



**OLD DOMINION**  
UNIVERSITY



# Fall Semester 2020 Reopening Plan

**UPDATED – July 30, 2020**

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## Commonwealth of Virginia Higher Education Reopening Guidance Content Crosswalk

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## Introduction

The Fall Semester 2020 Reopening Plan serves to guide Old Dominion University's path forward toward restarting face-to-face instruction, research activities, and most campus operations in light of COVID-19. This document aligns with Virginia's "Higher Education Reopening Guidance," released on June 11, 2020, and is informed by all applicable Governor's Executive Orders and Forward Virginia Phased Guidelines.

This plan represents an ongoing months-long planning effort among all functional areas of the University. It is chiefly focused on promoting the health, safety, and mission continuity of the Monarch community. The document is intended to be flexible and scalable, with the understanding that guidance will continue to evolve. ODU remains committed to adapting this plan and its operations as needed.

Questions related to this plan should be directed to the following persons:

- Jared Hoernig, Director of Emergency Management: [jhoernig@odu.edu](mailto:jhoernig@odu.edu)
- Rhonda Harris, Assistant Vice President for Public Safety/Chief of Police: [rlharris@odu.edu](mailto:rlharris@odu.edu)

I hereby certify that this plan is in compliance with the "Higher Education Reopening Guidance" dated June 11, 2020.



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John R. Broderick, President

July 6, 2020  
Date

## Executive Summary

Old Dominion University (ODU) is committed to reopening and to welcoming students, faculty, and staff back to campus for the Fall 2020 semester. In the following pages, this plan outlines steps the university has taken to prepare the campus for a healthy and safe environment for learning and working. The document addresses considerations outlined in the Commonwealth of Virginia “Higher Education Reopening Guidance” and goes on to spell out provisions related to the University’s interim policy on COVID-19, a strategy for building physical distancing, academic program delivery, research operations, student activities, dining, Human Resources’ Return to Campus Guide, and Athletics’ COVID-19 Return to Campus Policy and Procedures.

A summary of the Fall Semester 2020 Reopening Plan highlights is listed below:

### GENERAL

- Anticipates a broad reopening of campus for the Fall 2020 semester
- Applies to ODU facilities throughout Hampton Roads
- Reflects input from the Executive Policy Group, Academic and Research Steering Committee, Public Health Incident Task Force, and a series of working groups and subcommittees
- Follows evolving local, state, and federal guidelines
- Remains flexible, scalable, and adaptable as circumstances and guidance change; regular updates will be provided through [www.odu.edu/covid19](http://www.odu.edu/covid19) and other websites
- Provides a conduit for addressing questions and concerns through [OpenFall2020@odu.edu](mailto:OpenFall2020@odu.edu).

### ALIGNMENT WITH COMMONWEALTH OF VIRGINIA HIGHER EDUCATION REOPENING GUIDANCE

- This plan outlines all criteria listed within Section III: Development of Campus Plans for Reopening found in the Commonwealth of Virginia “Higher Education Reopening Guidance,” dated June 11, 2020, including provisions for:
  - Repopulation of the campus;
  - Monitoring health conditions to detect infection;
  - Containment measures to prevent spread of the disease or infection when detected;
  - Shutdown considerations if necessitated by severe conditions and/or public health guidance

### PROMOTING A HEALTHY CAMPUS ENVIRONMENT

- Priority to promote a campus environment that is healthy and safe for all members of the Monarch community
- Screening and testing program developed in collaboration with Sentara Healthcare and other partners; contact tracing and symptom tracking programs created
- Ongoing partnership with Virginia Department of Health with respect to contact tracing and other applicable guidance/support
- Plans for isolation and quarantine space for on-campus residential students with possible or confirmed cases of COVID-19



- University policy developed to educate campus community on expected behaviors for members of the Monarch community related to COVID-19
- Physical distancing measures deployed in buildings campus-wide
- Installation of plexiglass barriers in high-contact locations throughout campus
- Additional PPE to be provided to faculty and staff who will be in regular, extended contact with students in enclosed spaces or as part of required job duties
- COVID-19 awareness and safety training programs developed for virtual delivery to members of the Monarch community
- Face covering and physical distancing requirements to be directed by evolving guidance from Governor's [Executive Order 63 \(2020\): Order of Public Health Emergency Five and Requirement to Wear Face Covering While Inside Buildings](#), the Virginia Department of Health (VDH), and the Centers for Disease Control and Prevention (CDC)
- Cleaning protocols, aligning with current CDC guidance, established for the maintenance of all ODU facilities
- Outreach campaign planned to educate the Monarch community of not only the measures the university has taken to promote a healthy campus environment, but also the actions all Monarchs should take to protect their health. This campaign will leverage current and evolving guidance from VDH and CDC.
- Opening of on-campus residence halls in Fall 2020, with a maximum of double occupancy
- Enhanced cleaning protocols at residence halls, as well as added training for staff and a modified visitation policy to limit guests
- Designation of isolation and quarantine spaces in on-campus residential facilities as well as nearby off-campus hotels
- COVID-19 screening, testing and/or ongoing symptom monitoring of all on-campus residential students
- The recognition that engagement and events play a role in enrollment and retention, recruitment, and instruction
- All university plans driven by prevailing gathering restrictions and physical distancing guidelines as established by the Commonwealth of Virginia and the CDC.

## ACADEMIC PROGRAM DELIVERY

- The [ODU Blueprint for Fall Reopening](#) has been developed to outline three options for high-quality instruction and student success promotion: online, flexible hybrid delivery with both face-to-face and online components, and face-to-face
- The Blueprint includes general guidance pertaining to implementation of these instructional delivery options, as well as acknowledgments of safety provisions underway in preparation for the Fall 2020 semester

## RESEARCH

- A three-stage guide outlining the ramping-up of research activity has been internally provided to ODU researchers

## STUDENT ACTIVITIES

- The ODU Student Recreation Center has outlined an operational plan that includes facility hours of operation, cleaning solutions and practices, in-person and virtual programming, and staffing needs
- ODU Student Engagement and Enrollment Services (SEES) has identified methods (mainly virtual, some physical) for student clubs and organizations to both recruit and engage with student members within physical distancing and gathering guidelines

## DINING

- Prioritizes focus on students, maintenance of safe environments, and adaptable operations
- Team engagement focuses on outreach, training, and motivation
- Safety considerations cover sanitization; communication; employee PPE, training, and monitoring; and safe food handling practices
- Operational adaptations include a process to restart operations, optimization of campus dining programs, and mitigation measures implemented in light of COVID-19

## HUMAN RESOURCES

- A comprehensive return to campus guide is available for all ODU employees
- This plan includes guidance for workplace goals and expectations, staffing options, special considerations and reasonable adjustments for staff support, Americans with Disabilities Act (ADA) accommodations, general leave operations and Web Time Entry, meetings and gatherings, breaks and meal protocols, auxiliary services, health and safety, personal health, personal responsibility for safety practices, and employee resources for resilience. The plan also references various campus plans developed for the health and safety of the Monarch community.

## ATHLETICS

- The ODU Athletics Department (ATH) has developed a COVID-19 Return to Campus Policy and Procedures guide
- This plan includes a tentative student athlete return to campus schedule, screening procedures, testing and contact tracing provisions, and a series of community standards for health and safety (e.g., symptom monitoring, face coverings, gloves, hand washing, physical distancing, meals, and cleaning and sanitizing). The plan outlines facility use provisions for all ATH buildings, special considerations for athletic training and sports performance facilities, and return to campus protocols for the football and basketball programs.

## ODU Fall Semester 2020 Reopening Plan Overview

Pursuant to Governor Northam's [Higher Education Reopening Guidance](#) released on June 11, 2020, the following lays out Old Dominion University's broad spectrum plans for reopening its campuses, as of July 30, 2020. This plan assumes regional implementation of Phase III Guidelines under the [Forward Virginia Blueprint](#), unless otherwise directed by the Governor through a return to Phases I or II, and recognizes that the following conditions are necessary for ODU to open:

- Positive trends are found in public health data;
- Surge health care capacity is stable;
- A climate of adherence to sound public health principles is present; and
- A COVID-19 preparedness plan has been developed to be consistent with guidance set forth by the Commonwealth.

This plan includes provisions that consider:

- Repopulation of the campus;
- Monitoring health conditions to detect infection;
- Containment measures to prevent spread of the disease or infection when detected;
- Shutdown considerations if necessitated by severe conditions and/or public health guidance; and
- Multiple functional area-specific plans and reopening guidance

Our efforts to reopen campus to the Monarch community started during the university's initial response to COVID-19 in March 2020. Intensive planning has taken place throughout the spring and summer to account for provisions necessary to promote the health and safety of all Monarchs while focusing on institutional continuity and resilience. All planning and preparatory actions are being taken with an eye toward being open and embracing the return of our students, faculty, and staff to ODU.

ODU's reopening plan has been guided by medical and public health professionals, receiving input from numerous stakeholders, including the Executive Policy Group, the Steering Committee on Academic and Student Involvement, the Public Health Incident Task Force, and a series of working groups and subcommittees (see Appendix A). We expect that ODU's plan and implementation will continue to evolve based on the latest medical, behavioral, and other understandings, as well as guidance from federal, state, and local officials. The University and this plan will remain adaptable and fluid to recommendations and mandates from the CDC, the Virginia Department of Health (VDH), and other public health experts received by fall semester opening on August 29, 2020.

Also, behavioral norms and the ability to enforce expectations on campus will almost certainly be heavily influenced by what is happening in the larger society. The more successful policymakers are in reinforcing a climate of shared responsibility, the more receptive the campus community is likely to be, although we intend to call on all Monarchs to do more and expect more of one another.

Perhaps the most critical factor in the success of ODU's fall semester will be the students arriving on campus from throughout the state, nation, and world. We welcome their return. We are an open campus with no physical boundaries. The university and community can create an environment that enables the right behaviors and reduces the spread of COVID-19, but a dynamic campus environment will be sustained only if everyone—including students, faculty, staff, and visitors—takes responsibility for his or her own health and safety and the health and safety of others.

Finally, Old Dominion University has a physical presence at several locations throughout Hampton Roads. This document speaks primarily to ODU's main campus facilities in the City of Norfolk, but analogous, customized measures should be expected at ODU's Regional Higher Education Centers and other sites elsewhere in the region.

## Alignment with Commonwealth of Virginia Higher Education Reopening Guidance

### REPOPULATION OF THE CAMPUS

#### **COVID-19 Coordinator/Campus Team**

The COVID-19 Coordinator is Jared Hoernig, the Director of Emergency Management, or his designee. Coordination of Incident Command System (ICS)-based operations, planning, logistics, and finance/administrative functions is facilitated by a virtual Emergency Operations Center (EOC) under the management of the Director of Emergency Management or designee. The organizational structure of the EOC is campus functions-based and includes representatives of the Public Health Incident Task Force and multiple subcommittees and working groups.

In accordance with guidance set forth in the ODU Crisis and Emergency Management Plan (CEMP), executive leadership of the university's response to COVID-19 is provided by the Executive Policy Group (EPG), which is led by the Vice President for Administration and Finance and functions under oversight of the University President. The Assistant Vice President for Public Safety/Chief of Police or designee serves as the primary coordination and information sharing liaison between the EPG and the EOC.

#### **Virginia Department of Health Contact Information and Procedures**

The Norfolk Health Department (NHD) supports public health needs at ODU's main campus in Norfolk, to include provision of subject matter expertise, guidance, and assistance related to COVID-19 cases, investigations, contact tracing, symptom tracking, and other pertinent matters. As part of ODU's Crisis and Emergency Management Plan, NHD/VDH is accounted for in the university's emergency management coordination structure, serving as an External Supporting Agency within Emergency Support Function 8: Public Health, Medical, and Mental Health Services. In their role as an external partner the NHD is routinely consulted in developing and vetting various ODU public health plans and procedures as needed. ODU periodically collaborates with NHD/VDH for planning, training, and exercises related to public health preparedness and response activities.

The NHD Coronavirus hotline for general questions is 757-683-2745; this number is available from 8 a.m. to 6 p.m. Monday through Saturday, and 11 a.m. to 4:00 p.m. Sundays. The VDH State Coronavirus hotline is 877-ASK-VDH3. Contact numbers for NHD and VDH staff are maintained in the ODU Office of Emergency Management (OEM) and ODU Student Health Services (SHS).

Depending on the nature of the incident, either the ODU OEM or SHS will directly liaise with VDH staff as necessary through pre-established procedures including afterhours and emergency contact information.

### **Students' Initial Return to Campus**

The health and safety of students returning to campus is of the highest importance. In accordance with [VDH COVID-19 Interim Testing Recommendations for Colleges and Universities](#) as of June 4, 2020, ODU will conduct prevalence testing of 15% of the on-campus residential community upon the students' scheduled arrival to campus. A monitored daily symptom screening questionnaire will be delivered via text message and email to members of the community. Participation in this process is required, and individuals who are determined to be symptomatic will be asked to stay home or self-isolate if they are on-campus residents and will be referred for testing.

Move-in will take place between August 22, 2020, and August 29, 2020. Screening and/or testing will occur at the Chartway Arena, followed by the check-in process. To promote physical distancing and limit potential transmission of COVID-19, time slots will limit the number of students moving in per hour per residence hall, students will be required to provide their own hand carts and moving supplies, elevator occupancy will be restricted to one family or student per trip, signage will be posted to educate persons on health and safety practices, and regular disinfection of high touch surfaces will take place. Hand sanitizer and face coverings will be distributed to students moving in; these items will also be commonly available during the check-in process. Staff will be required to wear PPE as appropriate.

To inform students on what they should expect during move-in, a Student Move-In Guide will be sent in July. This guide outlines considerations when living on campus, e.g., testing, PPE individual supplies, cleaning supplies for bathrooms, and COVID-19 talking points.

If special populations (e.g., international students returning from overseas travel) require a 14-day quarantine period following entry into the United States, the last day for on-campus arrival would be August 16, 2020, to be eligible to attend face-to-face classes.

### **Education and Training of Students**

An education and training campaign for students will be delivered prior to and upon their return to campus in August. This effort will include signage, website content, social media posts, videos, handouts, and other appropriate methods to educate the student body on best practices related to hand hygiene, physical distancing, staying home if ill, following proper cleaning protocols, and other relevant topics. Training will be available to students through online learning platforms and other means as identified.

### **Physical Distancing**

Using [CDC guidance](#), ODU has developed broad physical distancing guidance applicable throughout the university community. Assessments have been made to account for recommended six (6) foot separation between persons in all areas to lower occupant density wherever possible; these calculations inform academic space programming through the ODU Offices of the University Registrar and Space Management and guide physical layouts of common spaces, office areas, and other places where people gather.

Beyond the classroom, physical distancing guidelines have been developed for work spaces (e.g., suggested staggering schedules, teleworking whenever possible, and reconfiguring office environments), dining areas (e.g., new grab-and-go options, reconfigured dining facilities), extracurricular activities (e.g., revised Student Recreation Center operations, recommendations for outdoor gatherings, and other student activities), and student organization functions (e.g., recommendations to follow all CDC best practices).

Throughout the physical distancing planning process, restrictions on communal and shared space occupancy and gathering size have been considered in accordance with active Executive Orders.

The university's dining services contractor has developed a plan that focuses on physical distancing and implementing CDC best practices related to face coverings, employee screening and monitoring, hand hygiene, cleaning and disinfection, physical dining space layouts, reduction or elimination of buffet-style serving, introduction of take-out options, and the encouragement of employees to stay home if they feel ill. For more information on dining-specific precautions being taken, see Appendix F.

For more information on ODU's physical distancing guidelines, see Appendix B.

### **Hygiene and Cleaning/Disinfection**

ODU Facilities Management and Construction (FMC) has developed broad internal guidance and protocols for campus facility cleaning and disinfection activities. These protocols outline scheduled cleaning and disinfection frequency of high-touch surfaces and University vehicles as applicable. High-touch surfaces include, but are not limited to, stair railings, door hardware, light switches, restroom fixtures, elevator control panels, water fountains and vending machines. The following definitions apply to ODU's protocols:

- **Disinfect:** a process that destroys or inactivates both the bacteria and viruses on hard non-porous surfaces.
- **Clean:** the removal of visible soil (e.g., organic and inorganic material) from objects and surfaces, normally accomplished manually or mechanically using water with detergents or enzymatic products (e.g., soap and water).

Housekeeping staff schedules have been established for disinfection, increased cleaning of high use areas and high touch points, and routine cleaning.

A focused and coordinated effort will be made to mitigate the risk of virus transmission via contaminated surfaces by prioritizing the areas to be disinfected by their frequency of use. Scheduled disinfection will be coordinated with class and work schedules to minimize person-to-person interactions. While every effort will be made to routinely disinfect high-contact surfaces at least every two (2) hours per [Phase III Guidelines for All Business Sectors](#), individuals bear responsibility to continue to practice good personal hygiene habits and adhere to the established physical distancing standards.

The disinfection of University vehicles and golf carts is the responsibility of the user. However, when vehicles and golf carts are serviced by the Vehicle Support Center, the cab area and handles will be disinfected.

All disinfectants used by ODU are concentrates of Environmental Protection Agency (EPA) registered disinfectants that are recommended by the CDC and World Health Organization for use against COVID-19. Disinfectants will be applied through the use of electrostatic sprayers. The sprayers are designed to place a static charge on the disinfectant mist so that it clings to the vertical and the underside of surfaces. Due to the disinfecting mist remaining in the air for a prolonged period of time, disinfection of large areas will be conducted only when the space is unoccupied, typically during the overnight hours. However, spot disinfection may be conducted in occupied areas using regular spray bottles.

For COVID-19, the university has centralized its procurement of personal protective equipment and cleaning and disinfection supplies to allow for maximum ordering and distribution efficiency at a

reasonable cost. An adequate supply of cleaning and disinfecting supplies is on hand with more materials on order. Hand sanitizer bottles, restroom soap, touchless paper towel dispensers, and other hygiene products have been ordered and are being distributed/replenished throughout campus as they are received. A series of hand sanitizer stations are strategically deployed throughout campus as well.

To limit shared materials to the maximum extent possible, computer labs are being equipped with keyboard covers to aid in disinfection. Other methods of restricting the use of shared supplies and materials will be implemented as identified.

### **Housing**

In terms of occupancy, triple rooms have been eliminated and reduced to double occupancy throughout campus, limiting the number of students per shared bathroom. The Housing Terms and Conditions Agreement has been modified with a COVID-19 addendum, which includes expectations for testing, daily symptom screening, and reporting.

Restrictions have been placed on maximum occupancy for residence hall lounges, common kitchens, laundry rooms, and study rooms. Physical distancing and face coverings are required outside of residence hall rooms in common area spaces per ODU Policy 1006: COVID-19 (Interim Policy) (see Appendix A). Lounge furniture will be reduced or signage prohibiting use placed on furniture throughout the residential facilities to discourage large gatherings within common spaces. Laundry room usage will be monitored through the ODU Mobile App. Signage will be visible outlining maximum usage per laundry room.

Maximum occupancy signage will be placed in common area spaces prior to move-in. No more than ten (10) people should be gathered in one place, at one time. This pertains to all residential facilities, including common spaces. Residents are not permitted to have non-community guests in their residence hall rooms. Residents may not visit from one hall to another. Guests will be permitted only within their own hall and must be limited to no more than one (1) per resident at a time.

As part of the residential living experience, the Living Agreement will continue this year with emphasized understanding of shared responsibility for the health and safety of our communities. Residents will continue to be responsible for the cleaning of their residence room, including the bathroom. We encourage residents to communicate expectations with their roommates/suitemates to promote a healthy environment. Cleaning and disinfection of high-touch surfaces and common areas will be conducted by Facilities Management and Construction.

Residents will receive information about safely communicating with the professional staff and student staff within their community while promoting physical distancing and virtual communication methods. Scheduled room inspections will be modified with increased communication about adherence to residential guidelines. The Guide to Living On Campus will continue to be a point of reference for on-campus residents to learn about the residential experience and will be available at [www.odu.edu/housing](http://www.odu.edu/housing) for Fall Semester 2020.

From late July through early August, returning HRL Resident Assistants and live-in staff will complete an online training module, which will include virtual sessions related to COVID-19, reminders of proper hand hygiene, health and wellness, etc. Resident Assistants returning to campus will participate in residence hall onsite preparations, and will focus on developing their communities virtually, including checking on



their residents' health and well-being. Resident Assistants will assist in the education of residents regarding COVID-19, health and safety practices, university guidance, etc.

### **Vulnerable Individual Considerations**

The ODU Department of Human Resources (HR) has developed a Return to Campus (RTC) Plan, which includes considerations for vulnerable individuals on campus. Guidance is in place to allow for alternatives to the traditional workplace environment, e.g., through teleworking or modified position duties.

Detailed leave options have been outlined in this plan, including some types of applicable sick leave for use by employees when staying home or self-isolating due to illness or exposure to COVID-19. ODU Academic Affairs has implemented flexible options for students under the same circumstances in the interest of preserving continuity of academic instruction.

An RTC (Return to Class) after COVID-19 protocol is in place. Employee matters are facilitated by ODU HR while Academic Affairs and Student Engagement and Enrollment Services (SEES) provide for student needs.

In consideration of all CDC and VDH guidelines, supervisors are required to consider which employees may return to campus more safely when determining staffing options.

In general, CDC guidelines have designated vulnerable populations to include persons 65 and older and people of any age who have serious underlying medical conditions. These individuals might be at higher risk for severe illness from COVID-19. In addition, some employees may live with or have direct care responsibilities for members in a vulnerable population. It is important for supervisors and employees to remain abreast of CDC guidance on people who might be at risk of serious illness from COVID-19 by visiting the [CDC website](#) for more detailed information.

Health and safety should not be used to justify potential discrimination against a certain person or group of people. Supervisors must carefully assess the needs of individuals in a vulnerable population in order to balance safety with their legal rights. Their needs must be individually addressed and, wherever possible, reasonable adjustments should be made to accommodate them. If employees are willing to return to campus without reservation or concern for their health or wellbeing, then they should be permitted to do so. The supervisor should document the employees' election to return to campus despite being offered a reasonable alternative.

Supervisors and employees who have specific concerns are strongly encouraged to contact the Office of Institutional Equity and Diversity at [officeofinstitutionalequitydiversity@odu.edu](mailto:officeofinstitutionalequitydiversity@odu.edu) or 757-683-3141.

For more information on ODU's RTC Plan, see Appendix G.

### **International Student Considerations**

In response to COVID-19, the ODU Office of Risk Management (ORM) coordinated an effort to develop a University Risk Management Travel Policy for domestic and international travel. This policy establishes guidelines from which to make decisions pertaining to travel health risks, defers to CDC guidance with respect to guiding returning travelers, establishes a university travel registry, and offers advice on other travel-related topics. Additionally, ODU HRL has housing provisions in place for international students to



quarantine for the CDC-recommended 14-day period after returning from overseas travel. On campus classroom course delivery is available for these students.

### **Partnerships and Communication/Information Sharing with the Local Community, Health Systems, and Other Stakeholders**

Throughout the COVID-19 response and reopening planning process, ODU has engaged and will continue to engage in a whole-of-university-community approach with local stakeholders, regional health systems, and other campus partners to provide information and support as needed. Multiple ODU units, including the College of Health Sciences and Office of Research, maintain an active partnership with Sentara Healthcare and other health systems in the area. This ongoing relationship has facilitated PPE sharing and information exchange and is allowing for test analysis support for students arriving early. ODU Student Engagement and Enrollment Services (SEES) has also partnered with multiple community representatives to develop and deliver outreach programs. Website updates and coordination from the Public Health Incident Task Force will continue to inform and educate the broader community and stakeholders of continuing university initiatives related to COVID-19.

### **Face Coverings**

Leveraging prominent signage, website content, social media posts, etc., ODU intends to teach and reinforce with the university community a continued need for wearing face coverings in accordance with [Governor's Executive Order 63 \(2020\)](#). An internal policy document (see Appendix A) has been developed to formalize the university's position on the use of face coverings, proper physical distancing behaviors, and similar best practices related to COVID-19. In addition, kits are being developed for distribution to members of the university community with face coverings and instructions on their proper use.

For faculty delivering instruction, 800 reusable face shields have been ordered to provide a protective barrier that does not unduly hinder speaking volume or the ability of students to read lips. Faculty and instructors are required to wear some form of face covering while providing instruction. Beyond the immediate instructional setting, faculty and staff will be expected to adhere to the face covering provisions in Governor's Executive Order 63 (2020).

Students will be required to wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and Governor's Executive Order 63 (2020), including those instances when six (6) foot physical separation cannot be maintained.

Select business sector guidance from the [Forward Virginia Phase Three Guidelines](#) has been taken into consideration when planning for reopening ODU's Student Recreation Center, dining facilities, and other forward-facing services; face coverings are recommended for use wherever six (6) foot physical distancing cannot be maintained.

### **Student Health**

Anticipating higher than average usage, ODU's Student Health Services (SHS) placed a large bulk order of medical-grade PPE in late spring 2020 for provider use throughout the Fall 2020 semester. On-hand PPE will continue to be tracked and periodically reported to the Virginia Department of Emergency Management (VDEM) for potential augmentation or replenishment as necessary.

ODU SHS will continue providing normal, non-COVID-19 health services to students through an emphasis on appointment-only visits and telehealth consultations where appropriate. The on-call provider will

continue to answer after-hours calls when the Student Health Center is closed; it can be reached via the ODU emergency contact number at 757-683-4000. Mental and behavioral health services will continue to be provided in a similar manner through ODU Counseling Services.

ODU SHS has implemented preventive measures to protect students and providers in the SHS clinic through the permanent installation of tempered glass barriers and informational signage, reconfiguration of the waiting area, and enhanced cleaning and disinfection practices.

The Mediat electronic health record is being used to provide COVID-19 screening with a symptom checklist (adapted from the [CDC symptom self-checker](#)) to be made available electronically for students to complete. When students make an appointment, a prior screening is completed by a licensed nurse. Mediat's Mobile Self Check In is being implemented to further reduce contact points.

ODU SHS staff have participated in annual trainings on the Health Insurance Portability and Accountability Act (HIPAA), workplace safety, infection control, and basic life support. They have completed telehealth etiquette videos developed by the ODU School of Nursing through the Center for Telehealth Innovation, Education, and Research (C-TIER) at ODU based on CDC social distancing protocols. Staff are following recommended six (6)-foot physical distancing guidelines, wearing face coverings in common areas, and using medical-grade PPE when potential contact for COVID-19.

ODU SHS operations have transitioned to the virtual environment to the maximum extent possible; however, face-to-face services will continue to be provided as indicated to maintain the health and safety of students, providers, and staff. Enhanced cleaning protocols have been implemented and the use of shared objects has been limited to the maximum extent possible, with additional cleaning and disinfection measures enacted as needed. Patients are required to wear face coverings prior to entry into the clinic and are screened on-site to determine the need for in-house COVID-19 testing.

The facility will be cleaned and disinfected daily with an electrostatic sprayer.

### **Large Events**

While traditional face-to-face interaction is irreplaceable, COVID-19 requires us to be nimble in our planning and to make, whenever possible, a commitment to integrating virtual experiences into our outreach, engagement and event programming. That will allow us to maintain our plan today and improve our effectiveness after the threat is over.

Large events, gatherings, ceremonies, and performances are subject to provisions set forth in current Executive Orders and the [Forward Virginia Phase Three Guidelines](#), which are currently in effect for the development of this plan. The University Events working group, which includes the Office of Community Engagement and the Athletics Department, among others, has developed guidance specific to each reopening phase and pertaining to:

- Activities and events restricted to students and faculty (non-athletic)
- Athletic events
- Campus-wide events to which the general public is typically invited

### ***Guiding Principles***

As a public university in Virginia, our plans will be driven by prevailing gathering restrictions and physical distancing guidelines as established by the Commonwealth of Virginia and the CDC.

### ***Fall 2020 Assumptions***

The University will open on August 29, 2020. Fall Break will be eliminated and the Thanksgiving break (no classes held) will run from November 25-29. After Thanksgiving break, all classes will be delivered online through December 11. The University will continue to follow COVID-19 guidelines provided by the CDC, VDH and the Governor's Office. Physical distancing and other recommended protective measures will be implemented across campus, including in event venues. Facilities will be cleaned and disinfected.

### **Communications Strategy**

The university will promote a campus environment that supports healthy behaviors and reduces the spread of COVID-19, but with a vibrant and open campus such as ODU's, a healthy environment will be sustained only if everyone – students, faculty, staff and visitors – takes responsibility for his or her own health and safety and the health and safety of others. We all must make a commitment to follow current CDC and VDH guidance and practices where appropriate. While Old Dominion can't guarantee immunity from sickness, we will do our best to provide a healthy environment, and we will be directed by the Governor's guidelines as well as the guidance of health officials.

A communications strategy for students, faculty, and staff has been developed by ODU Strategic Communication and Marketing (StratComm), in coordination with other campus stakeholders. This effort will include signage, website content, social media posts, videos, handouts, and other appropriate methods to convey best practices related to staying healthy and safe during COVID-19.

The communications strategy follows a three-part structure: 1) develop and implement major communication, 2) develop key messages for target audiences and distribute on main channels, and 3) distribute information to university communicators and encourage further distribution.

Key messages include:

- #ReignResponsibly: How to protect yourself and others
- Follow CDC guidelines (i.e.: physical distancing, face coverings, hand hygiene, staying home when sick, wiping down surfaces)
- Follow Virginia Reopening guidance for higher education institutions
- Visit [www.odu.edu/covid19](http://www.odu.edu/covid19)

An educational outreach campaign is planned to educate and encourage healthy living, well-being, and appropriate behavior within physical distancing guidelines. This campaign promotes the #ReignResponsibly hashtag, which advocates for members of the Monarch community to stay informed, follow guidelines, and care for themselves and others. Strategies include but are not limited to:

- **Signage.** Outdoor signage with general tips to stay healthy is planned at or near designated main building entry points and along high traffic areas on campus. A series of laminated signs has been developed for in-building installation to provide quick visual instruction to occupants. In-building sign topics include but are not limited to wearing face coverings, washing hands, elevator and room capacities, stairwell traffic flow, entry/exit designations, special considerations for health care clinical/instructional spaces, and floor decals for six (6) foot spaces in lines.

- **Website Content.** The [www.odu.edu/covid19](http://www.odu.edu/covid19) page will continue to serve as the main clearinghouse for online information. This page includes university updates; resources for students and employees; frequently asked questions (FAQs) for multiple audiences; personal protective guidelines, and other information.
- **Social Media Posts.** Content has been developed for posting on the university's main media platforms to provide tips on how to stay healthy and safe while on or off campus.
- **Videos.** Short videos have been developed to provide quick guidance on how to stay healthy and safe while on or off campus.
- **Handouts.** Various informational handouts are planned for distribution, particularly during screening and testing. This literature may be repurposed from the CDC and VDH and/or developed in-house.
- **Training.** ODU HR has developed orientation, educational, and training materials for employees. All employees will be expected to take online Return to Campus training before July 17, 2020; supervisors will also be expected to take targeted training and confirm training completion for all employees physically returning to campus. Online learning platform training modules on the coronavirus and related topics will also be made available to employees. Current orientation and training programs include anti-stigma education and awareness. Training on best practices related to hand hygiene, physical distancing, staying home if ill, following proper cleaning protocols, and other relevant topics is available to students through online learning platforms and other means as identified.

#### **Orientation and Education/Training**

All employees will be expected to take online Return to Campus training before July 17, 2020; supervisors will also be expected to take targeted training and confirm training completion for all employees physically returning to campus. Online learning platform training modules on the coronavirus and related topics will also be made available to employees. Current orientation and training programs include anti-stigma education and awareness.

## **MONITORING HEALTH CONDITIONS TO DETECT INFECTION**

#### **Daily Health Screening Questions/Health Monitoring**

The University has developed an internal screening, testing and contact tracing program for members of the campus community. This program includes a monitored daily symptom screening questionnaire delivered via text message and email to members of the community. Participation in this process is required, and individuals who are determined to be symptomatic will be asked to stay home or self-isolate if they are on-campus residents and will be referred for testing. Individuals with shortness of breath will be asked to seek immediate medical attention.

#### **Campus-Level Disease Surveillance**

Using information derived from daily health screening/monitoring paired with test results and electronic health record data, ODU, in collaboration with VDH and regional health care systems as appropriate, will perform continual analyses to surveil the overall health of the campus community.

#### **Testing Strategy**

Testing and the timely notification of results are also important components in identifying the prevalence of disease and limiting the continued spread throughout our community and the larger area. In accordance with [VDH COVID-19 Interim Testing Recommendations for Colleges and Universities](#) as of June 4, 2020, ODU will conduct prevalence testing of 15% of the on-campus residential community upon the

students' scheduled arrival to campus. Individuals in higher risk categories due to their limited ability to maintain social distancing guidance will also be tested. They include student athletes, employees from food services, the police department and housekeeping, and some faculty members. Random prevalence testing will be carried out during the academic year. Retesting will occur as necessary. In addition to prevalence testing, the university will offer testing to symptomatic persons, who will be referred to testing through the self-reporting feature.

ODU will coordinate and collaborate with VDH and local health systems as needed during testing, including if a cluster outbreak is identified. ODU will monitor, follow, and adapt testing protocols as indicated by community prevalence and in accordance with evolving testing guidance provided by VDH and the CDC.

Staff involved in screening and testing are required to complete an online HIPAA training course and sign a confidentiality waiver.

## CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED

### **VDH Contact Tracing Partnership**

ODU will maintain its ongoing partnership with VDH for continued guidance and support during COVID-19. This includes the provision of contact tracing assistance by VDH as appropriate. Physicians from the Student Health Center and the University Occupational Health Provider will receive test results and initiate the contact tracing program for positive cases through notification to VDH and university-designated employees. The designated employees will initiate the university contact tracing process in support of VDH to notify individuals to begin self-isolation or quarantine in accordance with VDH and CDC guidelines.

### **Quarantine and Isolation**

The following definitions apply to this section:

- **Quarantine:** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
- **Isolation:** separates **sick** (symptomatic and asymptomatic) people with a contagious disease from people who are not sick.

Housing and Residential Life has identified individual housing, constituting approximately 3% of the residential housing inventory, to be set aside for self-isolation or quarantine. HRL has also partnered with two (2) nearby hotels to place additional housing space on standby if needed for surge capacity. Students in isolation or quarantine rooms will be supported through Student Health Services and Counseling Services, including telehealth options, as well as provided suitable dining options. Students, faculty, and staff residing off campus will be provided guidance for self-isolation or quarantine and will be supported through Student Health Services, the Occupational Health Provider or their Primary Care Physician.

### **Campus Outbreak Management**

In the event of a cluster or outbreak of COVID-19 cases on campus, ODU will implement established procedures and work with VDH for support as needed to facilitate notification, testing, contact tracing, isolation/quarantine, and other activities geared toward containment. To contain and/or otherwise mitigate impacts of a cluster or outbreak of COVID-19 on campus, ODU may implement a series of measures appropriate to the scale of the incident, including but not limited to isolating or quarantining individuals and conducting associated contact tracing, transitioning to hybrid (i.e., combination of in-

person and online) or fully-online academic instruction, implementing additional teleworking procedures, ramping down research activities, activating continuity plans, restricting or canceling all planned gatherings, temporarily closing buildings for full disinfection, and/or other activities as deemed appropriate by the situation.

As outlined by the emergency and crisis communication protocol, if an outbreak occurs, under the guidance of the Executive Policy Group, ODU's Strategic Communication and Marketing Department will work with the applicable external agencies (e.g., VDH, City of Norfolk) on communications to the campus or broader community.

### **Partnership with Local Health Systems**

ODU, through the College of Health Sciences, maintains an ongoing partnership with local health systems, e.g., Sentara Healthcare. ODU faculty and staff members, some of whom are also employed by or affiliated with these systems, serve on the university's Testing Committee and its associated subcommittees. Additionally, ODU SHS maintains an active, collaborative partnership with local health systems, e.g., Sentara Healthcare.

## **SHUTDOWN CONSIDERATIONS IF NECESSITATED BY SEVERE CONDITIONS AND/OR PUBLIC HEALTH GUIDANCE**

### **Criteria and Process for Campus Dismissals/Shutdowns**

The university will work with VDH and local partners to monitor potential outbreaks and establish thresholds to inform decision-making regarding alternative campus operations, up to and including moving to a fully online posture for course delivery and reducing operations to all-but-essential employees in the physical campus environment.

Criteria to be considered for decision-making include, but are not limited to, percentages of positive test results reaching certain levels, exhaustion of designated isolation/quarantine housing capacity, depletion of PPE necessary to keep campus health care and other critical staff safe, multiple outbreaks occurring in a residence hall(s), on- or off-campus virus spread that results in local hospital capacity becoming overwhelmed, multiple virus-related fatalities, and/or other unforeseen factors that create a situation beyond the university's capacity to respond. Decisions regarding dismissals and shutdowns will be made in consultation with local and state public health officials as necessary.

### **Nature of Reduced Campus Activity in the Event of Severe Conditions/Public Health Direction/ Guidance**

In the event that severe public health conditions and/or public health direction or guidance necessitates curtailing campus operations, the ODU Executive Policy Group will use all available information to make decisions in the interest of protecting the health and safety of the Monarch community. Leveraging lessons learned during the initial response to COVID-19 in Spring Semester 2020, the university has plans – outlined in this plan – to provide options for continuity of academic instruction, including hybrid and fully online delivery methods. Research activities can be scaled or ramped down as needed, depending on conditions and guidance from regulatory authorities. Physical campus operations may give way to teleworking with an essential-personnel-only footprint. Students living on campus may be required to return home, and those who could not due to extenuating services would continue to have access to limited campus services.

**Considerations Regarding Student Health and Safety On Campus Versus Returning Home**

Understanding that some students may be safer on campus than returning home in severe public health conditions, ODU will attempt to provide ongoing services at ODU SHS and the university's dining centers, among other facilities. If residential students are required to return home but some are unable to do so given extenuating circumstances (e.g., COVID-19 case or vulnerable persons at home), ODU HRL will make provisions on an evaluated, case-by-case basis in the same method followed in response to COVID-19 in Spring 2020.

**Communications Plan for Dismissals/Shutdowns**

The university has messaging and communications protocols (e.g., email, website updates, media releases, etc.) in place to communicate with the Monarch community if a campus dismissal or shutdown is required by severe public health conditions. Guidance and feedback may be solicited from VDH/NHD as appropriate to the situation.



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## Appendix A: Old Dominion University Policy 1006: COVID-19 (Interim Policy)

### A. PURPOSE

The purpose of this policy is to implement measures to reasonably protect the University from the spread of the virus known as COVID-19, while performing its mission to educate students.

### B. AUTHORITY

- [Virginia Code Section 23.1-1303](#) grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President, or designee, to implement the policies and procedures of the Board relating to University operations.
- [Virginia Code Section 40.1-51.1](#) requires employers to provide a safe workplace.
- [OSHA Interim Response Plan to COVID-19](#) sets workplace standards for response to employee safety in the COVID-19 pandemic.
- [OSHA Revised Guidance May 19, 2020](#) governs workplace occurrences of COVID-19.
- [Amended Declaration of a State of Emergency](#) declared that the COVID-19 pandemic placed Virginia in a State of Emergency.
- [Governor's Executive Actions](#)

### C. DEFINITIONS

- **Campus** - (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including student housing facilities; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
- **Contractors, Suppliers, and Vendors** – Those businesses and individuals contracted by the university to perform necessary services and business functions.
- **COVID-19** - The SARS-CoV-2 causes what has been designated as the Coronavirus Disease 2019 (COVID-19). SARS-CoV-2 is a betacoronavirus, like MERS-CoV (Middle East Respiratory Syndrome Coronavirus) and SARS-CoV (Severe Acute Respiratory Syndrome Coronavirus). Coronaviruses are named for the crown-like spikes on their surface.

### D. SCOPE

This policy applies to all employees, students, agents, volunteers, employees of affiliated organizations who are paid through the University, visitors to the institution and non-University/third-party programs and event organizers. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Agents include all persons authorized to represent, act on behalf of, and/or bind the University. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests,



uninvited guests and all other persons located on property owned, leased, or otherwise controlled by the University.

**E. POLICY STATEMENT**

The University has established protocols to be followed in response to COVID-19. The University follows all relevant federal and state COVID-19 guidelines and Governor's Executive Actions to protect its students, employees, employees of affiliated organizations paid by the University, agents and visitors. Everyone who enters any University facility is responsible for helping to prevent and control the spread of the COVID-19 virus.

The situations surrounding the status of the COVID-19 virus are fluid and subject to change based on future Executive Actions issued by the Governor.

The protocols included in this policy supersede any procedures included in other policies that may conflict.

**F. PROCEDURES**

1. Physical Distancing: Keeping space between individuals is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to maintain appropriate physical distancing from others when possible, even if there are no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. All members of the University community should follow these physical distancing practices:
  - Stay at least 6 feet (about 2 arms' length) from other people at all times, except for recreational physical activities, when the distance should be at least 10 feet.
  - Stay out of crowded places and avoid mass gatherings.
2. Any individuals who are sick, experiencing a fever or other symptoms of COVID-19 must remain at home or otherwise quarantined (if an employee or non-residence hall student) or in their assigned room (if a residence-hall student). All others with active symptoms should stay away from campus. Refer to the [COVID-19 FAQ](#) for more information on self-reporting.
3. Daily symptom monitoring: During a pandemic, students, employees, and affiliates who make regular use of University facilities may be required to participate in a daily symptom monitoring program sponsored by the University as a condition for using those facilities. Those who report symptoms and/or exposures may be required to be tested and quarantined before they can return to University facilities.
4. Testing: During a pandemic, students, employees, and affiliates who make regular use of University facilities may be required to participate in prevalence testing for COVID-19. Those who test positive will be required to have medical clearance before they can return to University facilities. Those who refuse a test may be required to quarantine before they can return to University facilities.
5. Face coverings are required in classrooms and in indoor areas open to the public (including, but not limited to, hallways, reception areas, lobbies, etc.) in accordance with Executive Actions issued by the Governor. Face coverings are not required but recommended when outdoors and

in non-public spaces. A non-public space is one where an individual has no contact with others. Examples include residence hall rooms and private offices confined by four walls and a closed door where the individual has no expectation of contact with others (except residence hall roommates). See [Type and Intended Use of Face Coverings/Masks](#) and [Use and Care of Face Coverings](#).

6. Hand-washing: Individuals shall follow the [CDC guidelines on hand-washing](#) and use of hand sanitizers.
7. Disinfection of Commonly Used Surfaces: Cleanliness of University facilities and commonly used spaces is a shared responsibility of the entire Monarch community. While custodial crews will clean and disinfect classrooms, conference rooms, common areas, restrooms, and frequently touched items (i.e. doorknobs, handrails) in accordance with CDC guidelines, the University does not have the personnel resources to cover every space. Everyone should be mindful of this when touching commonly used surfaces and should wipe down the surfaces with an [EPA-registered disinfecting solution](#) before starting work and, in consideration of others, once they have finished. This includes any shared-space location or equipment (i.e. copiers, printers, computer peripherals, A/V equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).
8. Coughing and Sneezing: Individuals shall follow the CDC guidelines on coughing and sneezing: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.
9. Public Transportation/Monarch Transit: Those who must take public transportation or use Monarch Transit must wear a face covering upon entering the vehicle and avoid touching surfaces with their hands during the ride. Upon disembarking, wash hands or use hand sanitizer with at least 60% alcohol as soon as possible and before the face covering is removed.
10. Shared Office Environments
  - a. Those working in shared office environments shall maintain at least 6 feet distance from co-workers.
  - b. A face covering shall be worn at all times while in a shared office environment.
  - c. Department heads should assess shared office environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:
    - Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
    - Place one-way directional signage for large open workspaces with multiple throughways to increase distance between employees moving through the space.
    - Designate specific stairways for up or down traffic if building space allows.
11. Elevators: Because of the confined space, the use of stairs is strongly encouraged for those individuals who are able to use them. Occupants of elevators are required to wear face coverings. Hands should be washed or hand sanitizer with at least 60% alcohol used upon departing the elevator.
12. Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g.

Zoom, WebEx, Microsoft Teams, telephone, etc.). In-person meetings will follow all relevant federal and state COVID-19 guidelines and Governor’s Executive Actions. Others can join the meeting remotely. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. While on site, individuals are encouraged to communicate with colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face.

13. Meals: In a campus dining facility, a face covering shall be worn until ready to eat and then replaced afterward. Campus dining facilities shall follow the Governor’s Executive Actions as they pertain to eating establishments. All individuals are encouraged to take food back to their office area or residence hall or eat outside, if feasible. Department heads should remove or rearrange chairs and tables or add visual cues in employee break rooms to support social distancing practices between employees. Individuals should wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.
14. Contractors, Suppliers, and Vendors: The University requires all contractors, suppliers and vendors working on campus to wear a face covering that covers both nose and mouth in areas where physical distancing cannot be maintained. In addition, all vendors are expected to comply with the guidelines established by the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC), as updated, to prevent and control the spread of COVID-19, as well as all other Federal, State, and municipal regulations and guidelines.
15. Visitors: The University recognizes the use of the campus and grounds by the community at large and guests and the importance that access be maintained. During this pandemic emergency, the University’s grounds and facilities may still be utilized by the community at large and by guests who utilize the walking paths, restaurants, and retail businesses located on the campus typically open to the public, while ensuring all Federal, State, and local health and safety regulations and Executive Orders continue to be followed.
16. Events/Gatherings: While the University is committed to community engagement, it is prudent that during the recovery from COVID-19, programs and events held on University grounds and facilities may need to be changed (virtual or hybrid) in order to protect the health and safety of students, employees, guests and visitors. When it is not possible to tailor programs and events to provide these necessary assurances for health and safety, some events may need to be postponed or canceled entirely.

All events/gatherings must be registered with and be approved by the appropriate space schedulers who will inform registrants of the health and safety requirements of this policy. No unit shall hold or host in-person gatherings that exceed the capacity limits required by the [Forward Virginia Guidelines](#).

Third-party programs and event organizers shall provide face coverings for participants or ensure participants bring their own. The University is not responsible for providing face coverings for non-University programs and events.

Organizers of indoor and outdoor activities shall follow the Virginia Department of Health guidance pertaining to safety measures designed to ensure the health and safety of the

University community. In addition, organizers should ensure that access to handwashing stations and/or sanitizing towels are provided.

- a. Indoor Space Reservations (subject to addition/change)
  1. Academic Classrooms, [Scheduling@odu.edu](mailto:Scheduling@odu.edu)
  2. Arts and Letters Scheduling, Baron and Ellin Gordon Art Galleries
  3. Barry Art Museum, [lcagneyh@odu.edu](mailto:lcagneyh@odu.edu)
  4. Peninsula Higher Education Center, [phecrental@odu.edu](mailto:phecrental@odu.edu)
  5. Strome Entrepreneurial Center, [ent@odu.edu](mailto:ent@odu.edu)
  6. Student Recreation Center, Recreation & Wellness, [SRCscheduling@odu.edu](mailto:SRCscheduling@odu.edu)
  7. Tri-Cities Higher Education Center, [TCRooms@odu.edu](mailto:TCRooms@odu.edu)
  8. Virginia Beach Higher Education Center, [VBRooms@odu.edu](mailto:VBRooms@odu.edu)
  9. Webb Center, Leadership & Student Involvement, [LSIScheduling@odu.edu](mailto:LSIScheduling@odu.edu)
- b. Outdoor Space Reservations
  1. Leadership and Student Involvement Scheduling ([LSIscheduling@odu.edu](mailto:LSIscheduling@odu.edu))
    - a. Kaufman Mall
    - b. Quarantine Trail
  2. Recreation and Wellness Scheduling ([OutdoorScheduling@odu.edu](mailto:OutdoorScheduling@odu.edu))
    - a. Bolling Square
    - b. Dominion House Lawn
    - c. Engineering/Perry Library Lawn
    - d. Parking Lots 1, 42, and 43 (Exception: Athletic tailgating)
    - e. Powhatan Pavilion
    - f. Runte Quad
    - g. Sidewalk/Road Closures
    - h. Student Recreation Center Field
    - i. Whitehurst Beach
    - j. Whitehurst Field
    - k. Williamsburg Lawn
  3. Arts & Letters Scheduling – Brock Commons

#### 17. Disciplinary Sanctions/Breach of Contract

- a. Employees

Faculty sanctions for violations of this policy shall be in accordance with the rules specified in the [Teaching and Research Faculty Handbook](#). Administrative faculty sanctions for violations of this policy shall be in accordance with the rules specified in the [Administrative and Professional Faculty Guidebook](#). Sanctions for classified employees for violations of this policy shall be in accordance with the [Virginia Department of Human Resource Management Policy 1.60 - Standards of Conduct](#). Sanctions for wage employees for violations of this policy shall be in accordance with the [Wage Employee Guidebook](#).
- b. Students

Student sanctions for violations of this policy shall be in accordance with the [Code of Student Conduct](#) and should be referred to the Office of Student Conduct & Academic Integrity for appropriate action.
- c. All Others: Vendors, contractors and suppliers in violation of this policy may be in breach of contract. Individuals in violation of this policy may be asked to leave and/or trespassed from the University. Serious offenses will be referred to the Department of Health for enforcement.

**G. RECORDS RETENTION**

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

**H. RESPONSIBLE OFFICER**

Vice President for Administration and Finance

**I. RELATED INFORMATION**

[CDC Guidance for Colleges and Universities](#)

## Appendix B: Building Physical Distancing Strategy

According to the [CDC](#) and [VDH](#), COVID-19 is thought to spread mainly from person to person, usually by being in close contact (within roughly six (6) feet of others), through respiratory droplets from the mouth or nose when an infected person coughs, sneezes, or speaks. Ongoing guidance from the CDC and VDH suggests that physical distancing of six (6) feet or more from other individuals, along with the use of face coverings, proper hand hygiene, and other preventive methods, can reduce the spread of COVID-19.

### BROAD ACTIONS BEING TAKEN TO PROMOTE BUILDING PHYSICAL DISTANCING

- Assessing all spaces to plan for six (6) foot separation of persons
- Managing building common area pathways to provide for efficient one-way flow where possible
- Regulating elevator and stairwell use to promote physical distancing
- Reconfiguring furniture layouts to allow for six (6) foot separation of persons and discourage gatherings
- Providing for uninterrupted building access for persons with disabilities
- Ordering and installing plexiglass at frequently visited/high interface locations throughout campus (e.g., reception and cashiering areas)
- Developing educational signage to be placed throughout campus to promote personal responsibility
- Maintaining required fire and life safety code provisions (for more information, contact [firesafety@odu.edu](mailto:firesafety@odu.edu))

### CAMPUS COMMUNITY RECOMMENDATIONS TO FOLLOW

- Maintain six (6) foot physical distance between yourself and others, both indoors and outdoors
- Follow Personal Protective Equipment Guidelines and Recommendations
- Observe and follow posted safety signage throughout campus
- Limit non-essential trips throughout buildings – consider phone calls or virtual meetings instead
- Telework if approved by your supervisor
- Avoid congregating in groups

### OFFICE AREAS

- Units should allow for continued teleworking as appropriate
- Units should rearrange furniture to allow for maximum possible distance between employees and minimize face-to-face interaction
- Appointments should be made versus walk-in visits
- Plexiglass partitions are being ordered for frequently visited/high interface locations such as reception desks. Contact the Department of Procurement Services ([procurement@odu.edu](mailto:procurement@odu.edu)) for guidance and assistance in placing an order.
- Units should stagger break times to reduce congregation of persons and encourage breaks outside the building as weather permits

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## COMMON AREAS

### **General**

- Stay to the right in hallways
- Maintain six (6) foot separation when walking
- Observe decals wherever queueing
- Use hand sanitizer stations that have been strategically placed in buildings

### **Classrooms/Computer Labs/Lab Classrooms**

- Calculations have been made to estimate capacities in rooms using six (6) foot physical distancing of persons
- Adjustments to equipment spacing are being evaluated to promote six (6) foot physical distancing of persons

### **Research Laboratories**

- Calculations have been made to estimate capacities in rooms using appropriate physical distancing of persons

### **Webb University Center**

- Building hours adjusted
- Meeting and event schedules subject to evaluation to determine if they can be held physically or virtually
- Calculations have been made to estimate capacities in rooms using six (6) foot physical distancing of persons
- Furniture placement under reconfiguration to promote physical distancing and limit gathering

### **Student Recreation Center**

- Building hours adjusted
- Exercise equipment placement reconfigured to promote physical distancing
- Exercise class schedules and programming adjusted to promote physical distancing

### **Perry Library/Learning Commons**

- Building hours adjusted
- Calculations have been made to estimate capacities in rooms using six (6) foot physical distancing of persons
- Furniture placement reconfigured to promote physical distancing and limit gathering

### **Housing and Residence Life**

- Study room furniture being removed to allow for one (1) chair per table
- Community room furniture to be removed

### **Athletic Facilities**

- Meetings via Zoom or other media will be promoted to prevent in-person meetings – including team building, student success, staff meetings, etc. – when not necessary
- Calculations have been made to estimate capacities in rooms using six (6) foot physical distancing of persons

- Furniture placement under reconfiguration to promote physical distancing and limit gathering
- Hours of operation will be adjusted in various areas to allow for more distancing and less time together
- Teleworking encouraged as is applicable and per unit
- Staggered workflow encouraged, in terms of hours and days on campus
- An overall staggered student-athlete approach is being considered
- Accounting for Athletics' academics areas that are large gathering spaces and adhering to the number of persons allowed per state guidelines.
- Accounting for sports performance and our weight rooms in terms of physical distancing as well as rotation of teams to allow for proper cleaning time
- Accounting for sports medicine area and spacing to allow for physical distancing in space as well as rotation of teams to allow for proper cleaning time (could be appointment-based)
- Equipment/Laundry working on rotational plan to account for distancing, safety and hours of access.
- Considering card-reader-only access to staff and student-athletes and then accounting for outside groups in an appointment format

## ENTRY/EXIT MANAGEMENT

- Building entry and exit pathways specifically designated to promote physical distancing
- Residence hall prox card access will remain in effect; no tailgating is allowed
- Units should stagger employee arrival times as appropriate to avoid congestion during business day "rush hours"
- Building side doors occasionally used for entry will be locked and marked "exit only" to better manage flow of foot traffic. Assessments are ongoing to determine appropriate pathways on a building-by-building basis.
- Per Fire Code regulations, no door that has a self-closing device shall be chocked open

## DINING

- Observe posted floor decals spaced six (6) feet apart when queueing
- Recommend take-out options and bringing food back to individual work desks or residence hall rooms
- Dining rooms and furniture will be configured to promote physical distancing to the maximum extent possible



## ELEVATORS

- Recommend taking stairs if physically able
- Persons with mobility impairments or other disabilities receive priority
- Signage will be installed at each elevator to direct occupants on appropriate physical distancing and face covering usage

## STAIRWELLS

- Observe posted signage indicating designated “up” or “down” stairwells
- As applicable in instances where shared stairwells exist, persons using stairs should stay to the right when going up or down
- Maintain six (6) feet (about four (4) stair treads) of separation between persons
- In an emergency, all stairwells are considered exit only

## Appendix C: Academic Program Delivery

The ODU Steering Committee on Academic and Student Involvement was charged with developing guidelines for course delivery and student success in fall 2020. This document delineates those guidelines. It is informed by the following principles and assumptions:

1. The health and safety of students and employees are priorities of ODU.
2. The University will continue to follow COVID-19 guidelines provided by the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health, and the Governor's Office. Physical distancing and other applicable and recommended protective measures will be implemented across campus, including in classrooms, office areas, and all buildings. Sanitization and disinfection of facilities will also be high priorities.
3. Effective COVID-19 testing and tracing procedures will be in place on campus.
4. Instructional faculty will continue to provide quality learning opportunities for students.
5. To minimize the risks of viral transmission, the University has altered the Fall class schedule. Now, Thanksgiving break (no classes held) will run from November 25-29. After Thanksgiving break, all classes will be delivered online through December 11. Final examinations will be administered online December 12-18.
6. Some courses, such as additional lab sections, may be scheduled on weekends because of physical distancing requirements and the need to reduce student density in smaller instructional spaces. Programs will be given the flexibility to accommodate their students and design approaches that will best fit their needs.
7. Many students will seek on-campus courses and "normal" classroom learning experiences. Others will seek to avoid on-campus courses. The University will strive to continue providing an excellent education, while also being mindful of health and safety concerns.
8. The testing lab will be available, with some modification in hours and capacity. Students will also have access to the Writing Center, tutoring services, maker spaces, and computer labs, with some modifications in hours and capacity.
9. Department computer labs with specialized software, such as Adobe Creative Cloud, will be available.
10. Technology to support both synchronous web course delivery and course recording (lecture capture) will be added to more classrooms. Departments have identified classrooms where the technology is needed and sent the requests to ITS.
11. Faculty who want to teach online courses will be accommodated when possible. Chairs and deans will work with faculty to establish their teaching responsibilities and modes of course delivery.

### MODES OF COURSE DELIVERY

The following guidelines offer academic units three different options for delivering high-quality instruction and promoting student success. The guidelines are designed to give faculty flexibility in delivering course content, realizing learning objectives, meeting program or accreditation requirements, and minimizing health risks. The goal is to offer both face-to-face (f2f) and online options for students as much as possible in order to attract and retain students and maximize student success.

Given the uncertain and ever-evolving nature of the COVID-19 pandemic, all faculty should be prepared to move their courses to online delivery if the Commonwealth implements stay-at-home orders sometime in the fall.

Classes will be offered in one of three formats:

1. Online – these courses are offered fully online. This mode of course delivery refers both to the normal Center for Learning and Teaching-developed courses and to those taught by faculty who are moving their f2f course online. The expectation is that these courses are fully asynchronous, although for pedagogical reasons there have been, and will continue to be, some exceptions to that expectation.
2. Flexible delivery – this mode refers to an approach in which a single course, with a single instructor, is offered both f2f and online. The faculty member will be teaching in the classroom and, thus, will observe physical distancing and other safety measures. Some students will attend in person up to the COVID-19 maximum allowed in a room, while others will attend remotely. Lectures will be recorded so they can be viewed later. If events require less interaction, more of the students can migrate to remote lecture viewing. The details of this option may vary from course to course and will depend on the technology available in the classroom or class lab. Flexible delivery courses will be asynchronous in the sense that students can watch the recorded lectures at a different time. Faculty will be mindful of the fact that students may have work, child care, or medical issues that require sudden changes to their schedule. The goal is to achieve maximum flexibility with this option, while still providing a f2f experience for students who want it.
3. Face to face (f2f) – this set of courses must be offered in person and on campus. The courses will be modified or have expanded sections so they can adhere to physical distancing or other safety requirements. Each student enrolled in an f2f course will be expected to participate in person. Only a limited number of f2f courses will be offered to enhance student and public safety. Instructors for f2f courses should prepare for the possibility of campus closure because of shifts in COVID-19 transmission rates. Instructors may consider adjusting the timing of course activities to minimize the risk that the course cannot be completed. However, instructors will need to recognize that their students will be taking other courses at the same time, so it will not be appropriate to expect them to complete twice as much work in half the time.

It will be critical for the format of each course to be clearly articulated on web pages, to advisors, and through other communication to students. As noted above, campus computer labs will be available for students, although with reduced capacity. Online courses can be coded as web synchronous or web asynchronous.

In cases where there are multiple sections of the same course, it may make sense simply to offer some sections f2f (in appropriate rooms) and others online. Students in flexible delivery courses will register for one of two (parallel) CRNs, which reflect whether they are in the f2f group or the remote viewing group. Students in the remote viewing group will not be allowed to attend class in person unless there are enough seats available. Students registering for the f2f CRN for a flexible delivery course must agree to abide by recommended and applicable protective measures. We will plan for physical distancing (at least 6 feet) in all courses offered on campus, except:

- Some on-campus labs or field courses may require somewhat closer interaction, but PPE will be required and tailored to the nature of the activity and the proximity anticipated. Steps will be taken to minimize the time students spend in proximity to one another.
- Most clinical/practicum courses occurring on or off campus will require close contact. The site- and discipline-specific guidelines for PPE will be followed, and the University will require a standard level of PPE per health and safety protocols.

The University will also require students to agree to additional safety standards if necessary.

To view the complete ODU Blueprint for Fall 2020 Reopening, click [here](#).

## Appendix D: Research

The following plan outlines a gradual ramp-up of research activity over three (3) stages; for report brevity, Stage 1 is included in this plan. Research groups should begin creating plans for restarting research activities based upon this guidance. Plans should include provisions for returning to a more restrictive phase and have provisions for what would happen if a research group member tests positive for COVID-19. An announcement will be made by the Office of Research when ODU is ready to enter any given stage or is required to reduce research activity due to increased COVID-19 cases in our region. Refer to the Office of Research for additional information on this multi-stage plan.

Ongoing “critical research” activities have been determined by colleges and research centers, in consultation with the Office of Research. New requests will depend on the availability of University resources for facility cleaning and security.

### GENERAL CONSIDERATIONS

- All research activity must be in compliance with federal, state and University guidance designed to prevent the spread of COVID-19 and enhance individual safety
- Plans for cleaning/sanitizing labs and research workspaces must be in place before work can commence. Researchers must agree to follow cleaning and disinfecting protocols developed by Facilities Management and Construction.
- Research requiring use of PPE (e.g. biosafety research, animal studies, etc.) must ensure that an adequate supply of PPE exists to allow continued research activity
- The pandemic situation is fluid and future spikes may require reducing our research activity after activities have resumed. This will be influenced by state requirements outlined by the Governor and local considerations for Hampton Roads.
- Access to faculty offices to support research activities is subject to approval of the faculty member’s Dean or Center Director at any phase in accordance with University policy.

### STAGE 1

- External Situation
  - Local hospitalizations have decreased for at least 14 days
  - COVID-19 testing availability is increasing
  - PPE shortages still exist for non-medical establishments
  - Public gatherings limited to 10 or less
  - Continued physical distancing
  - Face coverings are recommended outside of the home
- Summary of research environment changes
  - All research that can be done remotely should continue in that form
  - Requests to conduct “critical” research will take into account time-sensitive work. All work under this category must be reviewed and validated by the PI Dean’s Office or Center Director. Final approval rests with the Office of Research.
  - On-site research activity begins at about 1/3 capacity, not to exceed 1 person per 200 square feet of floor space

- Face coverings are required at all times. Homemade face coverings are acceptable if higher-quality PPE is not required by research discipline.
- Research activity restricted to faculty. Exceptions for students require special approval from department and college (potential exceptions noted below). Physical distancing must be maintained for collaborative work.
- Plan for a sudden return to more rigorous restrictions must be in place.
- Examples of research activity
  - Deadline-driven activities, such as:
    - Seasonal field collections
    - Animal work where a delay would result in euthanasia or loss of a colony
    - Priority access for graduate and post-doctoral students close to finishing their programs
    - Priority access for researchers whose grants are nearing completion dates with no extension granted by funding agencies
  - Core facilities allowed to reopen if facility owner grants approval
  - Field research can be expanded based upon changes to physical distancing and travel restrictions with approval from the relevant compliance committee and the Office of Research. PPE may be utilized for prioritized work listed above if collaboration is required during specimen collection
  - Human subjects research in reopened clinics (e.g. dental hygiene, physical therapy, etc.) may begin if the research is part of standard of care, subject to IRB approval

**OTHER FACTORS MAY RESTRICT RESEARCH ACTIVITY OUTSIDE OF ODU AND WILL SUPERSEDE AUTHORIZATION GIVEN BY ODU**

- State travel restrictions – intrastate, interstate, and international
- Policies of field research sites – public lands; K-12 schools; University research policies for collaborators at other institutions; nursing homes; other locations where permission may be required (e.g. historical archives)
- Collaborators, who are identified as a vulnerable individual, may be subject to greater restrictions, either self-imposed or institutionally imposed

## Appendix E: Student Activities

### STUDENT RECREATION CENTER

The Student Recreation Center's (SRC) schedule of student/customer use of facilities is based on modified occupancy to support physical distancing and hours of operation. Operational hours have been reduced and an online registration method has been developed to allow facility access and control capacity of groups working out at any given time. Exercise equipment has been spaced apart on basketball courts to promote physical distancing as well. Additionally, members are encouraged to wear face coverings when not exercising, and University signage is installed throughout the facility to promote health and safety. Plexiglass barriers are being installed at front desks as well.

Cleaning of equipment will remain the responsibility of patrons after use; additional cleaning stations are being added. Staff will be assigned a set of cleaning supplies to contribute to routine cleaning. High-use equipment will be subject to frequent cleaning by SRC staff. Greater facility cleaning and disinfection will be facilitated by Facilities Management and Construction.

Available programming, whether in-person or virtual, will include Fitness Centers, group exercise, personal training, small group training, some virtual programming, rentals, and lap swimming. No contact sports will be permitted. Sport Clubs will follow guidance from national associations as well as CDC and state requirements. Intramural Sports will be limited to no contact sports and those that promote distancing. The Climbing Wall is closed pending evolving guidance from the state. All travel is canceled until further guidance is received from the state – this includes Outdoor Adventure Trips and Sport Clubs.

In terms of staffing, a mix of professional staff and student staff will manage the facility. At least four (4) persons will monitor spaces, and professional staff will be present during weekday shifts. All staff are required to wear cloth face coverings and gloves. Staff will also have their own cleaning bottles while on shift.

### STUDENT ACTIVITIES

ODU Student Engagement and Enrollment Services (SEES) has identified methods (mainly virtual, some physical) for student clubs and organizations to both recruit and engage with student members within physical distancing and gathering guidelines. Methods to deliver and promote events that are ODU "traditions" (e.g., Freshman Summer Institute, Leadership Lab, Week of Welcome, Family Weekend, Homecoming, Involvement Fair, etc.) are ongoing and subject to size restrictions pursuant to Governor's Executive Orders, as well as Forward Virginia Phased Guidelines and CDC/VDH guidance.

## Appendix F: Dining

Dining Services is committed to keeping our students, faculty and staff and employees safe. Our process will be to reconfigure seating layouts to ensure 6-foot social distancing. It includes moving fixtures and tables, having one-way aisle direction flow signs, placing social distancing signage circles on the floor, utilizing additional stanchions to direct students where to go and identifying seating configurations based on 6-foot distance guidelines. The seating configurations will meet ADA compliance. There will be increased signage at entrances and around restaurants to inform guests of safety measures being taken at that location; floor directional signage and visual cue marks will be added to support social distancing.

Adjusted location hours of operation will allow additional time for end-of-day deep cleaning, and all residential facilities will close in between meal periods to ensure that proper sanitation is performed. There will be an increased frequency of cleaning in high-traffic areas, and all tables and chairs will be properly sanitized after each guest prior to the next guest being seated. There will be a maximum of eight (8) guests per table at any location. We will be providing sanitizing wipes at all entrances for guests to use prior to entering each building as well as hand sanitizer stands. While dining in locations is permitted, we will also provide a take-out option for all residential dining guests; remove self-serve menu items and condiments; serve guests all menu items; eliminate reusable cups and utensils, and continue to offer Grub Hub pre-order and pick-up in retail locations and expand it to residential dining. In all locations, all condiments and silverware will be handed out to the customer in a package.

All dining employees will be required to wear face masks and if in a customer-facing situation will wear a face shield. They will be required to go through documented COVID training prior to returning to work. Employees will also be required to take a health screening and temperature check prior to starting their shifts. This will be administered by a manager in a secure and private room. All employees will meet increased hand-washing requirements and an increased use of changing their gloves. Plexiglass protective barriers will be installed in all cash register areas, and we will be cashless and touchless for payment transactions. Where available, employees are encouraged to keep adequate distance, avoid hand shakes and “high fives,” and use appropriate spacing for pre-shift huddles/meetings. Employees experiencing any cold or flu-like symptoms are not permitted to work their shift and will be monitored and cleared before being permitted to return to work.

There is a quarantine feeding program in place. It includes providing a 3-day supply of home-cooked frozen meals and beverages for breakfast, lunch, snack and dinner. Meals include fresh fruit, hot & cold cereal, sandwich ingredients & condiments, soup, entrees, and hot and cold beverages. It will include disposable plates, cups, and cutlery kits. Additionally, we have developed a hot meal menu that can be ordered and will be dropped off to the quarantine location by our catering department much like a Grub Hub delivery. The employee will alert the student/faculty/staff that the food is at the door and there will be no contact between them. The forms will be online at our dining website:

<https://olddominion.campusdish.com/>.



## Appendix G: Human Resources Return to Campus Guide

The following content is excerpted from the ODU Department of Human Resources Return to Campus (RTC) Guide, available through ODU HR. This content intentionally addresses HR-specific guidance; additional information applicable to the broader workplace environment can be found in the RTC Guide.

### WORKPLACE GOALS AND EXPECTATIONS

All members of the Monarch community have a shared responsibility to practice health and safety guidelines established by the Commonwealth of Virginia, Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH) and Old Dominion University.

All teaching and research faculty, administrative and professional faculty, classified staff and wage workers are expected to comply with all practices, protocols, and guidelines described in the Department of Human Resources' **Return to Campus Guide**.

#### Employees are expected to:

- Complete the online [Health Acknowledgement Form](#)
- Complete [online COVID-19 Training](#) prior to July 17, 2020
- Conduct symptom monitoring by completing the Health Screening Questionnaire prior to entering the workplace daily
- Report symptoms associated with COVID-19 per designated protocol
- Per order of Governor Northam, face coverings are required to be worn in all public buildings and in places where physical distancing is challenging to maintain
- Comply with [CDC physical distancing guidelines](#) applied to all settings
- Clean and disinfect their personal and shared spaces before and after use
- Continue to telework and/or report to campus as assigned by their supervisor
- Follow all guidelines set forth in the Return to Campus Guide. Otherwise, non-compliance may result in appropriate disciplinary action.

#### Supervisors are expected to:

- Complete [online COVID-19 Training](#) prior to July 17, 2020
- Confirm training completion for all employees physically returning to campus
- Support ongoing compliance with CDC and VDH health and safety protocols, including health monitoring, reporting, face coverings and physical distancing
- Be prepared to consider special circumstances of vulnerable populations and other employee situations
- Be prepared to address non-compliance with safety protocols, including disciplinary action
- Provide flexibility to employees and consult with the Department of Human Resources and Office of Institutional Equity and Diversity to address employee needs
- Effectively manage employees who continue to telework, ensuring sufficient work and use of leave
- Support continued employee well-being

These are steps we must take together to reach our goal of promoting a safe and healthy workplace.

## PERSONAL RESPONSIBILITIES

### **Personal Illness**

Endeavoring to provide a healthy environment for the Monarch community is a shared responsibility. If a faculty or staff member is sick, he or she must stay home. Minimizing exposure to others is even more critical during a public health pandemic. If an employee exhibits [COVID-19 related symptoms](#), the supervisor or department chair should ask him or her to leave the workplace in order to have the symptoms evaluated by a health care provider. This is in accordance with the [ODU Fitness for Duty Policy 6028](#) and the [EEOC “direct threat” standard](#) under the [Americans with Disabilities Act](#).

If employees believe they had close contact with someone who has been tested for COVID-19 or who is believed to have COVID-19, it is important that they complete the ODU Self-Reporting process as soon as they are aware.

In addition to self-reporting, employees must self-isolate from others until test results have been received, confirming they are *negative* for COVID-19. Should the test results confirm an employee has tested *positive* for COVID-19, employees must self-isolate for an additional 14 days since their last contact with the person who tested positive. Employees should also be aware that if they have had close contact with family or close friends of the person who tested positive, those persons may be carriers of the virus, which would increase their self-isolation time based on the last contact with those persons. Please contact Risk Management Department at [risk@odu.edu](mailto:risk@odu.edu) or 757-683-4009 for more guidance.

## RETURN TO CAMPUS GUIDANCE

### **Staffing Options**

Endeavoring to provide a healthy environment is a shared responsibility. Consideration should be given to having a manageable number of employees in the workplace at one time. An on-campus physical presence will be unavoidable for certain positions to promote student success, service continuity, and the safety and welfare of our campus community. As such, thoughtful consideration must be given to each department’s return to campus strategy. The following are several options departments should consider to reduce potential exposure.

### **Telework**

Working remotely is encouraged whenever possible. This is the most effective option to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. If department operations have been successful with teleworking employees, consider continuing these work arrangements when a physical presence on campus is not necessary as we transition to fall operations. New telework agreements should be executed for any employees who will continue to telework beyond August. These arrangements can be designed as full or partial day/week schedules to appropriately minimize physical contact. Some positions in departments such as Public Safety and Facilities Management & Construction may not be eligible for telework agreements. Supervisors must use their discretion when considering this option to support the department’s operational needs. Please review [ODU Telework Policy # 6202](#) for more information.

### ***Alternating Days***

To limit the number of faculty and staff and their interactions on campus, departments should consider an alternating schedule for partial staff to report on alternating days. Alternating schedules to report on campus to complete mission-critical in-person work will help enable physical distancing, especially in areas with large common workspaces. Please review the [ODU Alternative Work Schedules Policy # 6201](#) for more information.

### ***Staggered Reporting/Departing***

Much like alternating days, departments should consider alternative start and end times for the completion of mission-critical in-person work. This option is best suited when the beginning and end of the workday would typically bring many people together at common entry/exit points of the buildings in which they work. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet [CDC physical distancing guidelines](#). This is also covered in the [ODU Alternative Work Schedules Policy # 6201](#).

### **Return to Campus Strategy**

In keeping with state guidance, departments are expected to prioritize the return of employees who are unable to perform their essential functions remotely. Also, employees who can telework are encouraged to do so whenever possible. It is important for supervisors to now consider staffing options that support mission-critical, in-person operational needs for course delivery, continuity of services, safety, and student success.

The following are process questions for departments to consider when determining which employees should return to campus and when. The Commonwealth's Department of Human Resources Management provided these questions to assist in implementing a phased approach in this process. Departments/supervisors should think through these questions in consultation with the division's vice president to plan the return-to-work strategy.

What services must be performed on site?

- What services must be handled in person?
- What services can be performed in a virtual environment?
- What services are not being performed that must start again?
  - Consider when and how these services will start again.

From which departments/areas will services be provided?

- Will staggering services and work sites be helpful? This may be a reasonable approach to managing staff availability, physical distancing and preventing future absenteeism issues.

What service hours will be provided?

- Will hours be expanded or reduced? Vary by day?
- Will the service hours include designated hours for vulnerable populations such as individuals over the age of 65 and those with underlying medical conditions?

Which employees may more safely return to the workplace?

- Employees 65 and older and those with underlying medical conditions are at a higher risk of severe illness from COVID-19. In addition, some employees may live with or have direct care responsibilities for members in a vulnerable population. (See vulnerable populations section below.)

The following chart offers the ODU Return to Campus strategy for each department’s phased return plan for employees. These phases align with the phases determined by the Governor of Virginia based on locality. These phases may change. Pre-planning will enable us to move nimbly from one phase to another.

Phase	Description
0	<ul style="list-style-type: none"> <li>• Essential personnel only.</li> <li>• Essential personnel are defined as those required to directly support in-person course delivery and student success.</li> <li>• Majority of workforce working remotely</li> </ul>
1	<ul style="list-style-type: none"> <li>• Telework is recommended where possible, recognizing that onsite support will still be required to support essential operations.</li> <li>• <b><i>Complete list of Safer at Home: Phase One Guidelines</i></b></li> </ul>
2	<ul style="list-style-type: none"> <li>• Telework is encouraged. Phased transition to begin to support limited summer programs and to prepare for fall operations.</li> <li>• <b><i>Complete list of Safer at Home: Phase Two Guidelines</i></b></li> </ul>
3	<ul style="list-style-type: none"> <li>• More employees returning to support fall operations and instruction. Telework is encouraged for those who can perform their duties remotely and after consultation with the department head or manager. Remote employees may be on-site, periodically, as needed.</li> <li>• <b><i>Complete list of Safer at Home: Phase Three Guidelines</i></b></li> </ul>
Future Phases	<ul style="list-style-type: none"> <li>• Guidance on subsequent phases will be shared as it becomes available.</li> </ul>

**Special Considerations and Reasonable Adjustments**

We understand that the COVID-19 pandemic has created challenges for employees to balance the needs of work and family when schools, child care, and adult day care centers are closed.

Consideration should be given to faculty and staff who may be experiencing issues with child and elder care resulting from such closures. While these issues should ease over time, supervisors and employees must both uphold a responsibility to work together to identify reasonable strategies for an employee’s return to campus when required to do so. Ultimately, it is the employee’s personal responsibility to report to work as scheduled.

The following special considerations and reasonable adjustments may be given to support an employee’s child or elder care needs:

***Families First Coronavirus Response Act (FFCRA)***

FFCRA includes provisions for paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions are available through December 31, 2020. Requests are submitted to the Department of Human Resources for approval.

- [FFCRA- Family Medical Leave Request Form Link](#)
- [FFCRA- Emergency Sick Leave Request Form Link](#)
- Submit completed form to [benefits@odu.edu](mailto:benefits@odu.edu)

### ***Minors on Campus***

Under no circumstance should a minor be permitted on campus as a resolution to an employee's child care needs. During this pandemic, employees should not bring their minor children into the workplace. Please see the [ODU Minors on Campus Policy #3014](#) for more information regarding Minors in the Workplace.

### ***Telework***

DHRM [Teleworking Policy 1.61](#) has been revised to allow for having a child in the home while an employee is able to work remotely. Supervisors are encouraged to consider allowing employees to telework whenever possible to assist with meeting their child or elder care needs. Employees must also understand that telework is not always a viable option for all positions or job functions.

### ***Alternative Work Schedules***

ODU continues to support alternative work schedules that allow for effective delivery of academic, student, and administrative services, while helping to facilitate employee needs to balance work and personal responsibilities. Supervisors and employees are encouraged to explore options under the [ODU Alternative Work Schedules Policy # 6201](#) to assist with meeting their child or elder care needs. Employees must also understand that alternative work schedules are intended to mutually benefit both the employee and the operational needs of the University.

### ***Child and Elder Care Resource Guide***

DHRM released a [Child and Elder Care Resource Guide](#) that employees may find helpful. This is a list of community resources available to assist in finding alternative arrangements for their family members.

### ***Return to Campus Appeal***

All faculty and staff have a responsibility to adhere to their supervisor's instructions by reporting to work as scheduled. If an employee disagrees with a supervisor's rationale for the return to campus, he or she may formally appeal the decision in writing to the supervisor, department level director/dean, and then vice president. A final decision will be made by the vice president or Provost. The [ODU Return to Campus Appeal Form](#) has been created for this process.

ODU prohibits any form of retaliation, intimidation, harassment, or adverse employment action against any member of the University community who makes an appeal request. Please review the [ODU Whistleblower Retaliation Policy #3020](#) for more information regarding retaliation.

For more information regarding any of the above special considerations or reasonable adjustments, please contact the Department of Human Resources by e-mailing [hrcovid19@odu.edu](mailto:hrcovid19@odu.edu) or contacting Nadine Faulcon-Johnson at [nfaulcon@odu.edu](mailto:nfaulcon@odu.edu) or 757-683-3067 and JaRenae Whitehead [jwhitehe@odu.edu](mailto:jwhitehe@odu.edu) or 757-683-4564.

### **Discrimination and Retaliation**

Old Dominion University denounces discriminatory actions, including discrimination stemming from the current health crisis against individuals based on their race or nationality. Any such discriminatory treatment is a violation of [ODU Discrimination Policy #1005](#) and should be reported immediately.

To file a discrimination complaint or report a concern, please use online options available on the [Office of Institutional Equity and Diversity website](#). The university prohibits any form of retaliation, intimidation, harassment, or adverse employment action against any member of the University community who makes

a protected disclosure. Please review the [ODU Whistleblower Retaliation Policy #3020](#) for more information regarding retaliation.

### **Americans with Disabilities Act (ADA) Accommodations**

Employees with disabilities who require accommodations should contact the Office of Institutional Equity and Diversity. All accommodation requests are processed on a case-by-case basis pursuant to the [ODU Accommodations for Individuals with Disabilities Policy #5406](#). Employees are encouraged to begin the accommodations process as soon as they believe they may be in need of an accommodation.

Employees seeking other workplace adjustments not related to disability should contact their supervisor or department chair to work together in considering appropriate staffing options, special considerations, or reasonable adjustments. Supervisors and department chairs are encouraged to make considerations for other vulnerable populations whenever possible.

### ***Vulnerable Populations***

In consideration of all CDC and VDH guidelines, supervisors are required to consider which employees may more safely return to campus when determining staffing options.

In general, CDC guidelines have designated vulnerable populations to include persons 65 and older and people of any age who have serious underlying medical conditions. These individuals might be at higher risk for severe illness from COVID-19. In addition, some employees may live with or have direct care responsibilities for members in a vulnerable population. It is important for supervisors and employees to remain abreast of CDC guidance on people who might be at risk of serious illness from COVID-19 by visiting the [CDC website](#) for more detailed guidance and information.

Health and safety should not be used to justify potential discrimination against a certain person or group of people. Supervisors must carefully assess the needs of individuals in a vulnerable population in order to balance safety with their legal rights. Their needs must be individually addressed and, wherever possible, reasonable adjustments should be made in order to accommodate them. If employees are willing to return to campus without reservation or concern for their health or wellbeing, then they should be permitted to do so. The supervisor should document the employee's election to return to campus despite being offered a reasonable alternative.

Supervisors and employees who have specific concerns are strongly encouraged to contact the Office of Institutional Equity and Diversity at [officeofinstitutionalequitydiversity@odu.edu](mailto:officeofinstitutionalequitydiversity@odu.edu) or 757-683-3141.

### **General Leave Options & Web Time Entry**

#### ***Leave Options***

Employees with a COVID-19 related illness or with a COVID-related event such as caring for a family member with a COVID-19 illness may qualify for Public Health Emergency Leave (PHEL), and/or leave under [FFCRA](#). Supervisors should consult with the Department of Human Resources before approving such leave for any employee. This approval may be obtained by contacting [hrcovid19@odu.edu](mailto:hrcovid19@odu.edu) or contacting Nadine Faulcon-Johnson at [nfaulcon@odu.edu](mailto:nfaulcon@odu.edu) or 757-683-3067 or JaRenae Whitehead at [jwhitehe@odu.edu](mailto:jwhitehe@odu.edu) or 757-683-4564.

Supervisors should also contact the Department of Human Resources for guidance in managing employee absenteeism to ensure special considerations and reasonable accommodations are given in accordance

with state and federal laws. You may obtain this guidance by contacting JaRena Whitehead at [jwhitehe@odu.edu](mailto:jwhitehe@odu.edu) or 757-683-4564.

***Web Time Entry***

All employees must continue to report time worked and leave taken as they normally would in Web Time Entry. The requirement to report time worked and leave taken remains the same whether an employee is teleworking or required to physically report to campus.

For more information, refer to the ODU Department of Human Resources Return to Campus Guide, available as a separate document.

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## Appendix H: Athletics COVID-19 Return to Campus Policy and Procedures

The following content is excerpted from the ODU Department of Athletics COVID-19 Return to Campus Policy and Procedures, available through ODU Athletics. This content intentionally addresses Athletics-specific guidance and omits general guidance found elsewhere in the overall reopening plan.

### COMMUNITY STANDARDS FOR HEALTH AND SAFETY

The unique nature of intercollegiate athletics requires additional modification measures to protect the health and safety of the Athletics Department. All athletics staff and student-athletes are expected to fully comply with these standards.

### TESTING AND SCREENING PROCEDURES

The following protocols must be completed prior to any return to campus or athletic-related activities. Before returning to campus, it is recommended athletics staff and student-athletes complete a 7-day self-isolation period in their on- or off-campus residence. In addition, student-athletes will receive educational materials for review. Any questions regarding these procedures should be directed to the team's respective athletic trainer or Scott Johnson, Associate Athletic Director - Sports Medicine & Athletic Training.

Upon return to campus, all student-athletes will be required to undergo COVID-19 testing, which includes a nasopharyngeal specimen collected by a health care provider. The same process will be utilized for athletics staff members. Athletics staff members who opt out of testing will be required to quarantine for 14 days prior to having any contact with student-athletes, staff and access to facilities.

Student-athletes will be required to present a negative COVID-19 test as a medical prerequisite to participate in any athletic activity. After a negative test, student-athletes will be permitted to participate in athletic activities while undergoing a 2-week period of daily symptom screening, including temperature checks via non-contact temporal thermometer. Following the initial 2-week period, student-athletes will continue a daily screening questionnaire per University guidelines. The screening questionnaire will be communicated through an app and submitted to the ODU Sports Medicine Department and reviewed daily before clearance is given to participate in any athletic activity. If a potential risk is presented, athletics will follow guidelines, as set forth by the University medical staff and the Commonwealth of Virginia.

Athletics staff and student-athletes who traveled outside the contiguous United States will undergo screening and initial testing upon arrival to campus. As required by the CDC, a 14-day quarantine at an on-campus residence hall or permanent residence is mandated. Follow-up testing will be conducted after this timeframe, if needed. If a student-athlete has questions about self-isolation or self-quarantine protocols, he or she can contact a member of the ODU Sports Medicine staff.

Student-athletes who test positive for COVID-19 will be required to self-isolate in a campus residence hall specified by the University or at their permanent residence. The location, requirements and protocol for



the isolation will be coordinated and approved by Student Health Services. The Athletic Department will coordinate the provision of academic and medical accommodations to impacted student-athletes.

## MONITOR SYMPTOMS

According to the Centers for Disease Control and Prevention (CDC), people with COVID-19 have a wide range of symptoms. These symptoms may appear 2-14 days after exposure to the virus. If a student-athlete becomes symptomatic, the student-athlete should immediately self-quarantine and contact a member of the ODU Sports Medicine staff and the head coach. The student-athlete should not enter any athletic facility. The athletic trainer assigned to the sport will advise the student-athlete on the proper protocols until cleared to resume any level of activity.

Athletics staff members who are experiencing COVID-19 symptoms (see below) should self-quarantine and contact their primary medical professional as well as inform their direct supervisor. The athletics staff member should not enter any University facility until cleared by Scott Johnson, Associate Athletic Director - Sports Medicine & Athletic Training, in conjunction with their respective primary medical professional.

- Fever at or above 100 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Repeated shaking with chills
- Muscle or body ache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Loss of taste or smell
- Diarrhea

[CDC COVID-19 Symptoms](#)

## FACE COVERINGS

Athletics staff are required to bring their own face coverings or masks, until otherwise advised by the Commonwealth of Virginia.

The equipment staff will provide a washable face covering for each student-athlete to be used at all times, especially when social distancing measures are difficult to maintain. Face coverings are required for team travel until further notice. However, face coverings or masks may not be required when a student-athlete is participating in any physical activity as directed by a member of the ODU Sports Medicine staff.

[VA Dept. of Health on Face Coverings](#)

## PHYSICAL DISTANCING

All staff and student-athletes should make every effort to maintain appropriate social distancing – a minimum of 6 feet apart (about two arm’s lengths) – from others. Practice appropriate social distancing and gathering guidelines, as provided by the Commonwealth of Virginia. Gatherings and meetings that cannot adhere to occupancy requirements should utilize video teleconferencing. The only exception is when student-athletes participate in an athletic activity supervised or approved by a member of the Sports Medicine staff.

Common areas such as break rooms, offices, restrooms, elevators, and conference rooms should be used only while practicing social distancing guidelines. Locker rooms and players’ lounge areas will not be available during voluntary workouts. Each facility will have a customized plan for movement and social distancing protocols including signage and visual cue marks.

[VA Dept. of Health Social Distancing](#)

## MEALS

Athletics staff and student-athletes are encouraged to eat meals outside, if possible. Meals eaten inside an athletics facility should be eaten alone or properly distanced from other individuals, and Athletics staff must clean all impacted surfaces. Delivery of food should be accepted outside of athletics facilities. All meals and snacks provided to student-athletes must be pre-packaged for takeout consumption.

## CLEANING AND DISINFECTING

ODU Housekeeping routinely cleans and disinfects high-touch areas in all athletic facilities. In conjunction with Housekeeping’s cleaning routine, the athletics staff is responsible for disinfecting work areas at the beginning and end of each workday. This includes light switches, door handles, phones, keys, keyboards and mice, and other equipment and furniture that are typically touched throughout the day. Staff members should also clean shared equipment (e.g., copiers, printers) after each use. Moving forward, cleaning and sanitizing will not be the sole responsibility of ODU Housekeeping but a shared responsibility.

## FACILITY USE

ODU Athletics will coordinate with ODU Housekeeping to ensure all department facilities are cleaned and disinfected before student-athletes and employees return. Plans for each facility will include occupancy limits for offices, shared spaces, elevators, and restrooms. Temporary signage and visual cues will communicate important safety information and facilitate proper social distancing. Furniture and amenities have been arranged or removed in some areas. All facilities will have designated entry and exit protocols supported by signage.

Currently, all athletics facilities building card and fingerprint readers will be deactivated to all student-athletes.

All outside visitors will be allowed to enter the building only by appointment until further notice. Athletics staff and student-athletes are not permitted to use indoor athletic training or strength room facilities

without a scheduled appointment. Attendance at all team activities will be limited to student-athletes and essential athletic department employees.

## **ATHLETIC TRAINING FACILITIES**

Athletics staff and student-athletes will enter and exit the athletic training facilities at designated access ways. Only student-athletes scheduled to be in the facility will have access. Upon entry, athletics staff members and student-athletes will be required to wash their hands. Equipment, treatment, and taping tables will be moved to accommodate appropriate social distancing. Student-athletes will not be permitted in the facility unless an appointment is made with the team's respective athletic trainer. It is recommended that all athletic trainers continue teleworking from home when their teams are not scheduled to have practice/competition, lifting/conditioning or scheduled therapy.

## **SPORTS PERFORMANCE**

Athletics staff and student-athletes will enter and exit the sports performance facilities at the designated access ways. After proper screening clearance, a sports performance coach will escort the group of student-athletes into the facility while maintaining proper social distancing guidelines. Student-athletes will have access only to their rack and will not share equipment. There will be no overlapping of training groups. Equipment will be thoroughly cleaned and sanitized between each group session.

Only automated water bottle fill stations will be used during workout sessions. Depending on the facility, student-athletes will either bring or be assigned a water bottle. Sharing of water bottles between student-athletes is strictly prohibited. Sports performance coaches are recommended to continue teleworking from home when their teams are not conditioning or competing.

## Appendix I: Acknowledgments

The Fall Semester 2020 Reopening Plan represents months of collaboration and unique planning efforts designed to anticipate and proactively prepare for multiple scenarios in the face of COVID-19. Credit in developing, finalizing, and approving this plan is extended to:

### **Executive Policy Group**

- Greg DuBois, VP for Administration and Finance, Chair
- Austin Agho, Provost and VP for Academic Affairs
- September Sanderlin, VP for Human Resources
- Don Stansberry, Interim VP for Student Engagement and Enrollment Services
- Alonzo Brandon, Vice President for University Advancement
- Wood Selig, Athletic Director
- Annie Morris, Assistant to the President for Local, State & Federal Governmental Relations
- Earl Nance, Senior University Counsel
- Rhonda Harris, Assistant VP for Public Safety and Chief of Police
- Giovanna Genard, Assistant VP for Strategic Communication and Marketing

### **Academic and Research Steering Committee**

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- Nina Brown, Faculty Senate Vice Chair and Professor of Counseling and Human Services
- Andy Casiello, Associate VP for Distance Learning
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- Gail Dodge, Dean of the College of Sciences
- Kate Hawkins, Vice Provost for Faculty Affairs and Strategic Initiatives
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- Adam Rubenstein, Assistant VP for Research Compliance
- John Sokolowski, Faculty Senate Chair and Associate Professor of Modeling, Simulation, and Visualization Engineering
- Bonnie Van Lunen, Dean of the College of Health Sciences
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- JaRenae Whitehead, Director of Human Resources for Employee Relations and Strategic Initiatives
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### **Public Health Incident Task Force**

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- Mary Deneen, Assistant VP for Finance/University Controller
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- Phil Walzer, Monarch Magazine and University Editor
- Tiffany Whitfield, Coordinator of Strategic Communication and Marketing, College of Sciences
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- Joy Jefferson, Associate VP for Alumni Relations

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- Rob Moses, Associate Athletic Director, Student-Athletes
- Randale Richmond, Senior Associate Athletic Director, Compliance and Academic Services
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- Dr. Darylnet Lyttle, Director of Student Health Services
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- Beth Ann Dickie, Director, Educational Accessibility

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- Donna Rose, Clinical Assistant Professor, Nursing
- Sarah Hart, Assistant Director for Residence Education, Housing and Residence Life
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- Harold Riethman, Professor and Chair, Medical Diagnostic and Translational Sciences
- Dr. Nancy Badger, Executive Director of Counseling Services
- Karen Cobb, Business Manager, ODUPD



## Appendix J: List of Acronyms

<b>CDC</b>	Centers for Disease Control and Prevention
<b>CEMP</b>	Crisis and Emergency Management Plan
<b>EOC</b>	Emergency Operations Center
<b>EPG</b>	Executive Policy Group
<b>F2F</b>	Face to face
<b>FMC</b>	Facilities Management and Construction
<b>HIPAA</b>	Health Insurance Portability and Accountability Act
<b>HR</b>	Human Resources
<b>HRL</b>	Housing and Residence Life
<b>NHD</b>	Norfolk Health Department
<b>ODU</b>	Old Dominion University
<b>ODUPD</b>	Old Dominion University Police Department
<b>OEM</b>	Office of Emergency Management
<b>ORM</b>	Office of Risk Management
<b>PHITF</b>	Public Health Incident Task Force
<b>PPE</b>	Personal Protective Equipment
<b>RTC</b>	Return to Campus
<b>SEES</b>	Student Engagement and Enrollment Services
<b>SHS</b>	Student Health Services
<b>SRC</b>	Student Recreation Center
<b>VDEM</b>	Virginia Department of Emergency Management
<b>VDH</b>	Virginia Department of Health
<b>WHO</b>	World Health Organization