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RE:UNION
Excellence, Reimagined.
Virginia Union University Fall 2020 Opening
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Greetings,

Virginia Union University has evolved in ways that, several months ago, we may not have embraced as possible. The onset of the COVID-19 global pandemic forced the University to accelerate plans that have been in place for a while and, today, our Virginia Union University family is stronger, more resilient, and more united because of it. We were able to transition to remote operations due to the “stay at home” orders and move classes to a virtual experience. During this time, we have been able to assess our overall on-campus experience which has taught us to work in new ways; more collaborative, more efficient, and safer for our students, staff, and faculty. Once again, we have proven that here at Virginia Union University, our passion, creativity, and entrepreneurial spirit are limitless.

As we move forward, we are aggressively preparing to welcome our community back to campus—what we are calling “VUU Re:Union.” Some aspects of university life are already returning to familiar operations, while others are still in development. I am pleased to share that on July 13th, we launch a new learning platform, VUU Global Campus, which is anchored in a virtual/digital learning experience. Additionally, on August 24th, we will welcome back some in-person classes for undergraduate and graduate programs. Our hybrid approach to learning will help ensure the continuity of education for our students as we continue to respond to students’ needs despite limits presented by COVID-19. We are also preparing to welcome student-athletes and band members to campus in July; however, we are awaiting decisions from the NCAA and CIAA regarding how Fall sports will operate.

**The health and safety of the VUU community is our top priority.** Our plans have been developed to align with guidance provided by public health experts, the Commonwealth of Virginia, and the Virginia Department of Education for reopening university campuses. A few highlights that you will see in our report:

- Class sizes will be smaller to accommodate social distancing requirements (i.e., 6-feet)
- Temperature checks will be required at all key entry points on-campus and in dorms
- All tuition payments must be made electronically
- Testing for coronavirus will be widely available on campus
- We will enforce requirements to wear face coverings and practice social distancing
- Contact tracing protocols will be in place to help manage any potential for an outbreak of infections on campus
Single Room options have been made available on the second floor in Newman Hall, LLC North, LLC South, and White Hall.

The success of this effort will require all members of our VUU family to do their part. We must be willing to adjust our typical behaviors and “reThink” how we will “reUnite” and live out the on-campus experience. Nonetheless, we are in this together—we are stronger together.

Sincerely,

Hakim J. Lucas, Ph.D.
President & CEO
Overview
COVID-19 continues to make a resurgence across the nation, with the trend of college-age students leading in new infection rates. Virginia Union University (VUU) is closely monitoring incidence rates, prevalence rates, and trends across the nation and specifically within the Commonwealth of Virginia for the novel coronavirus (COVID-19) pandemic. We are guided by mandates issued by the Governor's Office and recommendations outlined in the American College Health Association (ACHA) Guidelines: Considerations for Reopening Institutions of Higher Education in the COVID-19 Era (ACHA Guidelines). In addition, the plan coincides with recommendations from the U.S. Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and the Virginia Department of Health (VDH).

Given the history of virus’ transmission, we state upfront that our plan to repopulate the campus is intentionally fluid and flexible. This enables our capacity to employ interventive and preventive measures to maintain our campus community's safety and wellness. These emerging guidelines, precautions, and best practices are being used to inform how VUU plans to repopulate its campus gradually over time with safety as our top priority.

Guiding Principles
The following principles guide our plan for a phased reopening of on-campus activities
1) Preserve the health, safety, and wellbeing of our students, faculty, and staff;
2) Maintain and deliver our HBCU mission through teaching, research and civic/community engagement;
3) Enable students to make meaningful progress towards their educational goals;
4) Protect and maintain university operations necessary to support strategic priorities;
5) Streamline processes and procedures to ensure operational efficiency; and
6) To grow a new university that is relevant and responsive to the current context

Phased Approach
The three-phased approach is not time-bound but fluid and based on the climate and condition of
The three-phased approach is not time-bound but fluid and based on the climate and condition of areas contiguous to the campus, including the City of Richmond, Commonwealth of Virginia, and broader national trends. These steps will help VUU navigate the "new normal" as it prepares to welcome students, staff, and faculty back to campus. The following conditions must be in place to enact Phases I, II, and III:
- Commonwealth continues to lift the "Stay at Home" order.
- Sufficient testing capability exists in the community.
- Ability to trace contacts of COVID+ individuals.
- The local health care system has experience with COVID-19 patients.
- There is adequate Personal Protective Equipment (PPE) available in the community.
- Local indicators of infection spread show stable or decreasing transmission.
Phase I Criteria
- Strict physical and social distancing measures
- Campus-based classroom maximum 12:1
- Occupancy will be set at 50% of its capacity throughout campus
- Mass gatherings are limited to 50 or fewer individuals. Anything larger must have the approval of the President or his/her designee
- Individuals are required to wear face masks
- Offices and service areas are restricted to virtual and appointments
- High-risk or vulnerable individuals (e.g., 65 years or older, underlying health conditions) will have limitations and guidance*
- Employees will work remotely and on campus*
- Required health screening, monitoring, and tracing*
- Individuals who test positive or awaiting results must isolate*
- Those who are experiencing symptoms of COVID-19, test positive for COVID-19, or have been exposed to someone with COVID-19 must quarantine for 14 days*

Phase II Criteria
- Modify social distancing restrictions according to CDC guidelines
- Campus-based classroom maximum 14:1
- Occupancy will be set at 60% of the space capacity
- Mass gatherings are limited to 150 or fewer individuals. Anything larger must have the approval of the President or his/her designee
- Individuals are encouraged to wear face masks
- Offices and service areas are restricted to virtual, appointments, and limited walk-ins
- High-risk or vulnerable individuals (e.g., 65 years or older, underlying health conditions) will have limitations and guidance*
- Employees will work remotely and on campus*
- Required health screening, monitoring, and tracing*
- Individuals who test positive or awaiting results must isolate*
- Those who are experiencing symptoms of COVID-19, test positive for COVID-19, or have been exposed to someone with COVID-19 must quarantine for 14 days*

Phase III Criteria
- Activities return to "new normal"
- No ban on any activities is in place, but some restrictions may be imposed on a case-by-case basis
- Very large gatherings allowed on a case-by-case basis, depending on specific public health risk and containment activities

*Repeated information
It is anticipated that restrictions and limitations in activities will be in place for the next 12-months or longer. We are planning to implement the following measures and protocols to allow for in-person instruction, to the extent the public health situation permits. If the pandemic disrupts in-person instruction during the 2020-2021 academic year, we will be prepared to shift entirely online without interruption.

**Expectations and Guidelines**

All members of the VUU community are expected to fully comply with all policies, protocols, procedures, and guidelines outlined in this document and elsewhere. Failure to adhere to all required policies, protocols, procedures, and guidelines may result in disciplinary action, including but not limited to termination, dismissal and/or loss of privileges, including access to campus buildings and resources. All members of the VUU community are expected to share the responsibilities of halting the spread of the coronavirus. If a member of the VUU community observes non-compliance of any COVID-19 related policy, protocol, procedure, or guideline, they are expected to contact their supervisor or the Dean of Students.

As per the ACHA guidelines, "meticulous adherence to public health practices including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment, temperature checks, and face-covering in public is the campus' new normal." Many of the strategies, processes, and procedures outlined in this document require each community member's full cooperation, as we are responsible for our own safety and the safety of those around us.

The following opening plan is organized in seven (7) domains of a healthy university experience at VUU:
- Maintaining a Healthy Environment
- VUU Work Culture
- The Academy
- Campus Life
- Student Life
- Communications & Marketing
- Climate

**MAINTAINING A HEALTHY ENVIRONMENT**

This section is designed to maintain awareness of and adherence to University, State, and City policies, mandates, and guidance as it relates to the safe opening of Virginia Union University help protect students, faculty, staff, and the community, and slow the spread of the Coronavirus Disease 2019 (COVID-19). The goal is to monitor the community through daily checks; maintain constant communications; recognizing signs, test symptoms, and manage cases; require health and safety training; mitigate the risk of resurgence; outline regulations that promote social distancing, wearing masks or face coverings, and cleaning protocols; and manage service offices and high traffic spaces.
**Daily Checks/Communication**
As the CDC stated we need everyone’s help to stop the spread. VUU is adopting a community based daily check and monitoring process for all students and employees. Every member of our community will be required to conduct daily screenings prior to reporting to work or class. Each member of the community is required to:
  1. Check their emails daily for updates
  2. Complete a [Daily Wellness Check Form](#)

**Daily Messages**
Daily emails will be circulated to update the campus community of any changes regarding the health and wellness of the larger community, which include the activation of our Emergency Response Plan will be sent by the Chief of Police/Director of Public Safety.

**Daily Wellness Checks**
The following are sample questions of the daily wellness check:
  1. Are you experiencing a fever, a headache, or shortness of breath?
  2. Do you have a fever, 100.4 degrees, higher than your normal temperature?
  3. Have you been in contact with anyone suspected of having COVID-19?
  4. I understand the social distancing policy and have been complying?
  5. What was your temperature today when you took it?
  6. Please enter the date of your last COVID-19 testing?
  7. Do you need a healthcare professional to contact you?

Anyone who answers YES to any of the screening questions must alert the appropriate entity on campus for further guidance. Students, please contact Health Services also known as Capital Area Health Network (CAHN) via telehealth at (804) 780-0840. All VUU faculty and staff members should contact the Virginia Union University Office of Human Resource and Talent Management (HRTM) at (804) 257-5841.

**Enhanced Technology for Updates**
The goal is to use technology to support the monitoring and prevention of the spread. The institution is partnering with the VDH, and we are suggesting that all students and employees download the COVIDWISE -COVIDCheck to their mobile device. The VDH’s COVIDCheck is a resource to help protect employees, students, and friends by checking symptoms, finding tests, and tracing through the use of enhanced technology.

If an employee or student is experiencing symptoms of COVID-19, test positive for COVID-19, or have been exposed to someone with COVID-19 within the last 14 days; they are required to notify the appropriate area:

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<th>Employees</th>
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<td>Human Resources and Talent Management</td>
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<tr>
<td>804-780-0840</td>
<td>804-257-5841</td>
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In addition, it is recommended that you notify Health Officials following applicable federal, state, and local laws while maintaining confidentiality per the ADA, FERPA, and other applicable laws and regulations.

**Recognize Signs and Symptoms**
The campus will conduct temperature testing at various points of entry to campus and major events. However, students, staff and faculty will be advised to conduct self-screenings and temperature checks daily in accordance with VDH & CDC guidelines. If a student or employee require testing the institution will employ the following strategy.

**Testing Strategy**
Testing capacity at commercial, private, and hospital laboratories performing SARS-CoV-2 testing continues to increase in Virginia. Currently, the institution will require testing for persons with COVID-19 symptoms, those who come in close contact with someone who has tested positive, or those who clinicians from Health Services (CAHN) believe may need testing. Testing will be available daily from 9 a.m. – 12 p.m. at CAHN Northside Medical Center located at 2809 North Avenue, Richmond, VA 23222 (1.6 miles from campus). Currently, testing results are received within 6-8 days. During this time, students and employees will be required to refrain from coming to campus, or students will be hosted in designated quarantine/isolation facilities until results are confirmed. Currently, all testing is FREE (while resources are available). All patients will be required to provide proof of insurance. If uninsured, testing is available (patients will be responsible for all testing costs).

**Preparing for When Someone Gets Sick**
1. Provide Isolation Facilities for Those Who are Sick
2. Immediately separate faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath).
3. Follow CDC Guidance for caring for oneself and others who are sick.
4. Designated private housing suites have been established for students needing to be quarantined.
5. Any areas previously utilized by sick persons will be thoroughly cleaned and disinfected upon notification.
6. Quarantine suites used by a sick person will remain closed off until after cleaning and disinfecting.
7. Clean and disinfect suite area no sooner than 24 hours after being vacated with FDA approved disinfectant.
8. Maintain a sufficient number of isolation spaces in readiness according to demand.

**Positive COVID-19 Process and Protocol to Return to Work and School**
- Anyone who tests positive needs to discloses to the appropriate area: Employee (HRTM) and Student (Health Services - CAHN).
- A known or suspected COVID-19 positive person can return (i.e., be around others) when they have satisfied the relevant symptoms-based strategy requirements as follows:
  - An individual who has had close contact with someone with COVID-19 can return from quarantine after:
• Continuing to have no symptoms; and
  • Fourteen (14) days have passed since last exposure.

- **An individual who thinks or knows they had COVID-19 and had symptoms can return after:**
  - Three (3) days with no fever;
  - Respiratory symptoms have improved;
  - Ten (10) days have passed since symptoms first appeared; and
  - Proof of a negative test result submitted to Health Services or HRTM

- **An individual who tested positive for COVID-19 but had no symptoms can return after:**
  - Continuing to have no symptoms; and
  - Ten (10) days have passed since positive test; and
  - Proof of a negative test result submitted to Health Services or HRTM.

- Student Development and Success (SDS) will notify the faculty of a student who needs time away. SDS will follow up with the student about course work if they can learn virtually.

- HR will notify the employee of their available leave and sick leave options and the enhanced paid sick leave offered by the Families First Coronavirus Response Act. The University will manage all cases with the utmost anonymity, not revealing the results of an employee’s test. HRTM will notify the manager/supervisor of the employee’s leave. HRTM will follow up with the employee and supervisor about the ability to work remotely (if there are no symptoms) or need to leave (if they have symptoms).

**Tracing**

- SDS and HRTM will interview students and employees to determine who they have been in “close contact” within the previous two weeks. (The CDC defines “close contact” as “a person that has been within six feet of the infected employee for a prolonged period of time”).

- SDS or HRTM will notify everyone who was possibly exposed at work or school without revealing the identity via telephone and email within 24 hours.

- SDS or HRTM will contact the Virginia Department of Health (Mr. Okey Utah, Epidemiologist) at 804-205-3752.

- SDS or HRTM will follow up with the individual one day before the isolation end date to discuss a return to work or school date and process. Before ending isolation, students and employees should consult their doctor and/or CDC guidance.

**Information Sharing/Record Keeping**

All students and employees who undergo COVID-19 testing with CAHN will be documented in accordance with HIPPA regulations. CAHN must report all positive cases to the Virginia Department of Health, and the provider will contact the patient directly. Any positive outcomes will include continued check-ins with patients for at least 14 days following positive tests. CAHN support staff and/or the provider will contact patients with negative results. Any employee who shares documentation that may contain health information will be stored separately from the employee's personnel files. The institution supports the EEOC regulation that supports employees who are returning to work based on a medical condition unless the medical condition poses a direct threat to the employee's health and safety "based on a reasonable medical judgment about this employee's disability."
**Mandatory Training**
Virginia Union University will provide virtual training on reducing stigma for all employees and students to be completed by August 24, 2020. It will follow CDC and World Health Organization guidelines on reducing COVID-19, best practices to reduce or limit the spread, and stigma or other negative behaviors related to COVID-19. The sessions are 45-minute in length. All on-campus students and employees are required to complete the health and safety training. Attendance will be tracked and documented.

The training will include an overview of the University’s phased repopulation plan, as well as a review of institutional safety precautions in addition to the following based on community.

**Employee Training**
1. Recap of first training provided
2. Current Statistics (National & Local)
3. CDC Guidance updates
4. New Signs & Symptoms
5. Primary mode of transmission
6. Mitigation (i.e., face coverings, social distancing, and handwashing)
7. PPE (donning, doffing & disposal) email alert
8. Daily COVID-19 Screening Requirement (i.e., Daily VUU COVID-19 Alert and COVIDWISE)
9. Process for reporting failure of health screenings and/or positive COVID 19 tests
10. Where to get medical attention
11. Anti-stigma

**Student Training**
1. What is COVID 19
2. Current Statistics (National & Local)
3. CDC Guidance updates
4. Signs & Symptoms
5. Modes of transmission
6. Mitigation
   a. Face coverings
   b. Social Distancing
   c. Hand washing
7. PPE (donning, doffing & disposal) email alert
8. Daily COVID-19 Screening Requirement
   a. Daily VUU COVID-19 Alert
   b. COVIDWISE
9. Process for reporting failure of health screenings and/or positive COVID 19 tests
10. Healthcare Services
11. Anti-sigma Training
Promote Healthy Behaviors that Reduce Spread

Hygiene and Sanitization
Every member of our community is responsible for following good hygiene (i.e., covering mouth properly, washing hands, cleansing personal items) and sanitization. Measures will be implemented that include making disinfecting supplies available for all students as they enter classroom building(s), classroom(s), and/or library facilities. Before instruction begins and as led by the course instructor, each student and professor will be required to sanitize their workspace. Staff will be required to clean their offices and community spaces every day after use.

Hand Hygiene and Respiratory Etiquette
- Teach and reinforce the importance of handwashing with soap and water for at least 20 seconds and/or the utilization of hand sanitizer that contains at least 60% alcohol.
- Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of your elbow, dispose of used tissues immediately, and properly wash/sanitize hands.

Masks and Face Coverings
- Students, faculty, and staff will be required to wear face masks in all campus buildings in all common areas (hallways, elevators, study rooms, dining rooms, assembly spaces, etc.), classrooms/labs, office visits, and all places where six feet of separation cannot be clearly maintained.
- A VUU face mask will be provided to all students, faculty, and staff. Additional mask will be available for purchase.
- Facilities and any other staff performing disinfecting services daily and/or routinely performing services in close proximity to others will be provided replacement mask regularly.

Adequate Supplies
- Have adequate supplies to support healthy hygiene behaviors, including pedestal hand sanitizer stations and dispensers at primary entrances of all buildings and assembly spaces, soap and disposable towels in community restrooms, and supplies of disinfecting wipes in all classrooms/labs and office areas.
- Provide students, faculty, and staff with “Welcome Packages” including face mask, thermometers, bottle of hand sanitizer, etc.

Shared Objects
- Discourage the sharing of items that are difficult to clean or disinfect between usages.
- Educate students to avoid sharing electronic devices, books, pens, and other learning aids.
- Increase availability and use options of touch-less faucets, urinals, and dispensers by the increased installation of such in common restrooms.
Ventilation
- Increase circulation and infusion of outside air in buildings’ HVAC systems to the extent possible.
- Work to ensure that windows and doors are not propped open, as doing so poses a potential health risk.

Water Systems
- Ensure drinking fountains are cleaned and disinfected regularly during Housekeeper building service rounds.
- Increase availability and use options of hands-free bottle-filler type water fountains in campus buildings.

Staying Home or Self-Isolating when Appropriate
- Educate and require students, faculty, and staff on symptoms and incidents when they should stay home or self-isolate in their living quarters.
- Actively encourage students, faculty, and staff who are sick or have recently had close contact with a person with COVID-19 to stay home or in their living quarters (residence hall room) and utilize the offerings of virtual learning and telework when feasible.
- Those from high risk or vulnerable communities (e.g., 65 years or older, underlying health conditions) need to monitor their interactions.

Promote Social Distancing
- Limit gatherings and events and restrict attendance at activities when held.
- Set capacities limits and modify spaces (e.g., communal, office, residential, etc.).
- Cancel company and school-based travel (during Phase I).
- Request all residential or on-campus employees not to travel outside of the Commonwealth of Virginia or into high-risk areas/communities.
- Restrict nonessential visitor or activities.
- Restrict usage of the Student Center Game Room (during Phase I) and other communal spaces. Students will have limited access to recreation/fitness room via scheduled intervals during the day for rooms' wipe down disinfecting and after-hours fogger disinfecting. Encourage students/users to wipe down seating, tables, equipment, and other shared objects and surfaces before use with the disinfectant wipes provided in spaces.
- The pandemic has forced the adoption of new ways of working. Virginia Union University has had to rethink how we work, deliver services, and reimagine workspaces that create a safe, productive, and balanced environment for our employees.

Modified Layouts for Space
- Ensure all seating/desks at least six feet apart were feasible in classrooms/labs
- Space tables/chairs at least six feet apart in assembly/event spaces
- Tape off fixed seating and rows in auditorium spaces to ensure a six-foot distance between seats.
• Post and limit capacity in auditorium, assembly, event, and conference spaces in accordance with phases of University Opening and State/City phase mandate guidelines. Coordinate the capacity with the following guidelines:
  – Phase I: 50% capacity
  – Phase II: 60% capacity
  – Phase III: 75% or greater capacity
• Create distance between passengers in University vans/buses by skipping rows when possible.
• Increase the inventory of single occupancy residence hall rooms in four residence halls to accommodate student demand and increased social distancing by converting double occupancy rooms to single.

Mass Gatherings
• Mass gatherings are limited to the following or must have the approval of the President or his/her designee. The following outlines the limits for mass gatherings based on the institution’s Phases (exceptions may be made based on location size, conditions, or approval):
  – Phase I: Limited to 50 or fewer individuals.
  – Phase II: Limited to 150 or fewer individuals.
  – Phase III: No ban on activities, but some restrictions may be imposed.
• Outdoor events with a mask may be considered but will require the President's approval.

Physical Barriers and Guides
• Installation of Plexiglas partitions at counters/desks of anticipated high-volume student/staff/faculty/public interaction where it is difficult for individuals to remain at least six feet apart.
• Install physical guides on floors and signs on walls to ensure that individuals remain at least six feet apart in lines and common areas.

Communal Spaces
• Remove furniture in lounges to eliminate social gatherings in such confined spaces.
• Control access to study rooms and similar spaces to ensure adherence to social distancing requirements.
• Reduce furnishings and restrict the number of people allowed in the Student Center Game Room at one time to ensure occupants can stay at least six feet apart.
• Restrict usage of the Student Center Game Room (during Phase I) and other communal spaces. Students will have limited access to recreation/fitness room via scheduled intervals during the day for rooms' wipe down disinfecting and after-hours fogger disinfecting. Encourage students/users to wipe down seating, tables, equipment, and other shared objects and surfaces before use with the disinfectant wipes provided in spaces.
Gatherings/Events
- All events and space needs shall be directed through the Division of Business Affairs, Director of Special Events, Sales, and Space Management to ensure proper approvals, space layout, equipment, cleaning coordination, and University's calendar update.
- When virtual group events, gatherings, or meetings, are not possible, the institution may approve events that promote social distancing of at least six feet between people through table/chair setup and adherence to capacity constraints for physical events.
- Assess event requests on a case-by-case basis in consideration of estimated attendance, capacity restrictions, Phase restrictions (University, State, and City), availability, and coinciding events. Increased means of remote/electronic requesting, viewing, updating, evaluating, and approval/denial of event requests.

Signs and Messages
- Install pre-printed information and directional signage/decals highly visible locations
- Signs/decals will be installed in every campus building by facilities workers.
- Locations in building Entrance doors, Primary hallways, Lobby areas for Service Counters, Elevators, Restrooms, Assembly spaces, Auditoriums, Classrooms/Labs, and Offices.
- Types of signs/decals include, but are not limited to: "Max. Occupancy" (assembly spaces, auditoriums, elevators), "Face Masked Required" (entrance doors), Health/Safety Techniques and Protocols (hallways, restrooms, classroom/labs, offices), "Social Distance 6ft Apart" floor decals (lobbies, assembly spaces, Directional Arrows (hallways, assembly spaces).

Service Offices
There are several service areas throughout the University that include, but are not limited to central administrative offices for divisions and schools/colleges, Technology, Campus Police, Office of Undergraduate and Graduate Admissions, Enrollment Services (Financial Aid and Student Accounts), Housing and Residence Life, Dean of Students, Health Service, Counseling, Workforce Development, University College, Cashier Office, etc. whose offices have remained open throughout the summer by appointment only. We will continue following several measures to ensure the safety of students, faculty, and staff. This section outlines a pathway based on phases that adhere to CDC suggested guidelines.
- Office Hours: Monday through Friday: 8:30 a.m. – 4:30 p.m. (by appointment)
- Documents are accepted via email, fax, and mail to prevent students from having to come into the office
- Email is the preferred method of communication to students

Phase I
- Visible signage of COVID-19 safety precautions for visitors displayed
- Plexiglas partition at the front counter of areas with large foot traffic (i.e., enrollment service center, housing and residence life, dining services, etc.)
- Facemasks required before entry and students must follow 6 feet social distancing guidelines
- Before approaching the front desk, visitors will be required to use the hand sanitizer station
• Dormitory suite doors may remain locked, but contact information will be displayed.
• Appointments will be used to regulate the flow of traffic in an office
• The initial consultation should occur over the phone or in open areas
• Appointments will be scheduled for in-depth inquiries and business that cannot be handled by phone or at a front counter.
• The suite sanitized by staff after the departure of every guest to include wiping down of contacted surfaces
• Service areas will vary based on 50% of the space capacity

Phase II
• Before approaching the front desk or entering a staff members’ office, visitors will be required to use the hand sanitizer station
• Facemasks are recommended and may be required prior to entry and students must follow 6 feet social distancing guidelines
• No more than one (1) student in personal offices at a given time
• Appointments required for in-depth inquiries and business that cannot be handled at the front counter
• Service areas will vary based on 60% of the space capacity
• The suite will be sanitized by staff after the departure of every guest to include wiping down of contacted surfaces

Phase III
• Resume full operations with deliberate caution

Clean and Disinfect
Housekeeping Workers will continue a daily schedule of cleaning (trash removal, floor cleaning, dusting, etc.) along with increasing disinfecting and sanitizing efforts in each University building daily.
Housekeeping work three shifts from 6:00 a.m. until 6:00 p.m.
- M-F 6:00 a.m. – 2:00 p.m.
- M-F 7:00 a.m.- 3:00 p.m.
- M-F 10:00 a.m. – 6:00 p.m.
- Sat. & Sun. – 7:00 a.m.- 11:00 a.m.
- Additional overtime hours as necessary to cover special or before/after normal shifts cleaning/disinfecting needs.

Building Cleaning, Disinfecting, and Sanitizing Schedule
- All Campus Buildings – M-F 6:00 a.m.- 6:00 p.m.
- Additional Servicing in Residence Halls, Ellison, Henderson, Library – Sat. & Sun. – 7:00 a.m.-4:00 p.m.

Building Cleaning, Disinfecting, and Sanitizing Efforts by Housekeepers twice daily.
- All common spaces (restrooms, lobby, lounge, hallways, stairs, open office areas).
- Frequent contact surfaces common surfaces (door handles/glass, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables, counters).
All products used for disinfecting meet the Environmental Protecting Agency (EPA's) criteria for use against SARS-CoV-2.

Housekeeping Workers will perform additional Building Fogger Sanitization.
- Fogging Scope and Procedure
  - Fogger provides a disinfecting mist that settles on and disinfects all surfaces within the fogged area.
  - Housekeeping staff has been trained on proper and effective fogger operation, and ongoing training will be performed. Athletic staff who will be performing the fogging in the Belgian Building will also be included in the training before use.
  - Staff will be suited in Tyvek suits, goggles, and face mask while performing the fogging.
  - Fogging areas in each building include all common spaces (restrooms, lobby, lounge, hallways, stairs, open office areas).
  - Buildings are to be unoccupied during the fogging and at least the two following hours to avoid occupant irritation by the disinfectant smell.
  - Additional disinfecting fogger use in gymnasium, auditoriums, event spaces, and University van/buses by staff after each patron/spectator event or group use.
  - Residence Hall facilities are not included in the weekly fogging efforts due to their 24/7 occupancy. Fogging in the residence halls is occurring in all areas prior to the return of students for the Fall semester.

Individual Student, Faculty, and Staff Disinfecting Responsibility
- Individuals are expected to perform disinfecting of their personal contact items and spaces.
  - Students are responsible for their living space, personal items, and any furnishings/equipment they use in a classroom or lab (tabletop, chair, microscopes, etc.).
  - Faculty and staff are responsible for their personally used furnishings/equipment in their offices, classrooms, labs, lounges, breakrooms (desktops, chairs, files, computers, telephones, microwaves, etc.).
  - Facilities will provide disinfecting wipes and/or disinfecting spray and cloths in buildings, labs, offices areas, and Henderson Game Room for individuals to utilize for the disinfecting effort.
  - Individual's disinfecting efforts are to include wiping item surfaces and points of contact to disinfect before/after personal contact. These efforts will help ensure the sanitized handling of items for the individual and the sanitized preparation of items for the next user.

Quality Control
- Facilities staff will receive ongoing training on proper and thorough cleaning and disinfecting.
- Cleaning/Sanitization logs will be maintained on the door in all common restrooms with daily signature notations of servicing by Housekeeping Workers.
- Housekeeping Supervisor and Lead Workers perform weekly inspections of campus buildings to ensure Housekeepers successfully adhere to cleaning/sanitization standards.
WORK CULTURE

The pandemic has forced the adoption of new ways of working. Virginia Union University has had to rethink how we work, deliver services, and reimagine workspaces that create a safe, productive, and balanced environment for our employees.

Workplace Infrastructure
The Department of Human Resources and Talent Management (HRTM), like all campus units, supports the University’s commitment to formulating a comprehensive response and operations plan to protect its workforce. As mentioned earlier, VUU’s Campus Reopening Plan is a living document, and just as the pandemic evolves, the guidance will also change. Revisions of this plan will be provided and published on the University website as more information, guidance, and best practices become available. The Department of HRTM is dedicated to VUU employees and providing timely information to ensure the safety is critical. All members of our community must adhere to the protocols and guidance. The safety of our community must be everyone’s priority. As the novel coronavirus (COVID-19) pandemic continues, we are monitoring the situation closely and following the guidance from the Centers for Disease Control and Prevention and local health authorities. The following outlines the precautions and procedures that we will implement and follow as part of our collective effort to repopulate campus and protect personnel.

Some employees may be unable to return to campus for a variety of reasons, including their actual vulnerability to COVID 19. Individuals with a medically-diagnosed disability who already receive reasonable accommodation under ADA may be entitled to additional or alternative reasonable accommodations because of COVID-19. Please note that an employee’s general concerns about illness (including COVID-19) for themselves or family members do not constitute a “disability” within the meaning of the ADA. While we will attempt to be flexible regarding such employees, we cannot guarantee that accommodation is possible. For more information, contact Human Resources and Talent Management at (804) 257- 5841 or visit the U.S. Department of Labor website on accommodations: https://www.dol.gov/odep/topics/Accommodations.htm.

To find out more information about higher-risk populations visit the CDC website at https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html.

Remote and Campus-Based Employee
Virginia Union University will designate employees as campus-based or remote. Vice Presidents (VPs) of each division will complete the Fall 2020 remote/campus-based spreadsheet, and the COO will review and approve each employee designation. Campus-based employees are employees who work onsite at the VUU campus. Remote employees will work at home for their entire workweek. Employees will be notified of their designation via a written letter from HRTM before August 3, 2020.
Campus-based employees will be required to report to campus by Monday, August 3rd. Employees will receive a unique identification sticker from University Police. All employees will be required to enter via the main campus checkpoint.

**Tele-, Flex-work, and Virtual Meetings**
During Phase I and II of this plan, employees will be required to use technology and virtual platforms to teach, serve, and learn. Employees are encouraged to reduce the necessity for face-to-face and hand-to-hand contacts by providing increased options for:
- Technology usage and electronic/telephonic transactions
- Online checks, payments, and business documents
- Electronic document exchange and storage
- Provide 100% paperless, contract-free issuance of employee paychecks through the use of direct deposit and bank cards
- Offer options for virtual training and information/inquiry exchange
- Operate flex and staggered work schedules to increase the covering time of services to campus while decreasing physical interactions and staff congestion.
- Utilize Microsoft Teams or Zoom to have virtual meetings to avoid assembly violations and accommodate persons on flex schedules

**Faculty, Librarians, and Staff**
Decisions regarding faculty and staff work locations will be made prior to the start of CBL and will apply to the Fall 2020 academic term only, unless otherwise advised. These designations will be based on risk categories stipulated by the CDC and the VDH. These designations will reduce the density of our campus community. They also will decrease the opportunities for small group congregations (i.e., study groups, workgroups, and group student advisement sessions), while increasing opportunities for routine disinfecting and sanitization of office spaces and other communal spaces. This practice will have budgetary implications for PPE supplies, maintenance costs, and energy costs. Faculty and staff work location decisions will be made before August 24, 2020, by the respective Dean and in consultation with the Office of Academic Affairs.
THE ACADEMY

**VUU Mission**
Virginia Union University is nourished by its African American heritage and energized by a commitment to excellence and diversity. Its mission is to:

1. Provide a nurturing intellectually challenging and spiritually enriching environment for learning;
2. Empower students to develop strong moral values for success; and
3. Develop scholars, leaders, and lifelong learners of a global society.

To accomplish this mission, Virginia Union University offers a broad range of educational opportunities that advance liberal arts education, teaching, research, science, technology, continuing education, civic engagement, and international experiences.

**Academic Calendar and Learning Platforms**
In keeping with the University’s mission and response to the COVID-19 pandemic, we have created a 2020-2021 academic calendar that provides greater opportunities for instruction throughout the academic year. Starting July 13, 2020, Virginia Union University will offer 13 distinct instructional terms for graduate and undergraduate students that span across the calendar year. The terms vary in length and include 4-week, 8-week, and 16-week sessions. Each term will offer instruction using Campus-Based Learning (CBL) and Virtual-Based Learning (VBL) platform. We believe that the VBL platform will help limit the size of our campus-based community, reducing the frequency of face-to-face instruction, thus curbing the threat and spread of the virus. VBL instruction and learning is delivered synchronously, to ensure that students continually receive the personalized education they have grown accustomed to.

The chart below presents the University’s 2020-2021 Academic Calendar:

<table>
<thead>
<tr>
<th>Fall Semester 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term I (VBL) July 13—August 7 [4 Weeks]</td>
</tr>
<tr>
<td>Term II (VBL) August 10—October 2 [8 Weeks]</td>
</tr>
<tr>
<td>Term III (VBL) August 17—September 11 [4 Weeks]</td>
</tr>
<tr>
<td>Term IV (VBL/CBL) August 24—December 11 [16 Weeks]</td>
</tr>
<tr>
<td>Homecoming October 10, 2020</td>
</tr>
<tr>
<td>Term V (VBL/CBL) October 19—November 13 [4 Weeks]</td>
</tr>
<tr>
<td>Term VI (VBL/CBL) October 26—December 18 [8 Weeks]</td>
</tr>
<tr>
<td>Winter Break starts December 21—January 8, 2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term I (VBL) January 11—March 5 [8 Weeks]</td>
</tr>
<tr>
<td>Term II (VBL) January 11—May 7 [16 Weeks]</td>
</tr>
<tr>
<td>Term III (VBL) January 25—February 19 [4 Weeks]</td>
</tr>
<tr>
<td>Spring Break March 8—14, 2021</td>
</tr>
<tr>
<td>Term IV (VBL/CBL) March 15—April 9 [4 Weeks]</td>
</tr>
<tr>
<td>Term V (VBL/CBL) March 15—May 7 [8 Weeks]</td>
</tr>
<tr>
<td>Term VI (VBL/CBL) May 17—June 11 [4 Weeks]</td>
</tr>
<tr>
<td>Term VII (VBL/CBL) May 17—June 25 [6 Weeks]</td>
</tr>
</tbody>
</table>
VUU’s academic Fall Terms I, II, and III will be offered via the VBL platform. Campus-based Learning (CBL) will be introduced during the Fall Term IV, which starts August 24, 2020. It is important to note that each CBL course is complemented by a VBL section of the same course. Additional academic periods, Terms V (October 19-November 13, 2020) and VI (October 26-December 18, 2020), are similarly provided, using VBL and CBL platforms.

To facilitate informed decision-making and comprehension of the newly formatted academic calendar, faculty advisors have intensified their efforts by encouraging the use of the VBL platform for all students while reserving opportunities for face/face instruction to those students who require it. Academic advisement is ongoing and is complemented by a full schedule of course options on our website.

Also, in response to the COVID-19 pandemic, other adjustments have been made to the academic calendar as follows:

1. Eliminated Fall Break (October 24-27, 2020);
2. Suspended all student study abroad activities and term away opportunities (unless virtual);
3. Set the last day for CBL instruction to Friday, November 20, 2020. Starting Saturday, November 21, 2020, all CBL instruction will transition and conclude utilizing the VBL platform until the last day of the semester, which is December 18, 2020.

Method of Instruction

Our primary method of instructional delivery is VBL and supplemented by CBL. All CBL course instruction is highly contingent upon updated information received from the U.S. Centers for Disease Control (CDC) and the Virginia Department of Health (VDH).

Virtual-Based Learning (VBL): 100% of courses across all disciplines and levels (undergraduate/graduate) are offered in a virtually synchronous manner. Supplemental instruction will occur asynchronously. All VUU students will have the option to register for a full course load over the series of academic terms to ensure continued matriculation and 4-year graduation. Learning supports are available for all students.

Campus-Based Learning (CBL): All courses will be complemented by the CBL platform. Enrollment and classroom-size will be restricted by social distancing requirements as well as a 50% reduction of room occupancy. Because CBL courses will transition to VBL starting November 21, 2020, learning supports will be available for all students. Routine and rapid disinfecting will occur between classes and will be conducted by students and led by the course instructor.

Regardless of the learning platform, we encourage continued advisement for all students as they select the appropriate term(s), learning platform(s), and requisite courses.

Classroom Guidelines

Students and faculty will be required to:

- Complete training prior to returning to the classroom;
- Complete daily health screen before coming to campus;
- Disinfect chairs, other commonly touched surfaces, etc. at the start of every class;
• Wear required face coverings in the classroom;
• Refrain from eating or drinking in class; and
• Utilize assigned seating, where appropriate

**Advising and Student Support Services**
All academic advising will be performed remotely, either by phone or the use of another platform (e.g., Microsoft Teams). All faculty office hours for students in their courses, advising, or other consultative purposes will be performed remotely or by appointment. The Learning Resource Center will provide remote services (e.g., supplemental instruction, tutoring). Students serving as peer tutors in the Learning Center will provide services via the Microsoft Teams platform. Students will have the opportunity to requesting services via the Learning Center website, email or phone.

**Accommodations**
Any student with a medically-diagnosed disability who already receives a reasonable accommodation under ADA and maintains a COVID-19 high-risk classification determined by the CDC may also be entitled to additional or alternative accommodations. The living and learning accommodations will be made on a case by case basis and will be led by the University College, Office of Inclusive Learning. Please contact Ms. Kimberly Johnson in the University College at KNJohnson1@vuu.edu for more specific questions or visit [https://www2.ed.gov/about/offices/list/ocr/transition.html](https://www2.ed.gov/about/offices/list/ocr/transition.html).

**L. Douglas Wilder Library and Learning Resource Center**
The L. Douglas Wilder Library and Learning Resource Center will remain open to enrolled students but closed to the public for the Fall 2020 semester. Following the initiation of CBL, the Library will provide virtual-based services and face to face services as needed. Room occupancy limits will be set, and students, faculty, and staff will be required to maintain a social distance of 6 feet and wear a face covering. During Phase II, The Learning Center will allow in-person tutoring sessions on an appointment only basis. Group tutoring sessions will be limited to a maximum of 10 ten students (including the tutor) at a time. These sessions will take place in the second floor media room. Tables and chairs will be organized according to the 6 feet social distancing guidelines. The media room will remain locked until the schedule tutoring session. Additionally, the Learning Center computer labs will be available on an appointment only basis. Computers will be spaced allowing for six feet in between each workstation. Stations will be cleaned at the end of each business day. Students must utilize PPE for the duration of the meeting. The library will hold the following hours from August 24 – December 18, 2020:

<table>
<thead>
<tr>
<th>Monday–Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 a.m. – 2:00 a.m.</td>
<td>7:50 a.m. – 10:00 p.m.</td>
<td>8:00 a.m. – 6:00 p.m.</td>
<td>10:00 a.m. – 2:00 a.m.</td>
</tr>
</tbody>
</table>
CAMPUS LIFE

Enrollment Services
On-campus admission events have been canceled to help ensure the health and safety of our visitors and community. If you are interested in a tour, visit our campus page. The Offices of Admissions, Financial Aid, Student Accounts, and New Student Orientation will host virtual information sessions throughout Phases I and II.

In-person campus tours will resume during Phase II of the University's plan.
- Campus tours must be scheduled in advance
- Maximum numbers will be determined during approval
- All guests will be required to go through checkpoint and screening
- All visitors wear a face mask and adhere to 6 ft. social distancing guidelines. No visitor will be allowed to attend a campus tour without a mask.

Orientation
The first academic term of the Fall 2020 semester is scheduled to begin July 13, 2020. For the SDS Division, this includes the on-boarding of new students, as well as training of student leaders. From July 13th through August 19th, all student endeavors will be conducted via virtual learning modalities. Individually, all students will be contacted utilizing a combination of the following electronic platforms: Microsoft Teams, my.vuu.edu (the University's learning management system), Instagram, Microsoft Forms, as well as email. In addition, the division will maintain accessibility through the Call Center to address student needs (see communication below). As a part of orientation, students will be required to complete a 45-minute online training on COVID-19 prevention and education.

Housing & Residence Life
The Office of Housing and Residence Life goal is to promote the health and safety of all residential students during COVID-19. The team increased the number of single spaces by 35%. After surveying students, they shared their willingness to live with a roommate. As a result, the rooms with the largest square footage (sq. ft.) will be used for double occupants. The following chart outlines the number of anticipated singles and doubles.

<table>
<thead>
<tr>
<th>Building</th>
<th>Number of Students</th>
<th>Singles</th>
<th>Average Sq. Ft.</th>
<th>Doubles</th>
<th>Average Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hartshon Hall</td>
<td>31</td>
<td>31</td>
<td>178.25 sq. ft.</td>
<td>0</td>
<td>178.25 sq. ft.</td>
</tr>
<tr>
<td>Huntley</td>
<td>0</td>
<td>0</td>
<td>208 sq. ft.</td>
<td>0</td>
<td>179 sq. ft.</td>
</tr>
<tr>
<td>LLC North</td>
<td>64</td>
<td>64</td>
<td>179 sq. ft.</td>
<td>0</td>
<td>179 sq. ft.</td>
</tr>
<tr>
<td>LLC South</td>
<td>64</td>
<td>64</td>
<td>179 sq. ft.</td>
<td>0</td>
<td>179 sq. ft.</td>
</tr>
<tr>
<td>MacVicar</td>
<td>202</td>
<td>0</td>
<td>NA</td>
<td>101</td>
<td>180 sq. ft.</td>
</tr>
<tr>
<td>Newman</td>
<td>77</td>
<td>21</td>
<td>208 sq. ft.</td>
<td>28</td>
<td>208 sq. ft.</td>
</tr>
<tr>
<td>SGA</td>
<td>4</td>
<td>4</td>
<td>144 sq. ft.</td>
<td>0</td>
<td>144 sq. ft.</td>
</tr>
<tr>
<td>Storer Hall</td>
<td>218</td>
<td>8</td>
<td>176 sq. ft.</td>
<td>105</td>
<td>176 sq. ft.</td>
</tr>
<tr>
<td>White Hall</td>
<td>23</td>
<td>17</td>
<td>144 sq. ft.</td>
<td>3</td>
<td>288 sq. ft.</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>683</strong></td>
<td><strong>257</strong></td>
<td></td>
<td><strong>3</strong></td>
<td><strong>237</strong></td>
</tr>
</tbody>
</table>
Prior to move in, all students will be encouraged to obtain COVID-19 testing within 1-week of their scheduled move-in appointment. Students (and families) shall check with their local testing facilities to be aware of the testing response time to align with the scheduled move-in date. Upon student arrival to campus, any student that does not have a negative testing result will be screened via a medical questionnaire to determine the need for additional testing.

**Move-In Process**
- The residence hall move-in process will be spaced out over a multi-day period (from August 19-22, 2020) with very few early arrivals.
- One family member per student will be allowed, and all move-in participants must wear a face covering and gloves at all times.
- All students will be required to move out after 12 weeks (November 20th).
- There will be no Fall Break.
- Additional details about Fall move-in will be shared with those who have been approved for Fall housing.

**Move-Out Process**
- The last day for campus-based instruction will be Friday, November 20, 2020.
- Residential students will be required to move-out November 21-22, 2020.
- Only one family member or helper per student will be allowed, and all move-out participants must wear a face coverings and gloves.

**Visitation**
- During Phase I, on-campus visitation will be prohibited.
- During Phase I and II, students will have to present a current VUU Student ID to enter the buildings.
- Non-VUU current students/guests are allowed to enter campus during Phase I and II.
- Commuter students are not allowed to enter the residence halls until further notice.
- Desk workers and Resident Assistants will be on duty.
- During phase II, the common rooms will be reopened for no more than two (2) students in a setting.
- Students must adhere to the University's social gathering policy in common spaces; this includes yards/plots, porches, decks/square, etc. (within 6 feet of distance from one another).
- During phase II, Residents will be limited to one (1) guest in a single or double occupancy room at a time.

**Life in the Residence Halls**
Although residence hall living will look a bit different than it has in the past, we are committed to providing an experience that builds a sense of belonging within our community. The following includes physical distancing, according to CDC guidance, hygiene practices, and cleaning/disinfecting protocols. Final plans are still being developed and include the following:
- Upon arriving to campus and before entering the residence halls students will be required to complete a COVID-19 student assessment and screening with Health Services.
Students will be required to conduct daily screenings using the Virginia Department of Health's COVIDWISE –COVIDCheck

If a student is experiencing symptoms of COVID-19, test positive for COVID-19, or have been exposed to someone with COVID-19 within the last 14 days; they are required to notify the Student Development and Success Department or the Director of Housing and Residence Life immediately.

No visitors or guests are allowed until further notice. A guest is defined as someone who does not live in the residential community.

Students are expected to limit face-to-face contact with staff and peers.

Resident Assistants and Hall Directors will do regular rounds and work shift to ensure compliance with these practices and procedures.

Staff will only meet with individuals or small groups; however, they will maximize virtual contact with students.

Hall and Floor meetings will be held using multiple mediums, group chat, Teams meetings, signage updates, emails, and mini chats will be offered multiple times per day as students enter or exit the buildings.

Physical Distancing

- Everyone will be required to adhere to the physical distancing (social distancing), according to the CDC this means keeping a safe space between yourself and other people.
- To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people both indoor and outdoor spaces.
- The lobby furniture has been removed to alleviate any gatherings of a large number of students.
- Doors will be designated as exit-only or entrance only.
- Congregating in the RA office is prohibited.
- The vending machines will be reassigned to the common areas.
- Laundry schedules will be created by floor per building.
- The laundry room will remain locked when not in use.
- Study rooms will be used by a reservation-only; only two students at a time with six feet of distance.
- The study rooms will remain locked when not in use.
- Congregating in the hallways will be prohibited.

Hygiene Practices

- Masks or face coverings will be required outside of residence hall rooms or outside of a University-owned house (hallways and corridors, included).
- Students will be expected to practice good hygiene routines after flushing the toilet to prevent the spread of germs due to splashing water, by cleaning their spaces daily, proper daily hand washing. Cell phones will not be permitted inside of the common and shared bathroom facilities.
- Community bathrooms will post an approved number of users based on occupancy and student will be required to spray down the facility after use.
Cleaning/Disinfecting Protocols

- All students and staff must attend online training sessions about COVID-19, health & wellness, etc.
- Facilities will be cleaned and sanitized on a regular schedule.
- Residents will be required to maintain a clean room, in addition to wiping down common spaces after use.
- All students must vacate the residence halls during the break (November 20 - March 11, 2020); during this time, we will conduct a deep cleaning.
- Resident Assistants will be asked to document policy infractions regarding the wearing of masks, social distancing, and visitation and gathering policies.
- Resident Assistants may assist in the sanitization and cleaning efforts, including wiping door handles, stairwells, etc. while on their duty rounds.
- Resident Assistants will assist in the education of residents regarding COVID-19 and health & safety practices.

On-Campus Isolation/Quarantine Spaces

- During the registration process, all students will be required to identify an emergency contact if they test positive to COVID-19. Any resident who feels ill should not report to class and should minimize contact with others, call health services 804-780-0840, or contact Housing staff at 804-878-9370.
- For those students who can travel in a private vehicle, we strongly recommend isolation and quarantine in the comfort of your own home.
- Any student that tests positive for COVID-19 will be isolated to off-campus for a maximum of 48 hours or until logistics are made to leave campus.
- The student's identified emergency contact will be notified immediately by a medical professional to provide students and families with details for pick-up.
- The institution will be able to support four to six students in quarantine. If the institution reaches quarantine capacity, students and families will have 24 hours to pick up students.
- The student will transition to virtual learning for the rest of the term. To resume on-campus housing, they will need to provide a negative testing.
- The institution will be prepared to shutdown will if the number of positive cases reaches 2% (14) of its residential population.
- Students in isolation or quarantine will be encouraged to continue their coursework remotely, if feasible.
- Students in quarantined spaces will be provided virtual learning, support, and tools to complete all courses and assignments.
- The student will be responsible for disinfecting the quarantine space.
- Visitors are prohibited in the quarantined space.
- All students in temporary isolation and quarantine will receive a daily wellness call.
- Meals will be provided and delivered onsite for quarantined individuals.
- Any changes in symptoms should be communicated to health services; for any emergencies, 911 should be called.
- Health Services (CAHN) will be contacted for a medical assessment, support, and case management.
The Director of HRL will monitor this procedure and work with the University Counselor, VPBM, and facilities to ensure that this procedure is followed and inquire if any additional services are needed.

**Dining Services (Thompson Hospitality)**
As the contracted food service provider for the campus, Thompson Hospitality offers three dining options for the campus community—Main Campus Dining Hall, Henderson Coffee Shop, and the Panther Grill. The following protocols will address how service will proceed during repopulation.

**Environmental Safety**
1. Maintaining strict cleaning
2. Sanitizing, and disinfecting protocols
3. Ensuring CDC guidelines for handwashing and hygiene etiquette
4. Increasing the frequency of sanitation practices
5. Reinforcing Food Safety Management System/HACCP standards for food preparation and service

**Associate Safety (Thompson Hospitality Staff):**
1. Daily Wellness Checks with Temperature Screenings. Every associate receives a wellness check to ensure they are healthy and symptom-free.
2. Associates wear a face mask at all times. Gloves are worn at all times when handling food and completing other tasks, and associates must wash their hands and change out gloves every thirty minutes.
3. Associates will have maps and guidelines to ensure that social distancing practices are being followed both in the back-of-the-house and front-of-the-house. Kitchens, vehicles, serving lines, and dining rooms will all be required to adhere to social distancing.
4. Communication on social distancing, local guidelines, and staggered break times posted throughout the back-of-the-house and at time clocks.

**Consumer Safety (Clients of dining services):**
1. Associates are continuously cleaning tables, chairs, and all high touch surfaces. Freestanding touchless sanitizer stations for guests to use at the entrances and exits.
2. Plexiglass breath shields at all registers and points of sale.
3. One-way traffic management to help guests navigate dining and seating areas while maintaining social distancing.
4. Floor decals and signs for guests to follow proper distancing and flow of service.

**Student Experience: Dining Together with Distance**
1. Social media platforms will transition from informational hubs to social media communities where we can connect with our campus community on a deeper level.
2. Thompson Hospitality is committed to providing content for virtual new student orientations to demonstrate the new campus dining features.

Phased implementation of dining services, consistent with the university phases:
Phase I: Dining room(s) will be open with restrictions. Specifically, tables will be arranged for physical distancing, no self-service, associates will provide pre-packaged meals at selected stations, limited beverage fountain use with disposable cups, canned beverage options available, and use of disposable dishware and flatware.

Phase II: Dining room(s) will be open with minimum restrictions. Specifically, tables will be arranged for physical distancing, no self-service, associates will provide pre-packaged meals at selected stations, limited beverage fountain use with disposable cups, canned beverage options available, and use of disposable dishware and flatware.

Phase III: All dining locations will be open. Specifically, food stations will be open and served by an associate (no self-service). The beverage fountain would be available and cleaned every 30 minutes. Dishware and flatware will be available but explicitly distributed by associates.

Health Services: Capital Area Health Network (CAHN)
Effective partnerships are essential for community-based solutions for advancing health equity by making it a shared vision and value, increasing the community's capacity to shape outcomes and fostering collaboration. As a result, of these types of partnerships, VUU and Capital Area Health Network (CAHN) have come together. CAHN operates a federally qualified health center to increase access to appropriate health care services to students, improve health outcomes for students, enhance health education for students, and improve community health.

All residential students are required to pay the University's Student Health and Wellness fee of $150 per semester. This fee is NOT equivalent to health insurance. All students are required to maintain health insurance coverage. All non-residential and graduate students may elect to enroll in the plan. The scope of services provided as part of this plan include:

- Acute sick visits (vomiting, diarrhea, pain, flu-like symptoms, etc.);
- Athletic physicals (although athletes are not required to enroll in the plan, as student-athletes are covered under a separate third-party policy);
- Screening and treatment for sexually transmitted diseases/infections (maximum of three visits per semester);
- Injury; and
- COVID-19 screening and testing (new during the Fall 2020 academic year).

Initial Screening for Move-in
CAHN will conduct health screenings upon residential student move-in appointments during the Fall 2020 semester. In coordination with the Division of Student Development and Success, Office of Residence Life and Housing, as well as Campus Police, CAHN will establish a screening tent just before the access point to the campus. All students (and any passengers) will be given a health screening to be permitted access to campus. Testing for COVID-19 will be available for those identified as high risk by CAHN medical staff. Proactively, we are encouraging students (and their families) to get tested within 1-week of their scheduled appointment. The CAHN staff will review testing results upon arrival to campus (we anticipate that this may increase the pace for access to campus). It should be noted that the COVID-19 testing results may take up to 2-3 days to confirm the results, as should, students pending testing results will be required to stay in quarantine-specific housing until cleared by a medical services
provider. For students who have documented underlying health conditions that increase susceptibility to infection and likelihood of severe medical complications, serious consideration (in consultation with a medical healthcare provider) should be given to consider all risks associated with returning to campus-based learning (either in the residence halls or classroom).

Throughout the Fall 2020 semester, all students are expected to conduct daily health monitoring in addition to checking their temperature. At the onset of any medical concerns, students are expected to contact CAHN via the telehealth visit option to obtain a formal medical opinion. Students are strongly encouraged to remain in their residence halls and notify professors if they are experiencing any health concerns. It is the student's responsibility to address all classroom requirements; however, students are equally responsible for self-reporting medical concerns and engaging with the health services staff to ensure a healthy campus community.

Capital Area Health Network's partnership and information sharing with the local community, health systems, CDC, and the Virginia Department of Health will support us as we care for our students. For more information visit https://cahealthnet.org. CAHN leadership will continue to work with VUU to find a strategy to support the testing of students, faculty, and staff.

Barbershop: Brand New Wave
Located within the Henderson Student Center game room, the Brand New Wave barbershop (BNW) services both the VUU campus and the greater Richmond area community. Clients receive haircuts and/or hairstyling services. In an effort to ensure the overall health and safety of clients who frequent BNW, the following safety measures outlined by VUU, the state of Virginia and the City of Richmond governance have been implemented:

Booking: All clients must make an appointment through the BNW website. Walk-in clients will no longer be accepted. This includes VUU students, as well as broader Richmond community members.

Arrival: Upon arrival at the VUU campus, all community clients must check-in with campus police at the Graham Road entrance. Please have the email confirmation of your appointment readily available. Clients will be directed to park in a designated visitor area and instructed to call BNW (804.918.8908) to check-in. All clients shall remain in their vehicle until instructed to enter the shop for their appointment. All clients must wear a mask while on-campus, and temperature checks will be rendered. BNW reserves the right to deny service to clients who do exhibit temperatures above 100.4 and do not have a face-covering.

BNW Service Providers: All service providers (barbers, stylists, and support staff) are required to wear masks and gloves while rendering services.

Shop Capacity: BNW will be required to adhere to the VUU occupancy capacity of 50% or less, provided that service stations are 6-ft apart. Only individuals with appointments will be allowed to enter the shop. Any person who does not have an appointment will not be permitted to access university buildings and will be required to remain in the vehicle.
Cleaning Protocols: Following the completion of every service, all areas will be cleaned and sanitized. This includes the barber/styling station, tools, combs, brushes, chairs, and capes. Each area will be swept following each rendered service. Soiled linens and trash will be disposed of under environmental standards. Each provider will wash their hands and change gloves in between servicing clients.

Payment: BNW is not currently accepting cash! Payments can only be rendered via a credit card, Cash App, PayPal, or Apple Pay.

It should be noted that all services offered by Brand New Wave will be on a case-by-case basis. Any client who is sick will not be serviced and subject to sequestered deposits and/or full payments for booked space. The shop opens six (6) days per week and Sundays upon request. The service hours vary, which is substantiated by the requirement to make an appointment.

Counseling Services
VUU students have expressed the need for continued counseling support services to address the impact of these unprecedented times on their mental and emotional health. The Office of Counseling Services offers preventative, culturally-competent, professional, evidenced-based counseling and psycho-educational services that support and help students achieve academic success in a nurturing, safe, non-judgmental, confidential setting. During the Spring 2020 semester, services transitioned to a remote interface through the use of a HIPPA compliant teletherapy platform. As we consider the repopulation of the campus community, counseling services will be rendered in a phased approach to ensure safety for all.

Phase I: 100% Teletherapy Sessions (Virtual)
• Utilizing therapy assistance online (TAO), students will have access to an online library of interactive resources to hone life skills and promote critical reflection.
• Utilizing social media, the Director of Counseling Services will continue to offer live-streaming group sessions and provide actionable recommendations for all to maintain healthy habits of mind.
• In partnership with CAHN (see below), a behavioral health assessment will be disseminated to all students to identify specific tension points and extend behavioral health services to students who seek more individualized support.
• Individual sessions will continue through teletherapy modalities.

Phase II: Combination of Virtual-Based and Campus-Based Sessions
• All of the virtual services offered during Phase I will continue.
• In-person sessions will commence (by appointment), and temperature screenings and face-coverings will be required.
• Any students exhibiting signs of illness will be recommended to health services to obtain medical clearance for in-person clinical services.
• The results of the behavioral health assessment (Phase I) will be used to inform student engagement and programming to address broader sources of anxiety for the campus community.

Phase III: New Normal Services
Effective virtual services will be implemented as standard practice for counseling services.

In-person sessions will continue on an as-needed basis.

Group session strategies will continue in accordance with physical distancing guidelines, as well as via technological modalities.

**International Students: First-Year and Domestic Exchange**

The University will provide in person campus-based and virtual-based learning options to all its students for Fall 2020. Therefore, international students are being allowed back as residential students provided they have been screened and cleared for travel and meet the federal regulations for re-entry to the United States. For those students who may be experiencing difficulty with re-entry, they will be able to enroll through virtual instruction. All residential international students will be expected to adhere to the precautionary measures in place to remain safe at all times. International students must follow the safety and travel guideline of their home country. Visit CDC Returning from International guidelines (https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html) or contact Mrs. Quiana Johnson at 804-342-3570 or email: QEJohnson@vuu.edu.

**STUDENT LIFE**

Maintaining the health and safety of our campus community is a top priority of Virginia Union University (VUU). Guided by principles focusing on the maintenance of the university mission through teaching, research and community engagement, university operations, improving efficiency, monitoring financial activities and emerging as a new university to operating under the current global context, the following plan highlights how the Division of Student Development and Success (SDS) will address the needs of students. Specifically, the plan outlines considerations relative to student life, division safety protocols, communication efforts, and post-COVID operations.

**Student Conduct**

For both newly matriculating and returning students, we will emphasize their role in working to maintain a safe campus community. Specifically, we will prioritize efforts to determine the root cause of student anxiety and uncertainty, as well as implement efforts to mitigate these issues. We will explain the student's responsibility in adhering to on-campus policies and procedures, and the health and safety implications of their actions. The current student conduct emergency management protocol indicates that any student who engages in activity that has the potential to harm any member of the campus community during this time will result in the removal of the student from our on-campus community.

The VUU Student Handbook governs the behavior of our community. The document includes the rights and responsibilities of our community, both on- and off-campus. The most up-to-date version of this handbook can be viewed online at https://www.vuu.edu/vuu-student-handbook. Students will be held accountable for adhering to the policies and procedures outlined in the handbook. The current handbook remains valid until the next edition is published.
During this pandemic, the University has enacted its Emergency Management Protocol: [vuu.edu/vuu-student-handbook/emergency-management-protocol](vuu.edu/vuu-student-handbook/emergency-management-protocol). This protocol empowers the Director of Residence Life and Conduct or Dean of Students to render conduct decisions that ensure the overall health and safety of the campus community.

**Physical/Social Distancing**

With the knowledge that maintaining a physical distance between individuals can reduce transmission of COVID-19, following safety protocols inclusive of social distancing practices will be essential in keeping our community safe. SDS will follow University, federal, and state guidelines relative to exercising caution and preventative measures to reduce the likelihood of the spread of COVID-19. It is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing cloth face coverings, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds. The following are tips from the CDC for practicing social distancing [marketed and promoted weekly through all Virginia Union University communications channels](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html).

**COVID-19 Training**

All VUU students will be required to participate in a 40-minute virtual training on COVID-19. The training will include a verification of knowledge and a student affirmation indicating they fully understand the campus rules related to COVID 19 and the safety of the entire VUU community.

*Students must complete the training prior to arriving on campus. Training completion will be tracked, documented and student accounts will be flagged if not completed as mandated.*

Student training will include an overview of the University’s phased Repopulation plan, as well as a review institutional safety precautions in addition to the following:

12. What is COVID 19
13. Current Statistics (National & Local)
14. CDC Guidance updates
15. Signs & Symptoms
16. Modes of transmission
17. Mitigation
   a. Face coverings
   b. Social Distancing
   c. Hand washing
18. PPE (donning, doffing & disposal) email alert
19. Daily COVID-19 Screening Requirement
   a. Daily VUU COVID-19 Alert
   b. COVIDWISE
20. Process for reporting failure of health screenings and/or positive COVID 19 tests
21. Healthcare Services
22. Anti-sigma Training

**Cleaning/Disinfecting Protocols**
COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Our cleaning protocols seek to minimize the number of hard surfaces the Virginia Union University community will encounter. Additionally, cleaning and sanitization will be everyone's responsibility, therefore all VUU community members will be empowered and required to sanitize surfaces upon entering and exiting common spaces.

**Student Engagement**
Organized student engagement activities will be implemented and consistent with the University's three-phased approach. Common spaces will be closed during the initial repopulation of campus to maintain physical distancing protocols. However, restrictions will be relaxed based on student understanding of the campus community expectations, as well as within the context of the following phases:

**Phase I: Virtual-Based Engagement**
All student engagement endeavors will be conducted via electronic platforms

- **Meetings**
  - All meetings will be held virtually with no face-to-face meetings regardless of the size of the room

- **Campus Event Programming**
  - All campus programming will be done virtually. Groups will look to technology to provide campus programs to students in a virtual capacity

- **Organizational Activities**
  - All organizational activities will be done in a virtual arena utilizing new and existing technologies to keep students engaged

- **Events with Food**
  - No events with food will be offered

- **Tabling Activities**
  - All tabling activities will be suspended
  - Large Scale/Traditional Events

- **Study-Abroad or Away**
  - All domestic and international Study Abroad or Away programs will be held virtually.

**Phase II: Hybrid Engagement**
Student engagement will include both virtual and campus-based strategies. However, all campus-based approaches will consist of physical-distancing guidelines, enhanced cleaning measures, and close monitoring of community members.
Meetings
- In-person meetings will be permitted based upon appropriate capacity guidance and current health standards. All face-to-face meetings must be reserved and approved before hosting the meeting.

Campus Event Programming
- The majority of campus programs will continue to be primarily virtual. On-campus events may include a limited number of participants and efforts made to ensure the safety of participants and presenters are taken into consideration (physical distancing, face-coverings, and PPE utilization). Event hosts are strongly encouraged to facilitate live streaming and/or recording of the event for broader audiences.

Events with Food
- Pre-packaged food options may be permitted upon approval, provided that all safety precautions are in place.

Outdoor Events
- Outdoor events approved on a limited basis, pending evidence of appropriate plans and procedures to ensure a contactless event by participants. Live-streamed and large screen video projection should be considered.

Organizational Activities
- Organizational activities should be conducted virtually when possible. Other face-to-face activities will be approved on a case-by-case basis, pending the ability to follow approved guidelines and safety and health precautions.

Tabling Activities
- All tabling activities will be limited to every other seat, with limited tabling time to no more than (2) hours per group. All participants will need to observe physical distancing policies.

Study-Abroad or Away
- All domestic and international Study Abroad or Away programs will be held virtually.

Large Scale/Traditional Events
- Large scale/traditional events should be conducted in a virtual environment when possible. The viability of holding a safe large scale/traditional event in-person should be assessed prior to significant planning of the said event. Administrative approval is required.

Phase III: New-Normal Engagement
Student engagement will include both virtual and campus-based strategies.

Meetings
- Most meetings will be able to return to normal operations depending on the size and following space utilization approval. Meetings more than 75% of the room capacity should provide a plan to ensure the safety of participating students and provide options for students who may have compromised immune systems.

Campus Event Programming
- An increase in campus programming will be encouraged, pending an approved safety plan by the host organization. Capacities for each event will be based on recommended health standards and guidance. Appropriate spacing will be required for events, and all layouts should follow appropriate physical distancing guidelines. Entry and exit points for events should be clearly defined.
Events with Food
- Events with food should consider grab and go, self-serve options, and pre-plated hot meals may be another option assuming appropriate precautions are taken.

Outdoor Events
- Outdoor events allow for more flexibility during this time as physical distancing rules ease.

Organizational Activities
- Organizational activities will need to practice safety guidelines, but approved activities will be allowed with approval.

Tabling Activities
- All tabling activities will be limited to every other seat, with limited tabling time to no more than two (2) hours per group.

Study-Abroad or Away
- All domestic and international Study Abroad or Away programs will be based on approval.

Large Scale/Traditional Events
- Large scale/traditional events can return to normal at a 75% capacity of rooms rated occupancy.
  In order to offer opportunities for students who are uncomfortable with large gatherings or have a compromised immune system, it would be encouraged to create a special seating area for those who may need it. Administrative approval is required for such events.

Workforce Development & Training
The Office of Workforce Development & Training is the primary on-campus resource to ensure that students have internship placements, as well as opportunities to hone soft-skills to increase competitiveness for graduate school and/or gainful employment. To this end, during the COVID-19 crisis, the office has augmented its service capacity to engage with students via virtual platforms (primary Microsoft teams), one-on-one student appointments (via telephone), and student engagement via social media (Instagram).

Phase I: 100% Virtual/Remove Student Support
- Utilizing Microsoft Office 365 software, the office will continue to engage with internship supervisors to assess internship needs (both on- and off-campus).
- All internship scope of work will be outlined, emphasizing 100% remote-based feasibility, with a continued commitment to excellence.
- Virtual interaction with employers who are actively recruiting via technological modalities and providing educational services to inform students on changes in industry expectations

Phase II: Combination of Virtual-Based and Campus-Based Sessions
- All of the virtual/remote services offered during Phase I will continue.
- On-campus (on-location) internship placements following safety guidelines (i.e., face-coverings, hygienic best-practices, and physical distancing)
- In-person training sessions (by appointment only). All in-person trainings will require a temperature screening.

Phase III: New-Normal Services
- Effective virtual services will be implemented as standard practice for workforce development and training initiatives.
- In-person sessions will continue on an as-needed basis.
- Group session strategies will continue in accordance with physical distancing guidelines, as well as via technological modalities.

**Federal Work-Study Program**
The Office of Financial Aid is committed to protecting the safety and well-being of students who participate in the Federal Work-Study (FWS) Program. To that end, the Office of Financial Aid will create a pathway to safety that adheres to CDC suggested guidelines. These measures include:

**Phase I**
- The FWS Program will open to students during Term II which begins on August 10th
- Supervisors will need to provide opportunities for FWS students to work remotely

**Phase II**
- If possible, students will continue to work remotely
- A student who cannot work remotely will be allowed to work on campus
- FWS students will be required to wear facemasks when working
- FWS students will be required to practice 6 feet of social distancing when performing work functions
- FWS students will be used to monitor the flow of traffic in certain areas, filing, answering phone calls, responding to email and other office functions

**Phase III**
- FWS students will be allowed to resume normal work activities on campus
- Facemasks will not be required
- FWS students will continue to practice 6 feet of social distancing when performing work functions

**Physical Distancing and Clearing Protocols**
Members of our community are required to adhere to the physical distancing (social distancing), according to the CDC. This would mean keeping a safe space between yourself and other people. To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people if you are indoor and outdoor spaces. Physical distancing practices may include continuing remote-working or learning, limiting large meetings and gatherings, postponing non-essential meetings and events, reducing occupant density through staggered schedules and shifts, removing seats from shared spaces, modifying circulation patterns inside and outside of buildings, and providing signage and/or physical barriers and/or partitions in public areas (i.e., elevators, lobbies, classrooms, cafeterias, retail spaces, and densely populated areas). Implementation of such efforts will occur in collaboration with the campus facilities department. In addition, enforcement of said policies will occur through the Administrative Services and Business Solutions division.

The University's phased implementation will inform the extent of space utilization throughout campus, whereby changes to increase and/or decrease the state and national recommendations will determine environmental safety precautions. However, in preparation for the Fall 2020
semester, the following highlights the social distancing and clearing protocols relative to the Henderson Student Center (HSC), the primary location for all aspects of student life:

Common Spaces

Corridors, Lobbies, and Stairs
- Mandated face covering when walking through HSC common areas (ex: lobbies, atriums, hallways, etc.)
- When densely populated, follow signage for spacing and paths of travel. In the absence of signage, stay to the right of any hallway or stairs while others are passing.

Restrooms
- When possible, leave doors open to avoid frequent touching of doors and door handles.
- Maintain distancing when using bathroom stalls and sinks.
- Signage to highlight hygienic best practices in hand-washing.
- Install hand sanitizer dispensers.

Functional Spaces

Breakrooms, Dining, Retail & Communal Areas
- Seating will be reduced and/or removed in break rooms, dining rooms, and other similar areas to prevent gathering in communal spaces.
- Signage to be installed to promote physical distancing in communal spaces.
- During the initial phase of campus repopulation, breakrooms and communal areas may not be available for use.
- Grab and go options to be provided from dining outlets.
- Cashless transactions implemented.
- Shielding at check-out registers and food service stations installed for safety.

Meeting Rooms
- To the extent possible, avoid in-person meetings until federal/state restrictions are lifted
- Implement a campus-wide meeting room reservation process, to include approval of meeting rooms and compliance of environmental expectations

Clearing
- Faculty/Staff Advisors should be present during approved, in-person meetings and are responsible for clearing
- Unapproved gatherings of more than ten (10) persons (indoors, particularly where physical distancing is not feasible), and 50 persons (outdoors, mainly where physical distancing is not feasible) will be reported to Campus Police for clearing

Communication
Clear and consistent messaging to students (and their families) during these unprecedented times. In collaboration with the Public Relations office, the SDS is responsible for communicating all aspects of student life. We serve as the primary contact for student inquiries, and we disseminate important information on behalf of other university divisions. To the extent that the SDS team and resolve student inquiries, we aim to do so. Our effectiveness in this regard is having a strong
relationship across divisions to ensure that the implications of campus-wide decisions are filtered through a student-driven perspective. When students have specific questions that require discussion with other campus offices, the SDS team will forward the inquiry to the appropriate office.

During this time, we emphasize:
Consistent communication with university officials. It is essential to hear from students to understand their needs during this transition. The Division of Student Development & Success can be reached via a variety of communications methods (i.e., phone, email, or social media). However, the division hosts a call center if you need assistance dial 804-605-7085.

Staying informed of changes via university-specific outlets is crucial in maintaining the safety of our community. The most current and accurate information can be found at https://www.vuu.edu/coronavirus-2020. Frequently asked questions can be found at https://www.vuu.edu/coronavirus-2020/students. Additionally, follow the University on Twitter and Instagram at @vaunion1865.

Athletics and Band
The health and safety of all student-athletes, coaches, and staff are of the utmost importance. The following procedures will be used to guide the Department of Intercollegiate Athletics at Virginia Union University with monitoring and reducing the risk of Coronavirus (COVID-19) exposure. Changes will be made as updates from federal, state, and local health agencies are received. Additional policies developed by the Central Intercollegiate Athletic Association and the NCAA will also be included.

Ways to protect the spread and reduce the risk of exposure to others:
• Self-quarantine: Players, coaches, parents, or spectators with any symptoms should not attend any training sessions or competitions.
• Practice good hygiene: Wash your hands often with soap and water for at least 20 seconds; use an alcohol-based hand sanitizer that contains at least 60% alcohol.
• Protective Face Covering: Wear a cloth face covering that covers your nose and mouth in public settings.
• Social Distancing: All players, coaches, staff, independent contractors, and spectators should practice social distancing of 6 ft. wherever possible, especially in common areas. Of course, this won’t always apply to players while engaging in competition and practice.
• Temperature Checks: Players and spectators should be asked to take their own temperature before leaving the house, and they should stay at home with any reading of 100.4 Fahrenheit or higher according to CDC definitions of reportable illnesses for contagious disease. The sports organization can assign a staff member to use an FDA approved infrared non-contact forehead thermometer to take the temperature of all players and spectators before they enter the field/facility. Any reading of 100.4 or higher should result in a denial of entry.
• Personal Protective Equipment (PPE): All coaches, staff, and independent contractors should wear PPE such as facemasks and gloves whenever applicable. Players should wear face-masks in close contact areas and situations where applicable.
Contingency Plan for Spring
Given the economic climate that has affected athletic participation, revenues, and budgets for 2020-21, the Athletic Directors Association (ADA) has pledged the cooperation of conference members to accommodate changes to schedules and post-season formats. For the stability of the conference, the ADA has agreed to work as a single entity in addressing these challenges and not seek competitive or fiscal advantages at the expense of other member schools. All conference members will face institutional concerns of budget constraints, economic concerns, and school enrollment. The ADA will work with the conference office and the Board to utilize all COVID-19 data and facts to make an informed decision to minimize its risks and public scrutiny. With the uncertainty of when each state will permit active social engagement, along with the ability to return to active intercollegiate athletic competition, the following is the ADA’s COVID-19 position.

The ADA strongly believes it is important for the conference to stay unified in its approach to intercollegiate participation, especially during COVID-19. Our number one priority is to protect the safety and well-being of all participants, student-athletes, coaches, staff, administrators, and spectators, along with protecting the fiscal integrity and reputation of the conference and all conference members. With that goal in mind, we are proposing the following options for discussion, ratification, and potential implementation.

Procedures for Return to Play
Facilities
- Cleaning schedules will be created and implemented for all athletic facilities to mitigate any communicable diseases
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility will be wiped down and sanitized with EPA approved disinfectants (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
- Hand sanitizers will be available to individuals as they transfer from place to place.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
- Immediately following the use of the facility, all hard surfaces will be cleaned and sanitized before the next group uses the facility.

Facility Use
- Each facility will have an assigned monitor while in use (i.e., Strength and Conditioning staff, Head Coach, Operations Staff, or Athletic Trainer)
  - Barco-Stevens Hall: Housekeeping/Game Day Management staff
  - The weight room in Barco-Stevens Hall: Strength and Conditioning staff
  - Athletic Training room in Barco-Stevens Hall/Admiral Street ATR: Athletic Training staff
  - Hovey Field: Game Day management staff
- Rosters will be used to record participation in the weight room and conditioning activities.
- All coaches and student-athletes will have temperatures checked and daily symptoms screened prior to any athletic activities.
• Individuals are required to wash their hands for a minimum of 20 seconds with warm water and soap or use hand sanitizer stations before touching any surfaces or participating in workouts.
• Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.
• Student-athletes must be encouraged to shower and wash their workout clothing immediately after workouts.
• The following are protocols for each facility used by the athletic department for practice and competition.

The following guidelines have been adopted and modified from the CIAA protocols

Facilities/ Game Day
• Each institution will decide if it will provide locker rooms or not. This information will need to be shared with CIAA and other institutions prior to the Fall competition beginning.
• As a committee, we recommend that visiting teams complete all treatments in the hotels when possible and that the host institution not be required to grant access to their athletic training room to visiting teams.
• If this is not possible, the host institution needs to be informed so the appropriate accommodations can be made. This can include tables outside or placing different treatment items in another location other than the host institution's athletic training room.
• Virginia Union University Athletic Training Staff will send email communication to the visiting AD, Head Coach, and Head Athletic Trainer. The visiting team letter will include but is not limited to:
  − On-campus/facility access for team and bus/contact for arrival
  − Requests for locker room access prior to the game can be made within 24-hours (excluding football); otherwise, the visiting team will arrive at the venue dressed for competition and will only have locker room access post-game
  − Location of emergency medical facilities
  − The type of athletic training services that will be available to the visiting team
  − COVID-19 screening location for game officials (this location needs to be indoor/climate controlled)
  − Institutional policies for wearing masks while at athletic venues
  − No water bottles, paper cups only
  − No towel sharing.
  − Sideline ball personnel must wear gloves.
  − Ball Towels should be changed every quarter

Returning: Student-Athletes
• Student-athletes are required to complete a health assessment and COVID-19 questionnaire regarding travel within the last 30 days. When completed, this document should be submitted to the Sports Medicine Unit.
• All student-athletes will provide coaches with travel itinerary and minimize travel stops between home and Richmond, VA
Must report on time for scheduled screenings/testing/recheck physical w/ athletic trainer and health services.
- Student-athletes will be subject to a 5-day quarantine upon arrival to Richmond, VA.
- Each student-athlete will be tested on the 5th day.
- Student-athletes must receive negative test results prior to any athletic participation.

Practice
- Teams will begin practice once all screenings, assessments, and testing have been completed and confirmed through the athletic training staff and health services.
- All practices will be scheduled by the Director of Game Operations and Event Management. The director must approve any facility requests and time changes.
- Practices will be closed to individuals who are not a part of that team.
- All temperature checks and COVID-19 screenings must be completed at least one hour prior to the start of practice each day.
- No student-athlete, coach, or other support personnel should enter practice without completing a temperature check and COVID-19 screening.
- Student-athletes are encouraged to shower immediately after practice before leaving the athletic facility.
- All practice gear should be laundered immediately following practices.

If state and local health officials require stricter social distancing, coaches should be prepared to modify practices to accommodate small groups or additional practices.

Responsible Parties: Athletic Director/Event Management Staff/Athletic Training Staff
- Virginia Union University AT Staff will send email communication to the visiting AD, Head Coach, and Head Athletic Trainer. The visiting team letter will include but is not limited to:
  - On-campus/facility access for team and bus/contact for arrival
  - Requests for locker room access prior to the game can be made within 24 hours (excluding football); otherwise, the visiting team will arrive at the venue dressed for competition and will only have locker room access post-game
  - Location of emergency medical facilities
  - The type of athletic training services that will be available to the visiting team
  - COVID-19 screening location for game officials (this location needs to be indoor/climate-controlled if possible)
  - Institutional policies for wearing masks while at athletic venues
  - Visiting teams should factor in additional time, which may be required for team pre-game preparation, including taping/treatment, team meetings, changing, etc.

Responsible parties: Athletic training staff or trained coaching staff
- All members of the traveling party will be screened with the VUU COVID-19 symptoms screening questionnaire and have temperatures taken.
- Any individuals presenting symptoms on the day of team departure will not be allowed to travel with the team.
The Individual will need to follow protocol guidelines set up by Virginia Union Athletic Training staff.

Results of team screening will be saved/filed by the athletic training staff.

A copy of the visiting team travel roster will be provided to the home team ATC upon arrival.

**Game Day Management**

**Game Operations/Face Masks**

*Responsible parties: Event management personnel*

- Face masks may be required for game personnel, non-participating athletes, coaches, and athletic training staff. The host institution will provide details of their institutional policy to visiting institutions via email prior to the competition. It is the visiting institution's responsibility to ensure the travel party has enough PPE to fulfill the host's policy. All masks will need to cover the nose and mouth. Any individual not in compliance with the hosting institution's policy will not be allowed in the venue. Disposable masks will be available for game personnel that does not have their own.

**Hand Sanitizing Stations**

*Responsible parties: Hosting institution athletic training staff (pre-game setup), Event management staff*

- Hand sanitizer (minimum 60% alcohol concentration) will be available at the home and visiting teams' bench area, scorer’s table, and press box.
- All ball handlers will be supplied with gloves and disposable disinfectant wipes. During ball play, handlers may wipe the ball with disinfectant wipes when possible (i.e., timeouts, quarter breaks, halftime, etc.). Ball disinfection should not impede the tempo of the game. Any concerns about this practice, during the course of play, should be brought to the attention of the head official and game day manager.
- Prior to the start of Competition
  a) No handshakes or pre-game best wishes
  b) Athletes should not line up in the middle of the field pre-game (ex- soccer should remain on their sidelines)
  c) Athletes can participate without masks but should wear masks when in visitor facilities (ex-bathrooms, walking into the facility, and additional places)

**Post Competition**

**Locker Room Access**

*Responsible parties: Institutional custodial services and Game Managers*

- Prior to half-time of the competition, the event game manager will check that all locker room areas assigned to visiting teams and game officials have been cleaned and sanitized. If there are any issues, the game manager will contact institutional custodial services and ensure facilities are clean prior to the end of the competition.
- Locker room access prior to competition by either visiting team or officials must be requested 24-hours before the competition. Requests will only be granted for special circumstances.
- Field Access and Handshakes

*Responsible Parties: Game Managers, Coaches, Student-Athletes*
• NO POST GAME HANDSHAKES OR LINES ALLOWED.
• At the conclusion of the game, no fans, family, or media will interact with athletes, coaches, or support staff until the team has been escorted off the field or into the pre-arranged locker room. This will be strictly enforced, and we ask your coaches and athletes to relay the message to their family and friends to avoid misunderstandings of our post-game procedures.

Officials
• Officials must take their temperature and fill a symptom sheet out prior to traveling and the day before a competition on their own.
• The officials will turn their symptom checklist and temperature into the CIAA office electronically.
• Officials must complete a temperature and symptom check upon arriving at the facility. This will happen prior to them entering and will be completed by a trained temperature checker at the host institution.
• It will be the responsibility of the Event Management staff to get the officials to the assigned temperature taker.
• If an official has a fever of 100.4ºF and above on the non-contact thermometer, they will then be retested 10 minutes later by an oral thermometer.
• If both tests show the official having a fever of 100.4ºF and above, they will be disqualified from working the three (3). Each official will be given a bottle of water prior to competition; they should not refill this on the sidelines.
• If the official needs help prior to competition such as taping, they need to contact the host ATC prior to the event so the proper precautions can be put in place.

Concessions
• Concessions will be closed during phases I and II
• No outside food will be allowed
• Concessions will resume during phases III with the following provisions
  • Food items may be limited to reduce the spread of the virus
  • Individual cleaning wipes will be available to customers to wipe down prepacked food items and bottles.
  • All concession workers will be required to wear a face mask and will be provided with additional PPE as needed.

Responsible parties: Athletic Director and Athletic Training Staff
• If a student-athlete shows symptoms post-competition, his/her Athletic Director will notify (via phone call) the competing institution’s Athletic Director that their student-athletes have had contact with another who has tested positive within two to three days.

Positive Case Protocol
• Any student-athletes, coaches, or staff members who feel ill should not report to the athletic training room or enter athletic facilities.
When a student-athlete feels ill, exhibits symptoms, or has a fever over the 100.4 temperature, they need to notify their coach and athletic training staff or health services (CAHN).

Based on COVID-19 screenings and temperature checks, health services and institutional protocol will be followed for the next steps.

Return to Play After a Positive Case

- Student-athletes will have to be safely reconditioned and reintegrated through sport-specific acclimation period before clearance to participate based on monitoring of COVID-19 symptoms or complications.
- Student-athletes must have a negative COVID-19 test before returning to full participation.
- To begin the acclimation period, students must be asymptomatic for at least 72 hours without the help of medications
- Authorization from the team physicians will be required to begin the acclimation period. Depending on the severity of the illness other testing may be required for authorization.
- Physicians and athletic trainers will work to assess student-athletes through the acclimation period to determine final clearance.
- Based on the symptoms and complications of COVID-19, some athletes may move through the acclimation period quicker than others.

CAMPUS SAFETY

Virginia Union University Police (VUUPD) is committed to the safety and well-being of students, faculty, and staff. Campus Police will collaborate and partner with all campus entities in an effort to maintain a safe and secure campus environment and are committed to responding with the utmost care and compassion during this pandemic.

The department currently deploys 12-hour shift rotation. All patrol officers are assigned to Evening and Midnight shifts. This shift deployment is designed to have increased law enforcement coverage during peak hours. All University Police Officers receive mandated Department of Criminal Justice Services (DCJS) training through the state criminal justice programs and specialized training in such areas as crime prevention, AED/CPR, first aid, firearms, evidence gathering, defensive tactics, substance abuse recognition, and sexual assault issues.

Officers have jurisdiction and are required to conduct and document frequent and random checks of all campus properties to include academic, administrative, and support buildings, residence halls, university-managed housing locations, and parking areas, athletic facilities, and the contiguous community.

Environmental Adjustments

As a country, we are continuing to navigate a very real public health emergency, and members of the University community must conduct themselves accordingly. It is important to modify policies and practices where appropriate to adjust to the evolving nature of the pandemic as well
as move forward to the business and operations of the University. Campus Police will assist other internal stakeholders in following precautionary measures to ensure a safe and secure work environment for our community. The university is also taking action to ensure all campus spaces and buildings support the health and safety of our students, staff, and faculty.

- Plexiglas barriers for workspaces and high-contact service areas
- Signage for hygiene practices and social distancing guides
- Modified Hours of Operation
- Three-Phased Re-Opening
- Enhanced facilities cleaning protocols
- Capacity Restrictions (office, workspaces, common areas)
- Removal of papers, brochures, and multi-use pens and equipment
- Automatic hand sanitizer dispensers
- Restrict travel and access to campus
- Messaging safety practices and educational training for students, staff, and faculty.
- Reinforce prevention behaviors and partner with local law enforcement, hospitals, health care providers, and the business community to reinforce the social norms.
- Provide training for all students and employees

Controlled Entry and Exit Point
Where applicable, a VUU ID card/badge is required to gain access. You may not hold, or prop open exterior doors for any other person(s) to enter. After entering a building, follow proper guidelines by sanitizing your hands at the nearest sanitizer station and follow signage and all physical distancing guidelines outlined.

Buildings that have swipe access will require an ID card to enter. This excludes Henderson Center, Belgium, Pickford, Ellison Hall, Coburn Hall, Baptist Memorial Hall, Douglas Wilder Library, Kingsley Hall, Martin E. Gray Hall, Barco-Stevens Hall, CD King and Living and Learning Center Main area. All buildings are in normal (locked conditions) from 6 p.m. until 6 a.m., Monday through Friday, and all-day Saturday and Sunday provided there is no special request.

Campus Access Restrictions
- The main entrance gate off Graham Road will be the only gate used to access entry and exit to campus until further notice. During campus opening, access to campus restricted to approve VUU current students, staff, faculty, institutional tenants’ employees, and institutional contract employees. Non-employees will not be admitted.
- All Students and Employees will need to carry their VUU ID cards to access campus at the main entrance located off Graham Road. This will allow employees to transition back to work and finalize readiness plans to reopen the campus to the public.
- Each student, staff, faculty, and vendor will swipe their student ID or other legal ID card in order to access campus. This will allow campus police to authenticate who is approved to be on campus.
- All individuals accessing campus may be subject to a health screening at the Graham Road Entrance gate located at the Security Booth.
**VUU Identification Cards**

All university students, faculty, and staff shall be given a University ID card. To obtain a VUU ID card; upon completion of all enrollment and hiring processes; each student, staff or faculty will contact VUU Police at (804) 257-5777 to make an appointment to retrieve a card or stop by Pickford Hall G7 (Monday – Friday, between the hours of 8:00 a.m. - 4:30 p.m.). Only one person at a time will be allowed in the area to take a photo and receive a new ID card.

**Communication**

During Phases I and II, VUU PD will be required to send daily updates to the campus of the environmental conditions in the Downtown Richmond area. The team will continue to monitor the situation and consult with the local health department as needed to determine what level of transmission is currently occurring in our community and service areas. Notifications will be sent daily, and a critical response preparedness plan will be implemented accordingly if necessary.

All employees and students are required to conduct daily health screenings using the Virginia Department of Health’s COVIDWISE -COVIDCheck [https://www.vdh.virginia.gov/coronavirus/covidcheck/](https://www.vdh.virginia.gov/coronavirus/covidcheck/) prior to arriving to campus or before leaving their residence hall.

Signage and communications are paramount to promoting the safety and security of all VUU affiliates and outside vendors. VUU PD will partner with facilities to ensure proper signage is placed throughout campus. Campus police will also promote safety videos and provide safety segments via video or PowerPoint presentations through social media and email.

**Visitation**

- Foot traffic and gatherings in University facilities and common spaces will be limited through reduced facility entrances and visitor restrictions. No visitation allowed on campus until further notice or Phase III.
- Non-business visitors are prohibited, and work-related visitation will be limited in all workspaces. Business visitors are required to wear face coverings while on campus.
- Establishments such as Capital Area Health Network and Brand Nu Wave Barbershop/Salon- All clients will have confirmed scheduled appointments. No walk-ins allowed. Clients must present an ID and appointment email confirmation at the security gate entrance along with an Identification Card.
- All individuals who wish to access campus must be vetted and approved in order to enter the campus.
- Campus Police will collaborate with Campus recruiters for campus tours while adhering to social distancing guidelines and notification of individuals visiting campus.
- VUU Police and BIET will introduce an ID card scan system using an ID Scanning system (e.g., VEMOS). This will allow campus police to know who is accessing campus. Upon swiping of an ID card, state ID, or travel document, campus police personnel will be able to authenticate who is appropriately accessing campus.
**Vendors**

All vendors and contractors operating on University property are required to adhere to the same risk mitigation guidelines as University constituency groups. They will also adhere to providing a form of identification to be presented at the security booth upon entrance to the University.

**Campus Police Protocol**

When responding to the public, officers are required to remain at least 6 feet away from members of the public whenever possible. Officers will wear a mask when interacting with the public and protecting their health while on duty. To lessen the likelihood of exposure to COVID-19, the campus community can report on-campus incidents of theft, vandalism, and any lost property without the need for face-to-face interaction.

**Social and Physical Distancing Protocol**

Health protocols include social and physical distancing, which will reduce gatherings in high-density areas. Physical distancing (social distancing), according to the CDC means keeping a safe space between yourself and other people. To practice social or physical distancing, you must stay at least 6 feet (about 2 arms’ length) from other people both indoor and outdoor spaces. VUU prohibits gatherings based on the University Phase:

- **Phase I:** 50% of the space capacity, mass gatherings are limited to 50 or fewer, unless approved by the COO or his/her designee.
- **Phase II:** 60% of the space capacity, mass gatherings are limited to 150 or fewer, unless approved by the COO or his/her designee.
- **Phase III:** No ban on any activities is in place, but some restrictions may be imposed on a case-by-case basis. Very large gatherings allowed on a case-by-case basis, depending on specific public health risk and containment activities.

**Meetings**

- Based on CDC College and university and ACHA guidance, convening in large groups carries a high risk of viral transmission. Gathering sizes are governed by university restrictions determined at each phase. Where feasible, meetings should be held in whole or part using online collaboration tools (e.g., Zoom, Microsoft Teams, etc.).
- Personal Protection Equipment (PPE) such as gloves, face masks/coverings must be worn by all while on campus. All campus police officers will wear PPE while on duty when interacting with the public.

**Enforcement and Accountability**

- Community members must conduct themselves accordingly and are encouraged to follow the directives, guidelines, procedures, policies, and regulations that have been approved by all respective areas. As noted, training and education will reinforce these directives.
- Failure to follow the required behavioral expectation and university policies and procedures related to COVID-19, including face covering and training requirements, is considered at a minimum a basis for violation of Student Code of Conduct (students) and University Code of Conduct (faculty and staff) and may result in disciplinary action. Failure of vendors to follow University expectations may result in loss of access to University facilities and services.
○ Students Conduct is governed by VUU’s Student Handbook [https://www.vuu.edu/vuu-student-handbook](https://www.vuu.edu/vuu-student-handbook)

○ Employee Conduct is governed by VUU’s Employee Handbook: [https://www.vuu.edu/Content/Uploads/vuu.edu/images/Employee%20Handbook.pdf](https://www.vuu.edu/Content/Uploads/vuu.edu/images/Employee%20Handbook.pdf)

○ During this pandemic, the University has enacted its Emergency Management Protocol: [https://www.vuu.edu/vuu-student-handbook/emergency-management-protocol](https://www.vuu.edu/vuu-student-handbook/emergency-management-protocol) these protocols must be used in conjunction and often will supersede with policies within the Student or Employee Handbooks.

**Use of Facilities by Outside Groups**

Use of university facilities by outside groups must be approved by the Event Coordinator the established university approval processes. Use of facilities by outside groups should be approved if the use advances the mission of the university. VUU PD will emphasize university expectations and practices regarding the use of face coverings and PPE, cleaning, and social distancing with other campus partners through signage and reinforcement through the development of messaging for consistent communication on a variety of mediums.

**Travel**

During Phase I no business travel shall be permitted. All faculty, staff and students who have traveled outside of the Commonwealth of Virginia in the previous fourteen (14) days, or who are planning to travel in the foreseeable future, must complete and submit the [Travel Screening Form](#). If the individual has traveled in a state designated as having significant community spread by the VDH or has traveled in a foreign country with a level 2 or higher Travel Health Notice as promulgated by the CDC, the individual will be required to quarantine. A staff member from the Division of Student Development and Success will contact a student or Department of Human Resources and Talent Management will contact any employee who is obligated to quarantine under these circumstances.

*During Phase II travel will be restricted and/or limited based on approval*

**Institutional Travel**

Non-critical travel is suspended. The University will continue to monitor and assess the current environment and will decide on whether to extend this restriction or amend with modifications. (Include but not limited to institutional compliance, individual job requirements or required training).

**Personal Travel**

Employees are encouraged to avoid personal travel to countries with a CDC Level 2 or Level 3 Travel Health Notice related to COVID-19. Although the College cannot prohibit personal travel, University community members should be aware their personal travel could impact their ability to return to the campus. Employees must notify Human Resources of travel to a Level 2 or Level 3 Health Notice country, before returning to campus.

**University Fleet/Transportation Cleaning**

VUU Campus Police will be responsible for ensuring that all VUUPD operated fleet be thoroughly cleaned – a rotation of schedule will be communicated and shared with Business
Office prior to use. VUU Police will coordinate with designated staff to ensure that all dignitary vehicles are cleaned with EPA approved products to ensure proper cleaning prior to use. A daily inspection and log will be completed prior to and after the use of the vehicles.

**Detection and Response**

Students, staff, and faculty are expected to participate in daily self-screening for COVID-19 symptoms and temperature checks at the entrance of campus. The University has purchased FDA Approved hand-held thermometers for use throughout the University and campuses. Screenings may be conducted at entrance to campus, entrance to library, events, and service buildings.

**Quarantine and Isolation**

Person(s) who are confirmed to have COVID-19 or are showing COVID-19 symptoms should be placed in isolation at a designated quarantined location and should discontinue isolation and return to campus/workplace if applicable. VUU PD will assist any employee or guest who must be detained for isolation or if a residential student needs assistance relocating to a quarantine area. We are committed to ensuring all students can be cared for if they are ill or need to quarantine.

**Positive Student Case Protocol**

- Infected students will be quarantined and in isolation in selected housing until transportation arrangements to home or a healthcare facility is finalized.
- During this time of isolation, the University housing staff in conjunction with CAHN, will work to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.
- Standard and transmission-based precautions will be followed when monitoring the infected students.
- Immediate family members of infected students will be contacted to organize transportation home or to healthcare facility.
- Additionally, the University staff will notify local healthcare officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with FERPA or and other applicable laws and regulations.
- Human Resources and Student Development staff will inform those who have had close contact with infected students to leave and self-monitor for symptoms and follow CDC guidance if symptoms develop.
- The cost transportation will be the responsibility of the students/families. However, the University will assist as needed.

**Return to Campus after a Positive Case Protocol**

A known or suspected COVID-19 positive person can return (i.e. be around others) when they have satisfied the relevant symptoms-based strategy requirements as follows:

- An individual who has had close contact with someone with COVID-19 can return from quarantine after:
  - Continuing to have no symptoms; and
  - Fourteen (14) days have passed since last exposure.
• An individual who thinks or knows they had COVID-19 and had symptoms can return after:
  o Three (3) days with no fever;
  o Respiratory symptoms have improved;
  o Ten (10) days have passed since symptoms first appeared; and
  o Proof of a negative test result submitted to Health Services or HRTM

• An individual who tested positive for COVID-19 but had no symptoms can return after:
  o Continuing to have no symptoms; and
  o Ten (10) days have passed since positive test; and
  o Proof of a negative test result submitted to Health Services or HRTM.

Declaration of an Emergency
• The authority to declare a campus state of emergency rest with the President or his/her designee. Until the President makes such a declaration, the Chief of University Police will place into immediate effect the procedures necessary to meet the emergency, safeguard persons and property, and secure University facilities.
• In the absence of the President, the succession of authority for directing an emergency situation is the Executive Vice President/Chief of Operating Officer, followed by the Chief of University Police. In the absence of either, you would contact the Sr. Vice President of Academic Affairs/Provost.
• Once a Level III emergency is declared, only registered students, faculty and staff are authorized to be on campus or to enter University-owned or operated buildings. Those who cannot present proper identification showing their legitimate business on campus or in a building with restricted access will be required to leave. Unauthorized persons may be subject to arrest.
• In addition, only those faculty and staff members who have been assigned Campus Emergency Response Team duties or issued an emergency pass by Campus Police will be allowed to enter the immediate disaster site.
• In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or around the campus, or which involves University property, Campus Police will be dispatched per established protocols to determine the extent of any damage.

Emergency Response
VUU Emergency Management team will monitor and review emergency and drill procedures for potential conflicts with COVID-19 prevention measures. (i.e., social distancing guidelines). Campus Police, Facilities Services, and Housing & Residence Life will conduct one drill and evacuations for each residence hall and all academic buildings during the academic school year using best practice guidelines for social, physical distancing, and face coverings.

Campus Outbreak Management
If 2% of the total campus-based student body or a maximum of 15 students, whichever is less, become infected with COVID-19, then emergency response protocols will be implemented by the Campus Emergency Preparedness Team to coordinate containment procedures and will include the Crisis Communication System. Decisions regarding dismissals and shutdowns will be
made in consultation with local and state public health officials. If a shutdown is necessary, then the campus will activate the VUU Emergency Operations Plan.

**Campus Community/Shutdown**

The purpose of this policy is to establish general guidelines for personnel involved in a campus closure and to assist Emergency Management personnel in closure and/or evacuation of the campus in response to an emergency or potential safety hazard. It is the policy of Virginia Union University that whenever there is an immediate or potential danger to life (including health and/or safety) or property, the University will take every possible action necessary to protect life and property. Those actions may include partial or complete campus closure and evacuation of all or some people or any other actions in accordance with this policy and the Emergency Management Action Plan.

The President/CEO or designee will announce any decisions for closure, then Campus police with the assistance of facilities will close the campus. It should be noted that some unplanned events or emergencies may dictate the need for a Campus Security Officer to exercise his/her officer powers to direct persons to evacuate or remain in buildings that are directly affected by criminal or non-criminal incident for safety and evidence preservation purposes. The Facilities Director, BIET, along with Housing & Residence Life Director, will make the necessary changes regarding building lockdowns, HVAC changes, and custodial changes. Under extenuating circumstances, the campus may be closed to students and the public but remain open to faculty and staff.

**Notification**

When an unplanned event or emergency occurs, the senior Campus Police Officer on duty will notify the following university officials as soon as possible in the following order:

1. Chief of Police,
2. University President
3. Chief Operating Officer COO
4. Provost
5. Press Secretary for the Office of the President

**Crisis Communication System**

Anyone who becomes aware of a potential crisis or emergency that may impact the University is responsible for notifying key University officials.

This plan provides guidelines for communicating the incident within the campus, and from the campus to the media and the public, in the event of an emergency or crisis.

Disasters, emergencies, and crises disrupt the normal activities of the campus and may require activation of the VUU Emergency Operations Plan.

The plan describes the flow of information to faculty, staff, students, and the general public at large. This plan is to be flexibly used with emergency decision-making procedures of the University. Elements are exercised routinely in conjunction with emergency drills and actual plan activations.
Objectives
• Determining whether the situation requires invoking this plan.
• Assembling the Crisis Communications Team to recommend responses.
• Implementing immediate actions to:
  • Identify key constituencies who need to be informed.
  • Communicate facts about the situation and minimize rumors.
  • Restore a sense of confidence and order.

The Crisis Communications Team
The Crisis Communications Team is comprised of staff that will play a critical role in addressing the crisis. Time is of the essence in communicating crucial information to the Panther community and the news media, and the team will be assembled as quickly as possible. This list is not meant to be exhaustive:
• President & CEO
• Executive Vice President/Chief Operating Officer
• University Police Chief
• Vice President, Brand Marketing & Strategic Communications
• Senior Vice President/Provost
• Campus Telecommunications

Additional support, if needed:
• Senior Vice President/Chief Financial Officer
• Vice President of Enrollment Management and Student Affairs
• Assistant Vice President for Facilities Management
• Student Affairs Office
• CAHN – Health Services
• Student Government leaders

The Crisis Communications Team may authorize the following:
• In the event of an emergency, instant alerts will be sent to registered VUU students, faculty, and staff using text messaging via personal cell phones. VUU students, faculty, and staff can register for the emergency notification system at https://vuu.omnilert.net/subscriber.php.
• Academic and Administrative units are also encouraged to establish telephone trees for emergency notification of employees during business hours, as well as after-hours for key personnel. Other means of notification include the VUU webpage, mail, mobile Panther Safe App application, and social media outlets.
• The University Police Office is the focal point for two-way transmission of official emergency telephone communications to University administrators. Each administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/areas under his or her direction.
• The officer on duty will notify the Chief of University Police of any campus emergency as necessary and at the direction of the Chief will initiate the notification system by calling the following and other University administrators as appropriate:
  1) President
  2) Executive Vice President/Chief Operating Officer
3) Provost/VP for Academic Affairs  
4) Vice President for Enrollment Management and Student Affairs  
5) Vice President for Financial Affairs  
6) Vice President for Marketing and Communications

**Note:** During an emergency, campus phones must be restricted to University official notification only. In the absence of phone services, the Chief of University Police will provide runners for emergency notification of members of the University’s Emergency Response Team. It also will assign cellular phones and/or two-way radios for Critical staff to use during the emergency.

**COMMUNICATIONS AND MARKETING PLAN**

To preserve the safety of our community, Virginia Union University must ensure we are providing simple, clear directions on how to maintain a safe, clean environment during each phase of re-opening. Additionally, slowing the spread of disease on campus requires shared ownership. Students, faculty, and staff must work together to ensure that all stakeholders 1) understand their responsibility to help slow the spread of COVID-19 in our community and 2) create a sense of shared ownership for managing how this contagious disease may spread through campus.

To effectively position the University to continue operations in an efficient and meaningful way, we must focus on marketing and communication tactics which support the opening plan guiding principles in the following ways:

- Lead all communications with a sense of passion and pride—not fear
- Help students, staff and faculty, feel safe
- Create a sense of shared ownership
- Empower people with knowledge points
- Track results

Marketing and communications strategies and tactics to support the implementation of VUU’s opening plan will support three core objectives and will coalesce around a central call to action to visit our website at [https://www.vuu.edu/vuu-reopening](https://www.vuu.edu/vuu-reopening) for the most current information. Objectives are as follows:

**Establish consistent school-wide messages and branding specific to the public health of our community**

- To support this objective, we have developed a unifying opening theme, “Re:Union” which will appear as the anchor for all communications related to welcoming students, faculty, staff, and community to Phases I, II, and III of opening Virginia Union University under the new operational model. Critical activities for framing Re:Union include, but are not limited to, the following:
  - Develop Re:Union visual identity
  - Inventory existing social channels for campaign execution, including hashtags, and partner sites
  - Inventory existing creative assets
Promote messages through earned and owned social channels
- Develop co-branded public health collateral templates
  - Handwashing
  - Face covering
  - Social distancing
  - Testing

In addition to the planned marketing tactics, it is critical that Virginia Union University narrow in on 3-5 compelling core messages that will help drive the behaviors we seek to see during re-opening. During the month of July, we will conduct qualitative message research with students, faculty, and staff to identify the most compelling messages. We will employ the following steps to identify our key messages:
- identify top psychosocial barriers preventing students from complying with safety recommendations
- Identify top motivators for compliance
  - Focus group with staff
  - Focus group with students (with additional insights from student-led insights survey)
- develop messaging Playbook for cross-campus consistent implementation
- host mini message/brand training sessions for key opinion leaders and stakeholders

Establish a cadence of executive updates and internal communications from department heads, student and community leadership, and the president

Executive communications play a critical role in establishing expectations for the public safety of our community. Successful implementation of this plan depends on clear and consistent messages and overall communication executive leaders, student leaders, and department heads. The cascade of communication launched with the release of the VUU Re:Union anthem video, which is part of the vision series of video messages casting a vision for how Virginia Union operates moving forward.

- Video #1 https://youtu.be/oIi352fCBVY
- Video #2 https://youtu.be/APyMAK3seTI
- Video #3 https://youtu.be/aujLgz73xV8
- Video #4 https://www.youtube.com/watch?v=vAMOhiW3KUw&feature=youtu.be

Following the release of the visioning series, daily updates with be shared with internal and external audiences. Additional content priorities for executive communications include:
- Letters from the president to VUU network
- Frequent messages and updates to Board
- Synchronized messages aligning to student leadership communications

Establish a steady (daily) drumbeat of digital and social promotional content

To ensure continuous engagement with our key audiences, we will deploy fresh, relevant content through VUUs social and digital platforms. This content will serve to reinforce established guidelines for public health and safety on campus. Also, this content will serve to inspire and mobilize all members of the VUU community to help slow the spread of disease. Two best practices for content curation, which we intend to employ, include:
• Activate stories from students, faculty, and staff by sharing stories of how individuals from our community are working to slow the spread, we will be able to inspire everyone within the community to do their part. These stories may take the form of organic student safety vignettes, creative social posts, and website articles
• Microcontent: posting and sharing daily reminders for critical processes such as cleaning and testing standards, signs and symptoms of COVID-19, will allow us to reinforce safety messages and reach a larger audience

CLIMATE

As of July 10th, there has been a total of 12,323,502 confirmed coronavirus cases globally, of which 6.74M have recovered, regrettably, 555,976 have died. The United States represents 26% (3.17M) of the confirmed cases and 24% (135,000) deaths. As one of the first ten Historically Black Colleges and Universities in the nation, Virginia Union University (VUU) geographic location of Richmond, Virginia. VUU is one of 129 higher educational institutions (40 public, 44 nonprofit private, and 45 for-profit private) in the Commonwealth of Virginia. To date, the Commonwealth of Virginia has tested a total of 753,798 people, of which 67,988 confirmed positive and 1,937 have died. The city of Richmond has had a total of 2,333 confirmed cases and 33 deaths. Currently, more than 56% of the VUU student body is from the Commonwealth of Virginia. However, students come to the University from more than 35 states. After Virginia, MD, NY, DC, NJ, and PA represent states with the largest enrollment. The chart below has been modified to show the number of students who have deposited with the intent to enroll for Fall 2020 combined with those who were enrolled during Spring 2020 by state.

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Per 100K population

Source: https://coronavirus.jhu.edu/testing/states-comparison

**PLANNING TEAM**

On June 12th, a select workgroup came together to develop the University’s Opening Plan. The individuals listed below serve as members of the council. In addition, several of them serve on the University’s Emergency Response Team.

Coordinator: Dr. Joy Goodrich, Senior Vice President for Academic Affairs/Provost

Advisors: Ms. Tasha Hunt, Environmental and Safety Consultant, and Dr. Terrell Strayhorn, Associate Provost

Members: Ms. Kristie White, Dr. Lisa Moon, Ms. Doreen Dixon, Ms. Kendra Mayers, Ms. Julie Billie, Dr. Carlietta Paige-Anderson, Dr. Shanita Brown, Mr. Dwight Sanchez, Ms. Dawnyale Bundy, Ms. Sharonne Jennings, Dr. Dallas Dance, Mr. Freddie Robinson, Ms. Felicia Johnson, Mr. Robert Lynn, Major Robert Cottrell, Ms. Stephanie White, Ms. Keisha Pope, Chief Meshia Thomas, Mr. Brian Bullock, Ms. Ayesha Sledge, Ms. Pamela Cox, Ms. Angela Hayes, Mr. Jerome Furtado, and SGA Representatives

*Document was approved: 07/24/2020 by the State Higher Education Reopening Guidance Committee of the State Council of Higher Education for Virgini*