

STATESMAN SAFE & SECURE

Statesman Strong Pledge Face Covering Policy and Guidance Department Operational Plans Appendix

Effective August 15, 2020

I. Statesman Strong Pledge

Consistent with the Statement of Civility and Positive Campus Citizenship, Richard Bland College is committed to social responsibility. We view social responsibility as our collective and individual obligation to behave and act in ways that are in the best interest of others in our communities and our society.

Now more than ever, it is important for us to focus on respect, cooperation, and other forms of positive and productive behaviors, and seek to understand one another by genuinely caring for each other.

With our nation confronting the COVID-19 pandemic, we must be Statesman Strong by being responsible for ourselves and each other during these unprecedented times.

We are asking all members of the Richard Bland College community to take the Statesman Strong Pledge. I pledge to do the following:

Care for Myself

I will monitor for symptoms of COVID-19 on a daily basis and report to a medical professional if I experience fever of 100 F (38 C) or higher, dry cough, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell.

I will cover my cough and my sneeze, and I will wash my hands often with soap and water and use hand sanitizer.

Care for Other Statesmen

I will wear an appropriate face covering to help mitigate the spread of COVID-19 and to protect others.

I will maintain social distancing when I am on campus.

I will stay home if I feel sick or after exposure to someone who is ill or has tested positive for COVID-19.

I will have open communication with my supervisor, instructors, peers, and others on campus who may be counting on me to complete work. I will agree to complete my work through reasonable accommodations if I am unable to come to campus.

Care for Our Campus and Community

I will educate myself regarding regulations, requirements, and guidelines that I need to be aware of as part of the campus community.

I will avoid bias and discriminatory behavior against people of certain ethnic backgrounds as well as anyone perceived to have been in contact with the COVID-19 virus.

I will carefully observe instructional signs and follow directions.

I will keep my clothing, belongings, personal spaces, and shared common spaces clean.

II. Face Covering Mask Policy #1260 ([See Richard Bland College Policy Manual](#))

Policy Statement

To ensure the health and safety of the RBC campus community and the public, face coverings, which cover the nose and mouth, must be worn by students, faculty, staff, contractors, vendors and visitors while inside a College facility or on any College property when in the presence of others. Noncompliance with this policy may pose a threat to the wellbeing of others, and subject an individual to progressive remediation under College administrative and/or state conduct policy.

Reason for Policy

The purpose of this policy is to establish the rules and procedures for the COVID-19 face covering requirement for all College properties.

This requirement is in accordance with federal and state workplace safety requirements and with state and local public health directives. This policy will remain in effect until otherwise communicated.

Applicability of the Policy

This policy is applicable to all employees and students of Richard Bland College as well as all vendors, contractors and visitors unless specifically exempt.

This policy does not solely replace or limit job-specific and task-specific personal protective equipment (PPE) requirements, such as gloves and goggles. Refer to the Guidance on Preparing Workplaces for COVID-19 for job-specific PPE requirements.

Related Documents

Richard Bland College Safe and Secure Plan 2020
OSHA and DHHS Guidance on Preparing Workplaces for COVID-19 - <https://www.osha.gov/Publications/OSHA3990.pdf>

Contacts

Office	Title	Telephone Number	Email
Office of Human Resources	Director of Human Resources	(804) 862-8500	hr@rbc.edu

Procedures

- Individuals may provide their own face covering for personal use.
- Richard Bland College will provide one cloth face covering for all students, faculty and staff.
- Individuals are responsible for laundering and all other maintenance of their face coverings in accordance with CDC guidelines.
- Face coverings and N95 masks that feature an exhalation valve must not be worn without prior approval from the appropriate authority at RBC.

Exemptions from this policy

Face covers are not required when:

- A person is eating or drinking at a food/beverage establishment on College property.

- A person is hearing-impaired and uses facial and mouth movements as part of communication (should a clear mouth face covering not be available).
- A person seeking to communicate with a hearing-impaired individual for which the mouth needs to be visible (should a clear mouth face covering not be available).
- A person with an approved accommodation due to a health condition that keeps them from wearing a face covering.
- A person has been advised by a medical professional that wearing a face covering may pose a health risk to them.
- A person who has trouble breathing or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
- Babies and toddlers under the age of two who should never wear cloth face coverings due to the risk of suffocation.
- Face coverings are not required when (a) working in or spending time alone in a personal workspace or office, (b) operating a single occupancy College vehicle, (c) teleworking, (d) inside a private on campus residential room or suite if they are with members of their “family” group, under certain conditions when working a job that is outdoors with supervisory approval, and (f) exercising outdoors where at least a six-foot distance can be maintained.

Additional accommodations will be determined on a case-by-case basis with Human Resources or the Office of Disability Services.

Enforcement of this Policy

RBC will provide education regarding COVID-related health and safety measures, following that training employees, students and the RBC community will be expected to comply.

Employees: Employees must wear face coverings to support the health and well-being of themselves, their colleagues and the RBC community. These requirements are a condition of employment. Employees who do not comply must be reminded of the policy by their supervisor and provided additional education or training if needed. If an employee fails to comply, supervisors must contact the Office of Human Resources for remedial or corrective action. Employees who state that they are unable to wear a face covering due to health concerns must request a formal accommodation through the Office of Human Resources.

Students: Students must comply with face covering requirements at all times when on a College property. If a student is seen without a face covering, a polite verbal request for compliance should be made and the student should be offered information about how to obtain a replacement covering on campus. Students may not be permitted to attend in person classes without a face covering. Students who are unable to wear a face covering due to health concerns must request a formal accommodation through the Office of Student Success.

Contractors, vendors, visitors and members of the public: Contractors, vendors, visitors, and members of the public are required to follow face covering requirements at all times when in a College property. Those who are not following the College policy shall be greeted with a polite verbal request for compliance with this policy. Contractors, vendors and others who fail to comply with this policy are to be reported to the Department of Campus Safety and Police.

III. Face Covering Mask Guidance

Keeping the RBC Family Statesman Strong

In order to keep the RBC family healthy, we must hold every member accountable to the Statesman Strong Pledge. At times, this will require asking faculty, staff, students, and guests to abide by the face covering policy and social distancing guidelines. Below are recommendations for how to handle these situations. The College supports students, faculty, and staff assisting with the enforcement of the face covering policy and social distancing guidelines. We want RBC to remain a safe place for everyone and we appreciate your assistance with this.

Addressing an individual not wearing a face covering and/or maintaining social distance

1. Engage the individual with kindness and patience. Do not make assumptions about why they are not wearing a face covering or maintaining social distance.
2. Remind them of the guidelines in place at RBC and discuss the importance of every member of the RBC community to abide by these guidelines.
3. Request the individual retrieve their face covering and respect social distance.

If the other individual complies:

- Thank them for helping the RBC community stay healthy and safe.
- If you have a personal relationship with them, consider following-up through email, text, or a phone call to offer gratitude and reminders about the importance of future face covering use.

If the other individual does not comply:

- Ask them to leave your location.
- If the other individual still has not complied, let them know that you would really appreciate their compliance with your request so that you do not have to file any type of report.
- If these conversations do not work, you may contact the RBC Campus Police (804-862-6111) immediately if they will not leave your location or maintain appropriate social distancing.
 - Note: RBC Campus Police should not be contacted without attempting to engage in a conversation with other individuals first unless other circumstances exist that would make it unsafe for you to have these conversations with the other student.

For students:

- If you are interacting with another student who refuses to comply, please complete an [Incident Report Form](#).
- If you are interacting with a faculty or staff member and you feel the need to further report the issue, please contact the individual's supervisor or Human Resources.

Regardless of whether the other individual complies, you are encouraged to share your experience with RBC faculty/staff, depending on your location (i.e., RA or RLC if you are in a residence hall, faculty member if you are in an academic building). These individuals can help you address the behavior, confirm that no further action is required, or direct you to additional resources.

For faculty and staff:

- If you are interacting with a student who refuses to comply do one of the following:
 - *Faculty* – report the incident to the department chair who will complete an [Incident Report Form](#).
 - *Staff* – complete an [Incident Report Form](#).
- If the individual is an employee inform their supervisor or Human Resources.
- If the individual is a guest inform the Department of Campus Safety & Police.

IV. Department Operational Plans

- A. Student Success and Library Operations

Library Building Flow

- Doors facing Academic Quad will be used as primary entrance and exit for patrons.
 - When facing building, two doors to the right will be used as entrance, two doors to the left will be used as exit.
- Facilities will create signage indicating which doors are entrance doors and which doors are exit doors.
- Doors connecting to café will remain locked and will be used for emergency exit only.

Library Building Capacity

- Capacity limitations are subject to change based on current CDC and VDH guidance.

Hours	Monday-Friday: 8am-5pm Saturday-Sunday: Closed
Staffing	<p>Library and Student Success staff will be split into two teams, “A” and “B”</p> <ul style="list-style-type: none"> • A Team (Carly, Travis, Omar and Ben) will work Mondays, Wednesday, and alternating Fridays. • B Team (Kyle, Teona, and Grant) will work Tuesdays, Thursdays, and alternating Fridays. • Friday coverage may shift to only be two team members—one from Library and one from Student Success. • Celia will be on campus most days and if a staff member must quarantine Celia will fill in for that team member. • Evanda will provide counseling services virtually and via telephone, though face-to-face will be offered as needed.
Services	<p>Building is open to community with Safe & Secure guidelines in place (social distancing, furniture spacing, etc.). No dining will be permitted in space.</p> <p>Library</p> <p>Material Checkouts</p> <ul style="list-style-type: none"> • Library materials available for checkout via electronic request or phone request • Reserves will be available for checkout via electronic request or phone request. Library staff will work with Faculty to digitize Reserves and place in Canvas courses. <p>Computer Use</p> <ul style="list-style-type: none"> • Limited number of computers are available on a first-come, first-serve basis <p>Meet with a Librarian</p> <ul style="list-style-type: none"> • Reference appointments and support are available via phone or Zoom. • In-person sessions will be permitted if necessary for accommodation purposes. <p>Study Rooms</p> <ul style="list-style-type: none"> • Study rooms closed (utilized by Student Success Team) <p>Study Space Utilization</p> <ul style="list-style-type: none"> • Library tables will be available on a first-come, first-serve basis • No groups larger than 4 per table. • Capacity limitations will be put in place based on current CDC guidance and recommendation of Safe & Secure Team. <p>Student Support</p> <p>All meetings must be pre-scheduled. No walk-in meetings will be permitted.</p>

	<p>Form Submission</p> <ul style="list-style-type: none"> The Provost’s Office is working to digitize all forms, but if a hard copy form must be submitted, a drop-off location is available for students outside the learner mentor offices to minimize contact. Forms will be picked up at the beginning of each day. <p>Learner Mentor Meetings</p> <ul style="list-style-type: none"> One-on-one meetings will take place in the first-floor study room or the second-floor study room. <p>Testing Services</p> <ul style="list-style-type: none"> Faculty will be encouraged to offer remote testing options for students. If make-up tests are needed, the use of Honorlock will be explored first by the faculty member before requesting a test proctor. <p>Disability Services</p> <ul style="list-style-type: none"> Meetings will take place virtually. <p>Student Conduct</p> <ul style="list-style-type: none"> Hearings will take place virtually. <p>Counseling Sessions</p> <ul style="list-style-type: none"> Virtual counseling and tele-counseling will be offered. Face-to-face counseling will be offered as needed.
Cleaning Procedures	<p>Building will be cleaned on a regular basis based on Facilities schedule.</p> <p>Returning Library Materials</p> <ul style="list-style-type: none"> All Library materials will need to be returned via the outside book drop, located in the parking lot directly across from Parson’s café, or inside book drop, located at the Circulation Desk. Upon return, Library materials will be placed in a lidded container and be quarantined for 72 hours. After 72 hours, items will be shelved and available for checkout. Gloves will available if employee would like to wear when handling materials. The following process will be put into place for patrons to indicate which workspace they utilized: Patron will come into building, report to the Circulation Desk, and receive a red card (see attached). Patron will be asked to bring red card to their workplace and leave red card upon leaving the space. Card will indicate to incoming patrons that the workspace is unavailable because it needs to be disinfected. Red card will also alert staff that space needs to be disinfected. Staff will disinfect space using disinfectant provided by Facilities. Once staff disinfects space, red card will be removed.
COOP	<p>If one team is exposed to COVID-19, then the other team will take over the exposed teams on-campus shift.</p>

Use of Personal Protective Equipment (PPE)

- PPE will be provided to all staff (including student workers), this includes masks and gloves.
- Masks are always required in the building. Those who enter without a mask will be asked to put one on. In the event that someone does not have a mask, one will be provided.

B. Health

Social Norming

The Communication Department develop and present a social norming campaign to encourage the use of face covering, to heighten awareness to social distancing concepts and to inspire good hygiene. The use of building monitors, posters, signs and related social media will be regularly updated with information, advice, photos and urgent messaging to help students, faculty and staff accept these new norms and practices.

Daily Attestation

A daily email will be sent to each student, faculty and staff member with the request to respond to six health attestation questions:

- Do you have a new fever of 100-degree Fahrenheit or higher or a sense of having a fever?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new shortness of breath that you cannot attribute to another health condition?
- Do you have new chills that you cannot attribute to another health condition?
- Do you have a new sore throat that you cannot attribute to another health condition?
- Do you have a new muscle ache that you cannot attribute to another health condition?

A positive response would result in a message that directs the community member to contact their personal health care provider immediately.

Pre-Symptomatic, Asymptomatic or Prevalence Testing

Richard Bland College will follow the CDC and VDH guidelines regarding pre-symptomatic, asymptomatic or prevalence testing. At this time, CDC and VDH do not recommend these types of tests upon entry to the College and RBC will not require this testing upon entry to the College.

Symptomatic Testing

Residential students experiencing COVID-19 related symptoms should contact the Office of Residence Life or Campus Safety and Police to initiate the wellness process. This process will begin with the ORL staff member working with the College's health support entity to triage the care for the student and any other exposure. Through the support of the nurse or physician, the ORL staff member will receive guidance on medical precautions and actions to take to manage the care of the student and others that may have been exposed to the symptomatic student. This action may include immediate transport Southside Regional Medical Center by Dinwiddie County Emergency Medical Service or isolation or quarantine by ORL staff. VDH will provide symptomatic testing, by appointment, at their Petersburg location.

Commuter students, faculty and staff that experience COVID-19 related symptoms should not come to campus and should notify their health care provider. Students with COVID should contact the Director of Student Success at studentsuccess@rbc.edu to be assigned a case manager while in isolation. In the event that the commuter student, faculty or staff member is tested for COVID-19 and receives a positive test result, VDH will notify the College so that contact tracing may be initiated by VDH. The College will notify the College community of a COVID-19 incident

on campus, consistent with the requirements of the Clery Act. In the event of an employee exposure, the College will notify those that may have been exposed consistent with Virginia Department of Labor and Industries regulations.

Responding to COVID-19 Cases

When incidents of COVID-19 appear on campus with faculty and staff, the Office of Human Resources will be responsible for coordinating care efforts. Similarly, incidents involving students will be managed by either the Office of Student Success (commuter student) or the Office of Residence Life (residential student). The following recommendations will be communicated to students in conjunction with social norming efforts:

- Have symptoms? Stay home and seek medical attention.
 - If it is recommended that you take a COVID-19 test do the following:
 - remain in isolation until you receive your test results.
 - communicate your need for a test with the Director of Student Success at studentsuccess@rbc.edu so we assign you a case manager.
 - Test positive? Take care of yourself and communicate this information with the Director of Student Success at studentsuccess@rbc.edu so steps can be taken to keep you and the RBC family healthy.
 - Live on campus? Follow the directions provided by the Office of Residence Life.
 - Commute to campus? Stay home in isolation and follow CDC and VDH guidelines to determine when it is safe to return to campus.
 - Feeling better? Please receive clearance from a medical professional before returning to class.
- Have you been exposed? You will need to follow guidance provided by the Virginia Department of Health.
- Need to miss class? Contact your instructors and take advantage of remote learning.
- Have concerns? Reach out to a case manager.

Case Managers

If a student is in isolation, the Department of Student Success or the Office of Residence Life will reach out to the student on a regular basis and serve as a team of “case managers.” The Director of Student Success will determine which department is to contact the student. If the Director of Student Success is not available, then the Director of Housing will assign the department. Each student should be contacted twice a week by a case manager who will ask the following questions:

- How are you feeling?
- Have you been able to participate in remote coursework?
- Has dining services delivered food to you for every meal (if isolating on campus)?
- Did you take your temperature today and every day since we last spoke?

These conversations will take place semi-weekly and will be logged on the student’s record. If the number of cases becomes overwhelming for the two assigned departments, the Director of Academics has agreed to ask faculty to serve as case managers at that time.

Record-Keeping

For the Department of Student Success to keep students safe and provide an accurate snapshot of what is happening at RBC at any given time as it relates to COVID, we must keep records of students who contract COVID-19 and those who are exposed. Having an official student record

with medical information will also permit the College to report health concerns to parents and guardians without a student's written consent.

- "FERPA allows schools to make necessary disclosures without obtaining prior written consent in order to address emergencies. An institution has the discretion to disclose personally identifiable information from a student's education records to appropriate parties in order to address a health or safety emergency. FERPA's health or safety emergency provision permits such disclosures, without the consent, if necessary to protect the health or safety of the student or other individuals. Source for this authority is 34 CFR §§ 99.31(a)(10) and 99.36.
- "The guidance from the Department of Education includes the outbreak of epidemic disease as one of the related actual, impending, or imminent emergencies that qualifies for emergency disclosure (without prior consent). The threat of harm to safety has to be articulable and significant, which a COVID-19 contact would be considered. Now the disclosure would have to come from student medical or health related records, personal knowledge or observation by the school official is also covered."

A record-keeping system has been developed and will be managed through the Office of Student Success. The Director of Student Success and Director of Housing will have weekly check-ins to re-assess protocols, provide updates on students, and make changes as needed.

C. Campus Engagement (student activities)

The Office of Campus Engagement will continue to monitor campus events, though a campus-wide effort is required to keep events safe for all participants. The following guidelines have been put in place for Fall 2020:

- Campus clubs, Student Conduct Board, and career/internship fairs held virtually
- Semi-weekly shuttles are available to students by reservation only
- Off-campus events are not permitted
- In-person gatherings will be limited and must be approved by the Director of Campus Safety
 - Face-to-face on-campus indoor events are by reservation only to maintain recommended capacity
 - Face-to-face on-campus outdoor events must be managed for capacity limits
 - Individuals requesting face-to-face events must answer the following prompts as part of their request:
 - It will be important to have entrances and exits clearly marked and a single stream of foot traffic. How will you control the flow of your event? Please provide a written description.
 - Social distancing is a requirement for all members of the RBC community. How will you plan to socially distance event participants?
 - Who will be enforcing social distancing, face coverings, and monitoring restroom capacity at your event?
 - What is the maximum number of participants permitted at one time during your event? No event can have more than 50 people at one time. Indoor events are limited to 50% capacity of the space in use.
 - Event hosts are expected to clean the space immediately after the event is complete. It is the host's responsibility to know where the cleaning supplies, specifically disinfectant, are located.

- Are there other safety aspects you have considered?

D. Student Counseling

The staff in Counseling Services will take all precautions to support students in a safe and confidential environment. Services offered during the 2020-21 academic year will include videoconferencing via Zoom, Skype, and FaceTime. Students will be able to access counseling by telephone, text, and email. When in-office services are needed, students will be required to wear masks to ensure each person's safety. Sanitizing stations are situated on the first floor of the Library, the building in which Counseling Services is located. It is critical that students and counselors use proper safety precautions at all times. The staff in the Counseling Services Office will support everyone's wellbeing and safety by taking the appropriate measures to stop the spread of the virus by:

1. Staying informed and up-to-date on the latest COVID-19 reports
2. Cleaning and sanitizing the Counseling Services Office twice daily, with special attention given to high-touch and seating areas
3. Washing our hands, wearing masks, not touching our faces, and ensuring social distance in physical spaces
4. Remaining in touch with students
5. Providing information on health resources in the community
6. Offering several remote options for counseling services

Service Delivery: Standards of Care

The staff in the Counseling Services Office will ensure that ethical and professional standards of care and practice are met at all times throughout the counseling process.

Informed Consent

The issue of informed consent is important for counselors as this stage of therapy sets the tone for the relationship between the counselor and student. Seeking informed consent, especially when providing remote services is an important step because it involves sharing departmental and institutional policies on privacy, confidentiality, and procedures. RBC Counselors will make reasonable efforts to describe and explain details regarding the remote services offered to students. Informed consent will be needed prior to entering into virtual or teletherapy session.

Confidentiality & Privacy - Technology & Remote Services

Professionals will consider the appropriateness of technology use prior to counseling sessions throughout the duration of services. They will also assess whether the modality of services is effective and safe. In all environments, RBC Counselors will ask the student to assess their environment to ensure its privacy, confidentiality, and safety.

Counselors' Knowledge of Technology & Modalities of Service

When providing remote counseling services, RBC Counselors will ensure that they are adept at using the College's technology to serve students. The potential impact of the technology on individuals will be considered, and services will be provided within the boundaries of the counselors' technological knowledge and expertise. As previously stated, a variety of

technologies including interactive videoconferencing, telephone, text, and email will be used to assist students facing an immediate crisis and emergency. An assessment of the appropriateness and effectiveness of the use of all technology will be ongoing.

Addressing Emergencies in Remote Environments

Before assisting a student, counselors will help ensure the client's safety by asking for a description of their remote environment. The purpose of this inquiry is to become aware of all environmental factors (i.e., people, animals, etc.) and to identify any potential threats to the student's safety. Counselors will benefit from knowing the geographic information in the event that a situation or emergency occurs around the student. Understanding the individual's space enables the counselor to respond when an emergency situation arises and services are needed. These approaches will allow counselors to exercise due diligence when a student's safety is in question. Emergency telephone numbers stored in the College's Banner System will be confirmed with the student prior to the counseling session. Students can update their contact information at https://richardblandcollege.formstack.com/forms/student_information_update.

Termination of Service Modalities

When counselors determine that continuing remote services no longer benefits the student or presents a risk to a student's overall wellbeing, a discussion of these concerns will occur. The counselor will terminate the remote services with adequate notice and offer alternatives for counseling access to the student.

In-Office Counseling Services

Counselors are required to wear masks during sessions and when walking around campus. Students seeking services are also required to wear masks when entering the counseling offices. Hand sanitizing stations and gloves will be located near the Counseling Services Office. Services will be offered in spaces that allow for social distancing and support confidentiality.

We are looking forward to assisting our students. Counseling Services are available for free and offered to full-time and part-time students who have enrolled in their RBC courses. Students may schedule an appointment at Counseling@rbc.edu or at 804-862-6263. The office is located on the second floor of the Library in room 208.

E. Human Resources

The Human Resources Office, will use the hybrid approach by continuing to provide employee and student support both remotely and on campus (fac-to-face, when required). The HR staff have developed resolutions to ensure that all HR operational needs are met without disruption to faculty, staff, and student needs.

HR Staff and Hours of Operation

Cassandra Standberry, Director of Human Resources, (Monday–Friday, 8:00 am to 5:00 pm)
Alice Jabbour, HR Specialist (Monday–Friday, 8:00 am to 5:00 pm)

Operating Hours

The HR department will operate between the core business hours of 8:00 am to 5:00 pm Monday through Friday.

Staff Schedules

HR staff will be allowed to telework up to two days per week. Staff teleworking on Fridays, will be required to alternate (no more than 2 Fridays per month). When necessary, staff may be granted additional telework days. Staff will continue to flex work hours for personal needs.

Meetings

Meetings to include on-boarding, off-boarding, retirement counseling, and new employment orientation will primarily take place via Zoom. Any in-person meeting request must meet social distancing standards and participants must wear facial coverings. When social distancing is not possible within the HR department, meetings may take place in other locations on campus.

Onboarding

Human Resources will send new employee's pre-employment documentation via email and will provide new employee orientation via Zoom as a convenient and safe way to social distance. When Zoom is not feasible, HR will hold new employee orientation in a location on campus where social distancing can be achieved.

Pre-employment background investigations must be completed in person. The applicant/new employee will be required to wear a mask while conducting business on campus.

Sanitation

Staff have been mandated to wipe down offices before and after use. Staff may clean their individual office space.

CSA Building Safety Protocols

Protocols for staff and guests visiting the CSA building:

- Staff entering and exiting the building will ensure that the building is secured at all times. Staff will ensure that doors are closed shut and locked at all times. Doors shall not be left ajar for access into the building. Staff is strongly encouraged to use the main entrance or a key to access entrance.
- The 1st and 2nd front facing levels of the CSA building has been designated as the main entrance. All students and visitors must use the designated entrances for service. Front desk operations will monitor the need for use of the elevator. For compliance with ADA, no student or visitor requiring access to the elevator will be denied.
- Front desk operations will announce to Admissions when students or visitors are heading to the 2nd floor via the elevator.
- In the event a student or visitor is not wearing face covering, staff shall use the first-floor file room to social distance and conduct business.

F. Parsons Café

Policies and procedures:

- Adhere to CDC and state guidelines

- Evaluate and implement health and safety supplies & measures to support the phased return
- Training our staff on the importance of frequent hand washing, use of hand sanitizers and give clear instruction to avoid touching hands to face. Also, the importance of cleaning and disinfected work space throughout their shift
- Employees are instructed to be sure to use face mask and disposable gloves at all times during your shift / Gloves must be changed frequently
- All employees have been informed NOT to report to work if sick or if they are exposed to a person who has COVID-19.
- Seating to limit the number of people in the café at the same time/redesigning seating arrangements to ensure at least six feet of separation between table setups/adding outside dining space
- Using touchless options as much as possible for payment
- Visual guides such floor markings & signage indicating people should stay six feet apart will be used to ensure social distancing
- Installing physical barriers, such as sneeze guards and partitions in the cash register and food pick up areas
- Change, wash and sanitize utensils frequently
- Increase cleaning and sanitizing on high-contact areas touched by both guest and employees
- Exit from the café separate from the entrance
- Ensure hand sanitizer readily available to guests
- Signage is posted that notifies customers that while it may be common practice for diners to socialize after the meal, this practice will be discouraged during the pandemic.
- A sign notifying our guest to use hand sanitizer and to wear a face covering will be posted at the entrance
- Signage to be posted to remind our café guest to maintain physical distancing of six feet upon entry into Parsons' cafe and to stay home if they are ill, have symptoms consistent with COVID-19 or if they have been in contact with someone who has tested positive for COVID-19

G. Residence Life

To ensure the safety of our students, and to mitigate any potential spread of COVID-19 in the residence halls, the Office of Residence Life has established these procedures for Fall 2020 semester.

Education

The Office of Residence Life will begin a weeks-long education campaign for all residential students (potentially commuter students as well) using different media to help mitigate and/or eliminate the transmission of COVID-19 on campus.

This campaign will begin with 4 separate messages with will be delivery one-per-week during the 4 weeks immediately preceding move-in:

- What to Expect Living on Campus
- How to Stay Safe
- What are the Symptoms
- What to do if I Have Symptoms

The education campaign will continue when the students arrive on campus. Upon getting their dorm keys at move-in, each student will also get a 'Welcome Home' package that will contain face coverings, hand sanitizer, and highlights of the most important information regarding the

prevention of transmission. The Office of Residence Life Staff (Residence Life Coordinators and Resident Assistants) will undergo training provided by the Crater District of the Virginia Department of Health and critical information will be posted common space around the residence halls

Move-In Day

Move-in will take place over the course of 3 days, in an effort to minimize pedestrian traffic and exposure. A morning and afternoon session will be held on each day. The move-in day and time will be designated based on the students housing assignment and each student will be limited to bringing only two (2) people to help move in. This will limit the amount contact between groups of people moving in around the same time.

In addition to have a completed housing application, active housing assignment and a satisfied student account, all residential students will be required to submit a health assessment. The health assessment will ask a number of questions – including possible exposure risk and potential symptoms – that ensure that each student will not put others in the residence halls at risk.

While moving around in and around the residence halls during move-in, all participants will be required to wear a face covering and comply with social distancing guidelines. Only one group will be allowed to use the elevators at a time.

After moving in, students will be expected to complete the College daily attestation process.

H. Academics

Academic Calendar	
August 17 th	Faculty who are teaching on campus will return to campus for faculty development week
August 17 th and August 18 th	Reserved for classroom preparation and early CANVAS deployment. We will ask all faculty to include an orientation to the course section on their CANVAS site
August 24 th	Classes begin
Nov. 23 th –Nov. 27 th	Thanksgiving Break
Nov. 30 –Dec. 4	All classes are online
December 7 th -11 th	Final Exams (online)
Dec. 13 th – Jan.11 th	Winter Intersession

Reconfigured Academic Spaces

- The occupancy rate of a classroom has been reduced to 50% of normal capacity. A minimum of 6 feet of separation is required between all occupants. There will be one student per desk. All desks are forward facing and will not be moved.
- Psychology, Sociology and select other classes will meet in large spaces like the Barn or SHEE 112 (auditorium). Remote instruction will not be available in these spaces.
- The number of online courses has been increased. A few disciplines will be 100% online. We estimate 40% or less of all courses will be online
- Most classes will be held either on MW or TR. Very few classes will be held on Fridays to allow for additional cleaning.
- Office hours will be held in classrooms or virtually. Students will not be permitted in faculty office areas. Faculty are encouraged to use an appointment system, if possible.

- All faculty and staff meetings are encouraged to be virtual.
- Tutoring centers will be virtual.
- Elevators are reserved exclusively for individuals with disabilities.
- Hall monitors will be deployed in academic buildings to control traffic flow.

Remote Instruction

- In many classrooms, at least half of the students will participate remotely. Students may opt to participate 100% remotely pending instructor approval.
- Omnidirectional microphones, document cameras, and atmosphere cameras, have been added to all classrooms as needed.
- Instructional platforms/applications
 - CANVAS –TurnItIn, Honorlock, and assorted publisher specific sites.
 - ZOOM – password protected with Breakout Rooms available
 - Poll Everywhere
- Dragon- other for ADA?
- Chromebooks and Hotspots are available for student checkout.
- Individual instructors will determine how best to assess student work. Honorlock is available. The Testing Center will be available upon request. Whenever possible, faculty should use electronic exams and collect student work through TurnItIn. Paper assignments should be handled with gloves and allowed to sit for at least 72 hours prior to grading.

Safe Environment

- Classroom desks will be cleaned between occupants by the student. Spray disinfectant and paper towels (wipes) will be provided.
- A 45 minutes break has been added between most classes to allow for traffic flow and disinfection
- Labs will meet twice each week and students will finish the lab work in 6-8 weeks. Plexiglas shields have been installed between students at lab benches
- Use of face coverings in public areas will be mandatory. Face shields available if a mask is not an option. A class may be canceled if student refuses to wear a face covering. Students who refuse to wear face coverings or follow health and safety guidelines will be reported to the department chair and then to the Conduct Board.
- Students and faculty who are ill are prohibited from coming to classrooms.
- Flexible attendance policy to ensure students do not feel compelled come to class when they are ill or in quarantine.
- Faculty will clean their own offices. Cleaning supplies will be in each office.
- Faculty will be required to wear face-coverings or a face shield when outside of their office space and when someone is visiting their office.
- Disinfectant will be available at copiers and classroom teaching stations.
- Regular use of breakrooms is discouraged.

Continuity of Instruction

- Faculty who are not able to attend class will notify students and their department chair as soon as possible. If the absence is short-term and the faculty member is able, assignments will be provided through CANVAS to the students to maintain course progress.
- A faculty member who is unable to work should contact their department chair immediately. If possible, another faculty member can be assigned temporarily to the class. If the absence is

expected to be long-term an adjunct faculty member may be hired or a current faculty member will be compensated for assuming the class. Faculty who are the sole person in their discipline are encouraged to teach online as much as possible.

COVID-19 Attendance Policy

Student, staff, and faculty health and well-being is our first priority. In alignment with the Center for Disease Control's guidelines for Institutes of Higher Education, students and faculty who are sick; who are caring for a sick family member; or who are under quarantine should not attend classes or any scheduled group activity.

Students who will miss a class due to possible COVID-19 or due to COVID-19 exposure:

1. Should immediately inform their instructors that they will not be in class.
2. Are responsible for making up all missed coursework. Students who contact their instructors as described above and make up their work in accordance with instructor policies should not be penalized.
3. If able, are expected to continue attending class remotely, if the course has that option, and are expected to continue to submit assignments electronically if possible.
For all absences unrelated to COVID-19, students are expected to adhere the course attendance policy set by their instructor.

I. Finance

The Finance Office will use a hybrid approach to continue to provide support to the campus community both remotely and on campus (face-to-face, when required). The Finance staff have developed a plan to ensure that all Finance operational needs are met without disruption to the needs and requests of all stakeholders.

Finance Staff and Hours of Operation

All Finance Staff (other than Fred Washington) – Monday – Friday, 8:00 a.m. – 5:00 p.m.
Fred Washington, Sr. Financial Analyst (Monday – Friday, 9:00 a.m. – 3:00 p.m.)

Operating Hours

The Finance department will operate between the core business hours of 8:00 a.m. – 5:00 p.m. Monday through Friday.

Staff Schedules

While ensuring the needs of the College and the department are being met, a variety of alternate work arrangements will be in place for the Finance staff. Some will be on campus 100%, while others will have a hybrid arrangement (some telework, some on campus). Staff will continue to flex work hours for personal needs.

Meetings

Meetings and trainings will take place primarily via Zoom. Any in-person meeting must meet social distancing standards and participants must wear facial coverings. When social distancing is not possible within the Finance department, meetings may take place in other locations on campus.

Physical Office Locations

The Finance Office has worked with the Director of Operations and Capital Assets to acquire additional office space within Maze Hall to allow all staff their own office to allow for proper social distancing within their offices.

Safety and Security

Staff entering and exiting the building will ensure that the building is secured at all times. Staff will ensure that doors are closed completely and locked at all times. Doors shall not be left ajar for access into the building.

J. Facilities

Guiding Principles

- To follow applicable CDC, VDH, guidelines
- To evaluate and implement any measures necessary to support a phased return
- To be flexible in addressing the needs of all members of the RBC community
- To respond quickly to any increase of infection consistent with CDC and VDH guidelines
- To be flexible and nimble in addressing new situations and ever evolving guidelines and requirements that are set forth by CDC and VDH

Provided Resources

- Supply Personal Protection Equipment Kits (PPE) to all students and employees at the start of the semester. The kit will include:
 - washable face coverings
 - hand sanitizer
 - information packet
 - any other PPE that comes available
- Facilities will be cleaned at an increased schedule with focus on high touch area's
- Cleaning supplies will be available at the request of all employees
- Provide any required training for students, faculty and staff
- Continuous communication campaigns on monitors signs and social media with the focus on the responsibility of all students and employees
- Guidance for all managers and employees on work schedule, telework or remote learning
- Designate entrances and exits of all academic and public use buildings
- Continuous reinforcement for social distancing, thru floor signs wall signs and social media

Student Responsibilities

- Students will be required to complete and acknowledge the new requirements and consequences.
- Students will wear face covering in all common and public locations including but not limited to all classrooms, study areas, Café, Library, etc.
- Students will monitor their health daily and respond through the attestation process
- Physical distance guidelines will be applied to all settings and student, faculty and staff shall endeavor to comply with the guidelines

- Students will clean and disinfect their personal and shared space at all location on campus.
- Students will report all symptoms associated with COVID-19 to their learner mentors or Residence Life Coordinators
- Following rules regarding face coverings or masks, cleaning and physical distancing required.
- Refusal to comply with rules can include progressive disciplinary action up to and including suspension, based on the Richard Bland College Student Handbook.

Employee Responsibility

- Employees will be required to complete and acknowledge the new requirements and consequences.
- Employees will wear face covering in all common and public locations including but not limited to all classrooms, study areas, Café, Library, etc.
- Employees will monitor their health daily and respond through the attestation process
- Physical distance guidelines will be applied to all settings and student, faculty and staff shall endeavor to comply with the guidelines
- Employees will clean and disinfect their personal and shared space at all location on campus. Including taking personal trash to a central receptacle
- Employees will report all symptoms associated with COVID-19 to their Supervisors
- Following rules regarding face coverings or masks, cleaning and physical distancing required.
- Refusal to comply with rules can include progressive disciplinary action.

K. Police

The department's reopening plan outlines the policies and guidelines which were put in place to prevent and mitigate the virus threat and allow the employees to respond to campus incidents in a safe manner.

Department COVID-19 Preparation

The Department of Campus Safety & Police has been preparing for the community and employee health concerns since February, 2020. The department had personnel protective equipment (PPE) in storage and purchased additional PPE for its employees and other College faculty, staff, and student use. PPE included face coverings, eye protection, latex gloves in a variety of sizes, cleaning supplies, disinfectant sprays, wipes, and hand sanitizers. The department has worked closely with the Facilities Department to identify and purchase additional PPE and other supplies, not only for both departments but the entire College community.

Campus Safety & Police purchased and added additional hand disinfection stations throughout the campus in February, 2020. These stations, as well as disinfection refills, were placed in academic, residential and public use buildings and are maintained by police personnel.

Building Pedestrian Flow

The need to control the pedestrian flow in the academic buildings is an effort to de-densify the building and reinforce and maintain social distancing guidelines. Each academic building will have assigned designated entry and exit points. Contract staff have been identified to support this effort. These building monitors will be assigned in each academic building during the first two weeks of classes and may be extended as necessary. The building monitors will be

responsible for enforcing the designated entry and exit points, managing elevator use for disabled persons, only, and ensuring all students, faculty and staff are wearing face coverings. If an individual is observed without a face covering, the building monitor will provide a covering. A work station will be placed at each academic building entrance so that building monitors can hand out health information, to include COVID-19 information and supply face coverings. This effort is designed to educate and reinforce the community standard of enhance hygiene.

Attestation and Self-Monitoring Guidelines

The Department of Campus Safety & Police mandates that all police officers wear a face covering when interacting with the community and on calls for service. Additional guidelines:

- Frequent cleaning of hands by soap and water for at least 20 seconds, when available.
- Use of hand disinfectant of 60% alcohol solution is carried with each police officer
- Covering mouth and nose with a tissue or in your elbow when coughing or sneezing
- Avoid touching your eyes, nose, and mouth
- Clean and disinfect frequently touched surfaces and objects
- At the beginning and end of shifts, clean and disinfect the patrol vehicle used. Provide additional cleaning to the steering wheel, controls, gear shift, and emergency control boxes and other high touch areas
- Clean and disinfect duty belts and gear

The department will ensure PPE and cleaning supplies are readily available to employees of the department. All PPE items are inventoried and stored in a metal cabinet in the rear of the department with an inventory log. Employees of the department have been given access to this PPE inventory.

The department employees will follow the College daily attestation process for enhance self-monitoring.

All department employees have been directed to stay home if they have a fever or are experiencing symptoms of COVID-19. This will continue to be the policy as the semester and year progress.

Calls for service and Related First Response

Police and security officers with the Department of Campus Security & Police may be called to respond to persons who are experiencing sickness and may even be experiencing symptoms of COVID-19. All first responders are considered high risk exposure level personnel, as defined by the Virginia Department of Labor and Industry. All personnel are trained in appropriate response and shall wear the appropriate level of PPE.

This department has partnered with the Residential Life Office to participate in Virginia Department of Health (VDH) training. The training will focus on student residential assistants, residence life coordinators and police officer's response when helping people who are sick and may test positive for COVID-19. This training will be held prior to the days designated for residential student move-in.

Responding to Individuals Who Are Sick

When the College reopens, personnel may be required to respond to people who are sick or displaying symptoms of COVID. It will be mandatory that each responding police and security

officer wear a face mask when interacting with these individuals. It will also be required that when interacting with symptomatic individuals, to wear eye protection, latex gloves, and a protective gown.

Responding to Well Individuals

This policy requires that the officer make sure that the individual is wearing their face covering, and, if they are not, educate them on the importance of wearing one. If needed, the police or security officer will provide a face covering to those individuals on the scene who may need one.

Transporting Students to the Hospital

It is the policy of this department that an ill or injured student is transported to the hospital by a local rescue squad. This includes students with COVID like symptoms. In the event that a situation requires a police officer to transport a student to the hospital, they will get supervisory approval first.

Student Isolation and Quarantine

All students who have tested positive for COVID-19 or experiencing symptoms will notify the office of student life, if residential, or their learner mentor, if commuter. The Office of Residence Life will move ill students to isolation (unless they will isolate in their room) and determine, with assistance of the Virginia Department of Health, if others that were in close contact, be moved to quarantine.

Campus Safety Officer Program (CSO)

This department is also responsible for the Campus Security Officer program. The CSO's are responsible for performing residential security from midnight, 12 am, through 8 am each morning, when residence halls are occupied. The CSO's will adhere to the same guidelines as police officers.

Department Employee Sickness Guidelines

The Department of Campus Safety & Police has identified its employees as "essential employees" in order to provide continuous and uninterrupted service. The department will have at least one police officer per shift, as well as CSO's who will be assigned to the residence halls.

The department has made every effort to educate and provide PPE to its employees. It is understood that even with proactive protective measures in place, employees may still become ill and/or contract COVID-19. All employees are required to stay at home and notify a supervisor if they become sick or experience COVID-19 symptoms. In the event that one, or more, of the department's employees become sick, specific proactive measures have been established to maintain department function and responsibilities.

The department has made great efforts in maintaining sufficient part-time staffing that can be utilized, if the need to cover open assignments may arise. For both police officers and CSO's, if an officer may become sick, an effort to find and utilize other department officers will be made. In the extreme circumstance, a police officer replacement cannot be found, Dinwiddie Sheriff's Office will be contacted to provide a deputy to take over law enforcement duties on the campus until a replacement can be found.

In the event a department employee is known or expected to test positive for COVID-19, they will be advised that they may not return to work for ten days or upon receiving clearance from their physician. If a department employee receives a positive COVID-19 test result, the Colleges' Department of Human Resource will be notified. In addition, all members of the Department of Campus Safety & Police will be notified within 24 hours that a coworker has tested positive for COVID-19.

L. IT Services

STAC Hours of Operation: (excluding holidays)

Support for events/activities outside of these published hours will be scheduled with STAC.

- Monday 7:45AM through 7:30PM
- Tuesday through Thursday 7:45AM through 5:30PM
- Friday 7:45AM through 3:00PM

ITS Hours of Operation: (excluding holidays)

ITS will provide support during the hours of 8am-5pm, Monday-Friday. Hours may be extended to facilitate system upgrades and off hour maintenance.

STAC Main Office

The main office for STAC, McNeer 110, will be closed to through traffic accessible only by members of ITS and pre-approved parties into the main office. The main door, with the electronic lock (south entrance), will remain closed. A kiosk desk is installed at the opposite door (north entrance) for customers to approach and receive assistance/checkout technology. A sneeze guard will block the upper half of the door with a small opening between the kiosk and itself. This will facilitate the transactions. For signing of agreements and checkouts, an iPad will be provided. After the signature is complete STAC will wipe the iPad for next use. Distancing markers will be placed on the floor 6ft apart to maintain social distancing.

All members of the STAC team will be required to wear Personal Protection Equipment (PPE) when in the office in the form of a mask. If a community member shows up to STAC without PPE, a mask will be provided to ensure the safety of our team.

Technology Vendors and Contractors

To the extent possible, vendors & contractors are discouraged from visiting campus and should provide services & support remotely. If visitation is necessary, however, an ITS Contractor Log will be maintained in STAC to support future contact tracing of contractors. ITS contractors will be monitored while in buildings.

- Contractors and vendors should be encouraged to call ahead and schedule their visit.
- Contractors and vendors will wear face masks/shields inside buildings.
- Contractors and vendors will check in and log their arrival in STAC, McNeer 109. STAC will notify the responsible party upon arrival.
- To the extent possible, contractors and vendors will be escorted while on campus

Staff Guidelines and Social Distancing

STAC will have four total staff workstations setup. Max occupancy of four technicians at one time. Two computers will be stationed in the center station. Two additional stations will be setup outside the center station. A technician will be assigned a computer that they will exclusively use. This is to reduce the need for cleaning between shifts. If using another computer is required, it will be wiped down before use.

Listed below are the procedures for engaging with the campus community from the STAC office:

Chromebook/Hotspot Checkouts

1. Requester will present their Student ID to be looked up in the Alma system.
2. Item will be scanned and handed to the requester below the screen.
3. Checkout time will be restricted to Monday through Thursday 8am-12pm

Chromebook/Hotspot Returns

1. STAC will provide a bag that the student will slide the device into
2. Requester will present their Student ID to be looked up in the Alma system.
3. The device will be put aside for three days with a note of when to conduct the evaluation and cleaning
4. Evaluation and cleaning will require personnel in PPE

Computer Repair/Troubleshooting

1. Repairs reported to STAC will be scheduled with the individual submitting the request the Technology Support Manager to ensure safe access to the equipment.
 - a. Requires submission of a ticket to stac@rbc.edu
2. New technology deployment requested from STAC should have a minimum 24 hours lead time and will be scheduled based on availability and complexity.
 - a. Requires submission of a ticket to stac@rbc.edu

Equipment Changes in Offices

If a staff or faculty member needs the technology in their office changed or rearranged, that request must be made at least 48 hours in advance to allow for coordination and safety of the staff and STAC member.

Office moves require additional consideration and will be handled on a case-by-case basis.

Classroom and Office Technology Support

Members of the STAC team will take the following precautions when engaging with members of the RBC community:

Classrooms:

1. Faculty member/student will contact STAC.
2. A member of the STAC team will be dispatched wearing PPE.
3. Upon arrival the STAC member will enter the doorway and request more information about the issue.
 - a. 6ft distance will always be maintained

4. Once the issue has been discussed the STAC member will ask the instructor/student to step aside from the teaching station to start the repair.
5. Upon completion the STAC member will sanitize with either soap and water or alcohol-based disinfectant.

Office Technology:

1. Office based technology issues will be handled remotely as often as possible utilizing the STAC Remote Support Software.
2. If the issue requires hands-on intervention a STAC member will be dispatched wearing PPE.
3. Upon arrival the STAC member will enter the doorway and request more information about the issue.
 - a. 6ft distance will always be maintained
4. Once the issue has been discussed the STAC member will ask the Staff/Faculty member to stand 6ft away while they start the repair
 - a. If social distancing of 6ft cannot be maintained the STAC member will ask if the STAC/Faculty member can wait outside the office.
5. Upon completion the STAC member will sanitize with either soap and water or alcohol-based disinfectant.

Classroom Technology Sanitation

STAC will provide disinfectant for faculty to wipe down equipment after use. Instructions will be provided on each station. To mitigate the contact needed with technology, Windows functions such as “shutdown” will be replaced with “reboot”. This will reduce the need for faculty members to touch the PC.

Laptop carts will be wiped down by the instructor and their class after use. The instructor will oversee the wiping of the devices and will be provided cleaning supplies.

Sickness Fall Back

If the Technical Support Manager falls ill, the Application Support Specialist will facilitate the hardware support needs on campus. If possible, the Technical Support Manager will still provide remote support.

If another member of the STAC team falls ill, they will transition to remote work if possible. If a member of the STAC team believes to have symptoms of COVID-19 they are to report it to the Technical Support Manager and remain at home.

In both cases, if the illness is identified while on campus on the job and based on contact tracing, STAC will temporarily shut down for sanitization of McNeer 110. During this, remote support will remain available.

M. Provost

Enrollment Services

The following plan was organized by Human Resources with Admissions, Financial Aid, and Records & Registration.

- Staff entering and exiting the building will ensure that the building is secured at all times. Staff will ensure that doors are closed shut and locked at all times. Doors shall not be left ajar for access into the building. Staff is strongly encouraged to use the main entrance or a key to access entrance.
- The 1st and 2nd front facing levels of CSA has been designated as the main entrance. All students and visitors must use the designated entrances for service. Front desk operator will monitor the need for use of the elevator. For compliance with ADA, no student or visitor requiring access to the elevator will be denied.
- Front Desk operator will announce to Admissions when students or visitors are heading to the 2nd floor via the elevator.
- In the event a student or visitor is not wearing face covering, staff shall use the 1st floor file room to social distance and conduct business.

Financial Aid

The Financial Aid Office will remain open Monday through Friday 8:00 am-5:00 pm. Staff members will rotate telework and in office days so one staff member is in the office each day. Services will be provided in person, by telephone and virtually. Aligned with guidelines, students will be required to wear a mask in the building, unless it's a medical condition that prevents them from wearing a mask. Exposure will be minimized by servicing students in the file room instead of small office spaces.

Admissions

The Admissions Office will remain open Monday through Friday 8:00 am-5:00 pm. Staff members will be working from their offices through September. The area is conducive to social distancing, and each employee will be responsible for sanitizing their office and desk each morning and evening.

Records and Registration

The Records & Registration Office will remain open Monday through Friday 8:00 am-5:00 pm. Staff members will rotate telework and in office days so one staff member is in the office each day.

Athletics

With the hiatus of athletics during the 2020-21 academic year, the coaching team is being temporarily assigned to support other areas on campus. Coaches will follow the reopening guidelines established by their new department during those work hours. Telework options will be available to the coaches when handling athletic duties in the area of recruitment and planning. Training will be conducted on campus.

- Athlete Training

Sport specific and performance training will be provided for RBC student athletes. We will follow all social distancing guidelines and any other regulations set by the Governor. We will adjust as the state's phases change in response to COVID 19 cases.

- Gym Use for General Student Population
It may be scheduled through the events coordinator for special activities that are compliant with CDC and VDH guidelines.

International Student Support

The majority of GSSP students will not be on campus so Navitas will follow the Governor's guidelines of continuing to work from home as much as possible. The staff will be available on campus two days per week once the Fall Semester begins and attend important student events such as new international student move in day August 19, 2020.

Appendix

Return to Campus Following COVID-19 Exposures, Suspected Infections and Positive Cases

In accordance with CDC guidelines and the Department of Labor and Industry's Emergency Temporary Standard regulations (§16VAC-25-220, et al), Richard Bland College adopts the following return to campus protocol for all employees and students:

Option 1: Symptom Based - Individual will not have a test to determine if they are still contagious. Must meet all three of these conditions:

- No fever for at least 24 hours (1 full day without the use of fever-reducing medicine); AND
- Other symptoms have improved (for example, cough or shortness of breath); AND
- At least 10 days have passed since the symptoms first appeared.

Option 2: Test Based to determine if the individual is still contagious. Must meet all three conditions:

- The employee no longer has a fever (without the use of medicine that reduces fevers); AND
- Other symptoms have improved (for example, cough or shortness of breath); AND
- They received two negative tests outside of the 10-day isolation period and the tests should be taken at least 24 hours apart. The doctor should follow CDC guidelines.

Individuals who've had close contact with someone who is positive with COVID-19 shall not return to campus for 14 days after their last exposure to that person.

For Virginia residents, please provide your VDH COVID isolation release letter or a letter from your medical provider upon your return to work or classes. For non-Virginia residents, please provide your health district's isolation letter or a letter from your medical provider upon your return to work or classes.

If you seek medical attention for COVID-19 related reasons, please share this information with your treating physician before returning to campus. For additional questions and guidance,

- Employees should contact Human Resources at (804) 862-6100 ext. 6208 or email rbchr@rbc.edu.
- Students should contact Student Success at (804) 862-6100 ext. 8533 or email cbrockway@rbc.edu.

Cassandra Standberry
Director of Human Resources and Chief Diversity Officer
cstandberry@rbc.edu
P: (804) 862-6100 ext. 6208

Celia Brockway
Director of Student Success
cbrockway@rbc.edu
P: (804) 862-6100 ext. 8533