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, as amended, 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 provide a safe workplace.


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:
a. 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.

b. Stay out of crowded places and avoid mass gatherings

2. Any individuals who are sick and/or experiencing COVID-19 related symptoms must remain away from campus or otherwise quarantined (if a residence-hall student). 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. Contact Tracing: The University will work in cooperation with Virginia Department of Health to support contact tracing in the University community.

6. 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.

7. Handwashing: Individuals shall follow the CDC guidelines on hand-washing and use of hand sanitizers.

8. 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.).

9. Coughing and Sneezing: Individuals shall follow the CDC guidelines on coughing and sneezing.

10. 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 mask is removed.

11. 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 through-ways to increase distance between employees moving through the space.
      ▪ Designate specific stairways for up or down traffic if building space allows.

12. Elevators: Because of the confined space, the use of stairs is strongly encouraged for those individuals able to use them. Persons with mobility impairments or other disabilities receive priority use of elevators. Occupants are required to wear face coverings. Hands should be washed or hand sanitizer with at least 60% alcohol used upon departing the elevator. Occupancy levels for each elevator will be posted and shall be followed.

13. 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 be limited to 10 (subject to further modification by VDH) provided CDC physical distancing guidelines are accommodated. 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.
14. 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.

15. 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.

16. 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 business 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.

17. 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 cancelled entirely.

All events/gatherings must be registered with and 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
2. Arts and Letters Scheduling, Baron and Ellin Gordon Art Gallery
3. Barry Art Museum, lcagneyh@odu.edu
4. Peninsula Higher Education Center, phecrntal@odu.edu
5. Strome Entrepreneurial Center, ent@odu.edu
6. Student Recreation Center, Recreation & Wellness, SRCscheduling@odu.edu
7. Tri-Cities Higher Education Center, TCRooms@odu.edu
8. Virginia Beach Higher Education Center, VBRooms@odu.edu
9. Webb Center, Leadership & Student Involvement, LSI Scheduling@odu.edu

b. Outdoor Space Reservations

1. Leadership and Student Involvement Scheduling (LSlscheduling@odu.edu)
   a. Kaufman Mall
   b. Quarantine Trail
2. Recreation and Wellness Scheduling (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

18. 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. Add link
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 VDH 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

Assistant Vice President for Public Safety

I. RELATED INFORMATION

CDC Guidance for Colleges and Universities
POLICY HISTORY
********************************************************************************
Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

_________________________________________               Date
Responsible Officer

Policy Review Committee (PRC) Approval to Proceed:

_________________________________________               Date
Chair, Policy Review Committee (PRC)

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Gregory DuBois               July 23, 2020
Responsible Oversight Executive               Date

University Counsel Approval to Proceed:

_________________________________________               Date
University Counsel

Presidential Approval:

/s/ John R. Broderick               July 23, 2020
President               Date

Policy Revision Dates:

Scheduled Review Date:               July 23, 2021