or Associate Provost
- Dean of Students
- Director of Safety and Security
- Director of Human Resources
- Director of Athletics
- Barbour County Health Department Representative (Leslie Maley)
- AB Wellness Center Representative
- Director of Facilities or Housekeeping
- Director of Marketing and Communications or representative
- Other appointments may be made depending on needs

### *Roles and Responsibilities*

The team will meet regularly (at least weekly at the start of classes) and as needed if a crises response is required to:

- Review and update COVID-19 guidelines as required to meet federal, local, and state mandates and/or recommendations

- Monitor adherence to health and safety guidelines and promote compliance through education, communication, or other means as deemed appropriate.
- Lead the University's response strategy for suspected COVID-19 individuals
- Lead the University's response strategy for confirmed COVID-19 individuals.
- Oversee the preparation and release communications for any COVID-19 related information as needed.
- Advise the President and/or President's Cabinet by presenting recommendations for actions to be considered in response to COVID-19

## Current Planned Responses

### *Campus Community Member Who Presents Symptoms*

All students, faculty, and staff are responsible for daily health assessment to determine if they are exhibiting symptoms consistent with COVID-19 illness. The University's response to those who present symptoms, but have not yet been confirmed as positive are as follows:

- If student is exhibiting symptoms, they should
  - a. Self-isolate immediately. The University will make accommodation to ensure the student can continue academic progress
  - b. Report their illness to a Resident Director if in the Residence Halls, the Dean of Students or his/her designee, or any employee. Any employee receiving this notice should report the illness to the Director of COVID-19 University Response.
  - c. Seek medical attention through the AB Wellness Center or another clinic of their choosing.
  - d. If experiencing emergency warning signs (trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face), seek emergency medical care immediately!
  - e. The University will use CDC guidance and advice from medical personnel to determine when it is safe for the student to end self-isolation.
- If employee is exhibiting symptoms, they should
  - a. Stay home and call her/his supervisor. The supervisor should contact the Director of Human Resources.
  - b. Seek medical attention.
  - c. Self-isolate at home until given permission to return to work. The University follow guidance from the CDC and local health officials.
- The University reserves the right to require any member of the campus community to seek medical attention before ending a period of self-isolation by returning to work, class, or other campus activity.
- The COVID-19 Response Team will provide guidance as needed to manage symptomatic members of the campus community.

### *Campus Community Member Who Tests Positive for COVID-19*

- If a student tests positive for COVID-19:
  - a. Any resident student will be moved to Erickson Alumni Center to be quarantined assuming hospitalization is not required. Dining services will provide meals and the Office of Student Affairs will offer support including, but not limited to, regular monitoring, and mental health services.
  - b. Commuter students will be asked to quarantine at home.
  - c. The Barbour County Health Department will be contacted and will
    - i. Conduct contact tracing.
    - ii. Make recommendations as to the continued care of the student and the timing of her/his ability to resume contact with others.
  - d. The University will make accommodations to ensure the student can continue academic progress while (s)he is required to remain isolated.
  - e. If possible and advisable, the student may be asked to return home until it is safe to return to campus activity. The University will rely on local health officials for guidance.
  - f. The University will rely on the local health department to determine when the student no longer must be quarantined.
- If an employee tests positive for COVID-19:
  - a. The employee may not return to work without permission from a health care provider.
  - b. The Barbour County Health Department will be contacted and will
    - i. Conduct contact tracing.
    - ii. Make recommendations as to any actions that might be required for other members of the campus community who have had close contact with the employee.
- The COVID-19 Response Team will provide guidance as needed to manage members of the campus community who test positive for the COVID-19 virus.

### *Campus Community Member Who Has Had Close Contact with Someone Exhibiting Symptoms or Has Tested Positive for COVID-19*

Precautions and actions may be required of any member of the Campus Community who has had close contact (defined as someone who was been within 6 feet of an person for at least 15 minutes) who has either exhibited symptoms or has tested positive for COVID-19:

- Students who are living with a student (as either roommates or suitemates) who is exhibiting symptoms of the COVID-19 may be asked to self-isolate in their rooms as advised by health care providers and/or the COVID-19 Response Team.
- Students who have had close contact with someone who has tested positive for the COVID-19 virus will be asked to self-isolate in their residence hall room as advised by health care providers and/or the COVID-19 Response Team.
- The University will make accommodations to ensure students can continue academic progress while under self-isolation.

- Employees will be given direction based on guidance from local health officials and the COVID-19 Response Team.

## Contingency Planning

The COVID-19 Response Team will prepare all contingency plans that might be necessary to respond to an outbreak of the COVID-19 virus. These include any plans that may require a significant operational adjustment in order to support the University's mission of education as well the health and safety of our campus and local communities. In order to prepare for such contingencies, the University community must be prepared to:

- Make adjustments to academic schedules and modalities that allow for increased social distancing as may be required by federal, state, or local mandates or guidelines.
- Make or accept reasonable accommodations to employees and students alike.
- Adhere to all guidance intended to maintain a safe and healthy campus environment.
- Be prepared for ever-changing conditions that may require rapid action and response.

Should the need arise in which face-to-face interactions are no longer advisable or possible, the COVID-19 Response Team working in conjunction with the President's Cabinet will prepare and execute contingency plans as are required or advisable to mitigate the risks imposed by COVID-19.

**Alderson Broaddus University and Sodexo**  
**Summary of Food Service Plan**  
**07/30/2020**

The University's food service is managed by Sodexo. Their partnership has proven vital as together we plan and prepare to provide safe and quality food service to our students during this unprecedented pandemic. Over the summer, the Campus Dining Manager, Matthew Wilcox, and his staff have consulted their company's regional and national guidelines as well as state and local mandates as they have restructured the dining services.

AB and Sodexo recognize that students will experience significant changes in the way food is delivered and made available. We ask your patience and forbearance as we navigate our way. Changes to this plan may be made as conditions dictate and as Sodexo evaluates your feedback.

Following is what you can expect from dining services this Fall:

- Hours of operation for the **Dining Hall**
  - Mon-Fri      Breakfast      7:30 am – 9:30 am  
                         Lunch              11:00 am – 1:30 pm  
                         Dinner            5:00 pm – 7:30 pm
  - Sat & Sun    Brunch            11:00 am – 1:00 pm  
                         Dinner            5:00 pm – 6:30 pm
- Hours of operation for **Other Venues**
  - Sub Connection      Mon-Fri -- 2:00 pm – 7:00 pm (Closed Sat & Sun)
  - Jazzman's            Mon-Fri – 7:00 am – 11:00 am (Closed Sat & Sun)
  - EJ & Emma's (Cave)
    - Mon-Fri      11:00 am – 9:00 pm
    - Sat-Sun      1:00 pm – 8:00 pm
- Dining Hall procedures
  - All persons entering the dining hall **MUST** wear face coverings except when eating or drinking and practice social distancing while waiting.
  - As prescribed by the state of WV, seating capacity in the Dining hall will be capped at 50% of normal levels. Therefore, it will be important that all diners limit their time in the dining hall as much as possible, particularly during lunch, to make room for others needing to be seated.
  - Carryout food is encouraged and will be available at all meals. Sodexo is working on providing the capability to pre-order meals through an app. Watch for additional information.
  - All food items and condiments will be served by a Sodexo Employee (no self-serve options).
  - Several food stations will be offered which will each feature a main entrée, sides, dessert, and flatware.
  - A salad station will be offered, but will be prepared by Sodexo personnel and will offer more limited choices than in the past
- Other Venues procedures
  - Sub Connection, Jazzman's, and EJ & Emma's (Cave) will each have limited menus to allow for quicker service and reduce waiting lines.