



#ForwardUMW – Our Return to Campus Plan

Under review by the State Council of Higher Education for Virginia

July 6, 2020

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Introduction

This document presents the recommendations of the President’s Task Force charged with answering this question: “what do we need to do to prepare for the return of students to our campuses?” The answers presented here represent the combined effort of many individuals ([Appendix A](#)) from across the University. The effort began by identifying key operational areas and the issues, challenges, and questions that must be addressed to bring students to campus: public health, academics, student life, dining, residence life, work life, and technology. Following a comprehensive review of operational areas and the many questions and issues that would need to be resolved the Task Force turned to building a set of recommendations and action steps for several distinct, but related planning areas: repopulation of the campuses, monitoring, containment, shutdown, technology.

The work of the Task Force is influenced by research and guidance from a variety of agencies, offices, and organizations, including Governor Northam’s [“Forward Virginia”](#) plan, [the Center for Health Security](#) at Johns Hopkins, the Harvard/Rockefeller Foundation [“Roadmap to Pandemic Resilience,”](#) the [Occupational Safety and Health Administration \(OSHA\)](#), the [American College Health Association \(ACHA\)](#), the [Report of the Higher Education Subcommittee to Reopen Connecticut](#), and [“Creating Safe and Resilient Campuses”](#) from the Commission on Independent Colleges and Universities in New York. The Task Force has also relied upon guidance from the Centers for Disease Control and Prevention (CDC) [“Considerations for Institutes of Higher Education,”](#) the Virginia Department of Health (VDH) such as the [“COVID-19 Interim Testing Recommendations for Colleges and Universities”](#) and the Virginia Department of Human Resource Management (DHRM) [“Safe Workplaces: Guidance for State Agency Leaders in Response to the COVID-19 Pandemic and Enhanced Safety Measures.”](#) This effort also benefitted from emerging plans from several institutions across the Commonwealth and around the country. Finally, and most significantly, this plan aligns with guidance from the Governor contained in [Higher Education Reopening Guidance](#) released on June 11, 2020.

A return to campus will be a shared undertaking between public health officials and the University. UMW’s role as an institution of higher education has been [enumerated](#) by the Virginia Department of Health (VDH) and includes among other things: (1) ensuring access to diagnostic testing for COVID-19, including adequate capacity to obtain, administer, and process these tests, (2) ensuring adequate supply of PPE for health care and relevant staff and that students and staff have access to cloth face coverings, (3) report suspected and confirmed cases to local health officials and support follow-up contact tracing, (4) implement cleaning/disinfection, (5) ensuring appropriate housing for quarantine and isolation, (6) developing plans for social distancing, (7) developing plans to halt classes and shut down campus operations, (8) ensuring that students have access to distance learning options, have absences due to COVID-19 excused, and have access to mental health services, and (9) communicating prevention and control messages, including information about outbreaks.

It is important to note that no plan or actions can entirely safeguard the health and safety of individuals. Rather, the steps outlined here are designed to mitigate the risk of spreading the virus while maintaining the continuous operations of the University. Taken together, they represent an action plan to limit transmission of COVID-19. They are not, however, perfect, which is why the plan also includes exceptions and allowances to support those members of our community who are at greater risk.

Finally, this is not a final plan. And while it is designed to answer many questions, many others remain or will emerge in the coming days. Given how rapidly things change and events unfold with the COVID-19 pandemic, these recommendations and action steps will also evolve in response to federal and state guidance, scientific developments, and new information and insights emerging from other institutions around the state and across the country. This plan will evolve and be updated as events and conditions warrant.

Preparing for the Fall

Since early May, UMW faculty and staff have been planning for multiple scenarios this fall. Faculty, with the support of the Center for Teaching, Digital Learning Support, Diversity and Inclusion, the Office of Disability Resources, and UMW Libraries, are engaged in intensive work to support all forms of instruction, including accessible online instruction and remote learning (Appendix C). Our faculty are participating in a newly offered four-week instructional design workshop. Their goal is to ensure that the best aspects of the UMW experience—substantive interactions, collaborations, and connections between faculty and students—are infused in every class. The topical focus of this development work includes (a) structure and communication, (b) assignments and feedback, (c) content creation and curation, and (d) student engagement. This effort by our faculty will ensure that we maintain the same high standards, regardless of modality. Ultimately, a quality educational experience is about the knowledge and expertise of the faculty and how much time and attention they give to their students' development and work, as well as students' commitment to learning.

Throughout the campuses, staff also are actively and energetically preparing their areas for a return to campus under the guiding principles set forth by President Paino. With the guidance and support of Human Resources and the Office of Diversity and Inclusion, supervisors submitted detailed plans for their operational areas. Classrooms are being reconfigured. Common areas are being reimagined. And signs and markings to promote good hygiene, social distancing, and cleaning protocols are being posted. The campus will look a little bit different this fall, but it will still be the same beautiful campus we know and love.

Our Shared Responsibility

Fundamental to a return to campus will be an invigorated sense of community responsibility with behavioral expectations to support the health, safety, and well-being of all. We will all—faculty, staff, and students—need to share in this collective task. Consequently, many of the steps outlined in this plan will be successful only through a shared sense of purpose, a dedication to equity, and communal action that aligns with our expressed values. In particular, knowing the pandemic's disparate impact on specific populations, we need to remain vigilant in our commitment to equity in the plan's ongoing development and implementation. As always, the values that unite UMW, represented by ASPIRE (Accountability, Scholarship, Personal and Institutional Integrity, Inclusive Excellence, Respect and Civility, Engagement) guide our efforts to return to campus.

The remainder of this document outlines the principles that guide the University's response to COVID-19, the conditions prerequisite to a return to campus, and the plans that support this goal.

Guiding Principles

At the beginning of this effort, President Paino outlined the principles that must guide this planning process and the decisions that will follow from it. These principles are as follows:

- Protect the health, safety, and well-being of students, faculty, staff, and the surrounding community
- Preserve the ability to fulfill our mission—teaching and learning that serves the public good
- Maintain those university operations that support student success and our ability to fulfill our mission
- Preserve the university’s financial capacity as well as its long-term financial health to fulfill our mission now and into the future
- Honor our community values (ASPIRE—Accountability, Scholarship, Personal and Institutional Integrity, Inclusive Excellence, Respect and Civility, Engagement)

Public Health Conditions and Considerations for Reopening Campuses

UMW’s return to campus plan assumes several “gating conditions” that are prerequisites for the campus to open, as outlined in the [Higher Education Reopening Guidance](#) issued by Governor Northam. They include:

- Positive trends in public health in the Fredericksburg region consistent with the [Forward Virginia Blueprint](#)
- Health care capacity in which local health care facilities are operational and capable of serving the regional population given a surge in cases
- A climate of adherence to sound public health principles and a culture of compliance in which the UMW community will support and embrace safety precautions to practice good hygiene, quarantine, social distance, wear face coverings, work together to prevent the spread of disease
- Campus preparedness plan developed and consistent with the guidance set forth by the Commonwealth

Consistent with CDC and VDH principles, UMW’s plan seeks to minimize the risk of transmission by offering some virtual-only learning options and utilizing social distancing for all in-person classes, activities, and events. UMW will not hold full-size, in-person, classes, activities, or events for the foreseeable future. Even in Phase Three of the Governor’s Forward Virginia Blueprint, large in-person events are likely to be limited until a vaccine is widely available.

In accordance with the Commonwealth’s guidelines, many UMW employees will continue to **telework this fall**. A period of prolonged telework even after the start of the academic year should be anticipated as the preferred method of work to the extent possible. Employees who are able to complete their work remotely should expect to continue to do so throughout the fall semester. Only employees who are required to be physically present to complete their work shall return to campus through the pandemic. This approach will ease employees back into the work environment and will assist UMW in supporting physical distancing.

UMW plans for the Dahlgren and Stafford campuses to begin a gradual reopening on July 20 with offices on the residential Fredericksburg campus beginning to return on August 3. Classes are scheduled to begin August 24.

Repopulation Plan

Section A: Repopulation of the Campus.

1. Establishment of a COVID-19 coordinator/campus team.

The University's response to COVID-19 will be led by a campus team who shall be responsible for the implementation, monitoring, and modification of this plan as well as the coordination of all aspects of the University's response to the COVID-19 pandemic. The team will be led by COVID-19 co-coordinators Dr. Jeffrey McClurken (chief of staff) and Dr. Timothy O'Donnell (associate provost). It will include individuals from across campus who are positioned to support this implementation:

- Anna Billingsley, Associate Vice President, University Relations
- Dave Fleming, Assistant Dean for Residence Life and Housing
- Lynn Lewis, University Faculty Council and Chair of Biological Sciences
- Mike Muckinhaupt, Director of Emergency Management
- Christy Pack, Staff Advisory Council and Director of Graduate Admissions
- Cedric Rucker, Dean of Student Life
- Stuart Sullivan, Senior Director of Plan Operations and Contract Services
- Nancy Wang, Director of the Student Health Center
- Beth Williams, Executive Director of Human Resources
- Grant Woodwell, Associate Dean and Professor of Earth and Environmental Sciences

Representatives from both Mary Washington Healthcare and the Virginia Department of Health will serve as ex-officio members of this team. In addition, the team will be supported by two new positions (partial reassignments of current employees) who shall serve as the **COVID-19 care coordinator** and the **COVID-19 monitoring and tracing coordinator**.

2. Contact information and procedures for reaching the local health department.

UMW is in the Rappahannock Area Health District. The University has campuses in the city of Fredericksburg and the counties of Stafford and King George. The contact information for local health departments in these localities is as follows:

Rappahannock Area Health District (RAHD)

Phone: 540-899-4797

Website: <https://www.vdh.virginia.gov/rappahannock/>

Fredericksburg Health Department

Phone: 540-899-4142
Fax: 540-899-4480

Stafford County Health Department

Phone: 540-659-3101
Fax: 540-659-7176

King George Health Department

Phone: 540-775-3111
Fax: 540-775-3109

3. Students' initial return to campus

UMW has made a number of adjustments to normal operations which will influence students' initial return to and time on campus. First, UMW's fall opening plan delays, as long as possible, the **arrival of students** on campus. Consequently, there will be no pre-semester, in-person gatherings of teams, organizations, or groups. All such activities, including athletic team practices, will begin on or after Monday, August 24, the first day of classes. While unfortunate, because so much happens during these pre-semester activities, such an approach is part of an effort to minimize exposure. Residential student move-in will extend only as long as necessary and no residential students will be permitted to arrive prior to August 19 except for student workers in Residence Life and Orientation and students who are entering campus from abroad and are participating in a two-week mandatory self-quarantine.

All students should limit their contact and exposure, begin a daily report on symptoms, and restrict travel and contact in pragmatic ways that reduce exposure for 14 days prior to their first day on a UMW campus.

Move-in for residential students will be staggered to permit social distancing and participation by family and friends will be strictly regulated. Students will be encouraged to bring fewer personal belongings to campus this fall. Most events for new student arrival will be virtual (e.g. Honor Convocation) so as not to exceed physical distancing requirements. New students will begin this phased move-in on Thursday, August 20 with returning students beginning to move in on Saturday, August 22.

UMW will adjust the **academic calendar** by holding classes on Labor Day, cancelling fall break and turning to remote instruction after Thanksgiving to complete the term. November 20, 2020, will be the last day of on-campus instruction for the fall term. The final week of classes will include remote instruction (November 30-December 4, 2020) and exam week will remain December 7-11, 2020. We anticipate that such a step may minimize the risk of spreading the virus by reducing travel and is consistent with planning for the anticipated rise in cases of COVID-19 predicted for the fall.

Risk mitigation also requires a different **spring calendar** which moves the start date back to Monday, January 25 for the full semester. Spring break will be cancelled, and exams will take place May 3-7 with Commencement on May 8.

As part of the campus effort to prepare for repopulation, more than 50 individual offices developed **reopening plans** in accordance with both CDC and Virginia Department of Human Resource Management (DHRM) guidance. These plans were reviewed by the Task Force for consistency with protocols and best practices.

Efforts to support students' return to campus also include modifications to campus facilities. In high traffic areas with service windows, **protective barriers** (e.g. Plexiglas) are being installed as possible and permitted by code. Such areas include: Lee Hall "windows" (Academic Services, Registrar, Cashier/Student Accounts, Financial Aid, and Parking Management) and guest desks in the University Center, the Hurley Convergence Center, Eagle Landing, Simpson Library, Eagle One Center, Fitness Center/Student Recreation, and the IT Help Desk. Classrooms, meeting spaces, and common areas are being reconfigured to support social distancing requirements. This includes marking seats, taping floors, and removing furniture.

Colleges and departments are reviewing their course offerings to identify courses that may be offered online to promote social distancing and to increase flexibility for faculty and students who seek to be remote. This review includes an assessment of the adequacy of online offerings in both general education and major programs to ensure that there are opportunities for progression. They have paid particular attention to laboratory and studio courses, as well as experiential learning (Appendix H). The University anticipates a balanced schedule of courses for students who wish to take courses remotely and for those seeking face-to-face options on campus. It is expected that alterations to the fall course schedule will be complete by July 24 in advance of the schedule adjustment period which begins on July 27.

4. Education/training

As the introduction to this plan explains, a central component of the success of this effort will be the degree to which all members of the on-campus UMW community observe the guidelines and behavioral expectations necessary to prevent transmission of COVID-19. Consequently, prior to the return to campus, members of the UMW community will complete an initial **education and training** which will be part of a larger communication and shared responsibility campaign on COVID-19. UMW's community values represented by ASPIRE (Accountability, Scholarship, Personal and Institutional Integrity, Inclusive Excellence, Respect and Civility, and Engagement) provide a strong anchor for a COVID-19 education campaign.

This training is being developed by the dean of student life in conjunction with representatives from the faculty and the offices of Diversity and Inclusion, Human Resources, Student Conduct, and Title IX. It will cover key information about COVID-19 and public health as well as UMW policies and procedures in response to the pandemic. This includes: (1) face coverings, (2) social distancing, (3) cleaning and disinfecting, (4) monitoring and attestation, (5) anti-stigma, (6) vulnerable populations, (7) reporting, and (8) enforcement. This training will be delivered in a video format and reinforced with additional web-based materials.

At the conclusion of the training, all members of the UMW community will take the “**Mary Washington Pledge**” ([Appendix E](#)) agreeing to several things including: (1) regular self-monitoring and attestation of symptoms, (2) not coming to campus if sick, (c) wearing face coverings observing good hygiene practices and social distancing expectations.

Such educational efforts will be reinforced by clear **signage** across the campuses and regular follow-up **social media** messaging. This includes: (1) cleaning/sanitizing responsibilities, (2) social distancing requirements and occupancy limits, (3) visitor protocols, and (4) other behavioral expectations. Signage efforts will be led by the Office of Events (in conjunction with Emergency Management, Facilities, and Human Resources) and will use materials developed by both the [CDC](#) and the [Virginia Department of Health](#).

The Office of the Provost is also developing **syllabus language** for use by all faculty related to classroom expectations for physical distancing, cleaning, and face coverings.

5. Physical distancing

UMW will employ several strategies related to **physical (social) distancing** including adhering to an 8x8 (64-square-foot) per person constraint on classroom and meeting spaces. This distance was arrived at by adding the usually recommended 6 feet to an additional 2 feet to account for the people themselves. This includes computer labs, common areas, and other gathering spaces on campus. Practically, this will involve moving some larger classes online and moving smaller classes to larger spaces, including facilities that have not typically been used for classes such as Dodd Auditorium, Jepson Alumni Center Ballroom, and the Chandler Ballroom. In common areas, such as the UC’s “living room,” this will involve removing furniture and posting signage. Computer labs will have fewer computers.

Distancing will also be supported by adherence to [American College Health Association](#) (ACHA) guidance for indoor gatherings (**classes and events**) which will be limited to 30 for the foreseeable future.

Sodexo has done significant planning to support social distancing in UMW’s **dining** facilities, including reconfiguring occupancy limits and food lines. Dining capacity will align with social distancing practices which will include concierge regulated ingress and egress to the fourth-floor dining hall at the Top of the UC. Dining operations will also move self-service items to service lines and eliminate buffets, set time limits on seating, reduce table limits, implement safety protocols at cash registers and food stations, and introduce pre-order options (for breakfast, lunch and dinner) and a table reservation and appointment system (through the Grub Hub app). Sodexo will establish alternate dining arrangements to utilize more “grab and go” meal options and support quick pickup (multiple points), delivery to quarantine and isolation, and creating more spaces for pick up (for example, offering sushi pickup in the Underground in Lee Hall). Additional outdoor dining and seating options are also under development including a tented eating area on Ball Circle.

6. Hygiene practices and cleaning/disinfecting protocols

The University has developed protocols to support **hygiene practices** and **cleaning and disinfecting**. Training, education and signage will promote personal hygiene through ongoing campaign around hand washing and sanitizing. Hygiene practices will be supported by readily available soap, wipes, spray, and hand sanitizer (with at least 60% alcohol). Members of the UMW community will be provided with self-carry bottles of hand sanitizer which will be refillable at various locations on campus. In addition, more than 1,000 no-touch hand sanitizing stations are being strategically placed across UMW properties.

An **enhanced cleaning schedule** will be in place for fall 2020 to support **daily and “between use”** cleaning and disinfecting of facilities as much as possible. UMW facilities staff have reviewed CDC guidance for cleaning and disinfecting and aligned their schedules and practices accordingly. Disinfecting products have been vetted for **EPA-approval** (e.g. Avistat-D and SUPER Q) for COVID-19 and 40 **electrostatic spray cleaning guns** have been ordered to support enhanced and efficient disinfecting and cleaning of large spaces. Regular cleaning and disinfecting steps will include **objects touched by multiple** people such as flat surfaces (e.g. tables, desks, and countertops), doorknobs, light switches, counter tops, handles, bathroom facilities and laboratories. Cleaning supplies will also be available in classrooms and labs for cleaning and disinfecting computer keyboards, mice, and touchpads.

Self-cleaning of classroom surfaces will be supported even as Facilities Services increases rotational cleaning of bathrooms and other high-touch areas in classrooms and common areas on a daily basis. As available, cleaning and disinfecting products such as sanitizing wipes will be present in all classroom and meeting spaces, and ubiquitous throughout UMW buildings, including offices to support self-cleaning. The **time between classes** has been increased to 20 minutes to permit self-cleaning of learning spaces.

Facilities has also developed plans for cleaning and disinfecting areas used by individuals with confirmed cases of COVID-19, including enhanced disinfecting by professional contractors. These include quarantine and isolation spaces established for residential students.

7. Housing

Residence life is implementing a number of changes this fall. Triples and quads will be reduced to **double-occupancy**. The **densities** in some residence halls will be reduced and suites, apartments and pods will be treated like **“family units.”** Other changes will reduce movement, limit congregation, and support social distancing in residence halls. These include (1) strictly **reducing the use of kitchens and common areas**, (2) providing **access** to only one’s own residence hall, (3) reviewing community spaces to **limit gatherings**, and (4) placing **physical barriers** at service desks.

Changes to policies and procedures will further support social distancing in the residence halls. Such revisions include: (1) a new **guest policy** to limit non-resident access to buildings and to limit residents to their own rooms, (2) use of a **notification strategy** to inform residents of how many individuals are occupying community spaces, (3) **procedures to safeguard staff** in mediations, conduct meetings, wellness checks, and Eagle Chats, (4) alterations to **room**

change procedures, (5) implementation of socially distant and/or **virtual programming**, events and activities, (6) adoption of socially distant disciplinary procedures.

Move-in will be altered to support social distancing and early arrivals will be strictly limited. It will also involve the least number of days needed to move in students while promoting social distancing. Strategies include a touchless move-in (e.g. minimizing human transaction of keys and IDs), eliminating move-in volunteers, limitations on family members participating in move-in, packing guidelines to minimize the number of trips, elimination of lofts, and support for cleaning and trash removal. First-year student move-in is anticipated to take three days, beginning Thursday, August 20. Upper-class move-in for most halls will begin Saturday, August 22. The scheduling process of move-in times for each resident will be communicated by Residence Life and Housing.

The size and configuration of one residence hall, Eagle Landing, presents challenges in completing a two-day move-in with appropriate social distancing. To address this, Eagle Landing residents will be invited to sign up for a time to drop off belongings August 6-10. Drop-off during this time will be mandatory for students within a two-hour radius of campus and optional for residents outside of the designated radius. Students who drop off belongings August 6-10 will be allowed to check in Sunday, August 23 and will have separate check-in and parking locations than those who are completing a full move-in.

Leadership in Residence Life is adjusting training to support the increased demands on staff in fall 2020. Summer training is being enhanced and will be conducted virtually. Additional training will include hygiene practices, safe interactions with others, procedures and practices for identifying and reporting ill residents, and protocols for requesting cleaning.

8. Vulnerable individuals

In their age and/or health, certain individuals are more vulnerable to COVID-19 than others and may require special arrangements to reduce the risk of exposure. Vulnerable individuals, according to the CDC, include those 65 years or older and those with underlying health conditions such as chronic lung disease, moderate to severe asthma, serious heart conditions, immunocompromised, severe obesity, diabetes, chronic kidney disease requiring dialysis and liver disease. UMW recognizes that the CDC is regularly updating the list of underlying health conditions.

UMW's **policy options** to mitigate risk for vulnerable individuals include, where possible, telework, and virtual learning. Students needing accommodations have been instructed to work with the Office of Disability Resources and faculty and staff should contact their supervisor and the Office of Human Resources for additional support.

Students planning to live on-campus are encouraged to discuss their particular risk factors with their family and personal care physicians. UMW has developed a process to permit students to petition for release from their housing contract due to COVID-19 related concerns. That process has been communicated to all students.

Policies are in place to support UMW's expectation that faculty, staff and students stay home or self-isolate when they are sick or have been exposed to COVID-19. For **employees, flexible sick leave policies** ([Appendix D](#)) are in place including regular leave (sick leave and annual leave) and state and federal leave options for different COVID-19 scenarios. These include **Virginia Public Health Emergency Leave** which applies to all employees including wage and adjunct positions and additional paid leave (until 12/31/2020) under the **Families First Coronavirus Response Act** which includes both emergency paid sick leave and emergency family and medical leave.

Similarly, UMW's policies on [Attendance and Class Absences](#) offer guidance and provide for support to **students** who miss class for COVID-19 related reasons and will ultimately return to class after COVID-19 illness. This includes **disability-related absences** for those who have a documented disability that makes them vulnerable to COVID-19 and procedures for **unscheduled absences** which would include COVID-19 related reasons. Students with unscheduled absences are directed to contact the [Office of Academic Services](#) to report the absence and request assistance in working with faculty. In addition, UMW policies on grading include options for an [incomplete grade](#) when a student cannot complete the assigned work for reasons including those related to COVID-19 illness or self-isolation.

The provost has provided all faculty with directions about working with and supporting students who are ill or staying home/self-isolating for COVID related reasons. This has included sharing the [Virginia Department of Health's](#) expectation that the University ensures that students have **absences excused** for COVID-19 related reasons.

UMW's policy for return to class/work after COVID-19 illness follows [CDC guidance](#) for a symptom-based strategy. Consistent with that guidance, students and employees are expected to continue isolation until at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms AND at least 10 days have passed since symptoms first appeared AND will report such attesting to their symptoms in a daily journal.

9. International students

UMW has a **limited number of international students** but follows all guidance from the State Department and CDC with respect to international students who seek to enter the United States to take classes on campus. This includes guidelines for all students, faculty and staff returning from international travel. UMW has requested these individuals report this travel in a common [Self Report Travel](#) form applicable to all students, faculty and staff.

The Center for International Education provides support for and monitoring of these students. The Office of Residence Life is prepared to provide **quarantine space** for these students to complete the 14-day self-quarantine prior to the start of classes.

UMW has a number of students who are U.S. citizens who are abroad this summer and plan to return to campus for fall classes. A similar early arrival self-quarantine option will be available to these students.

All UMW sponsored **study abroad trips for fall 2020 and spring 2021 have been cancelled.** **University-supported international travel** has been canceled through fall 2020.

10. Partnership and communication with the local community, health systems, and other stakeholders

UMW is in partnership and communication with the local community, health systems, and other stakeholders. President Paino has shared details of UMW's plans to return to our campuses with the managers in the three localities in which the University has campuses (**Fredericksburg, King George, and Stafford**) and has opened lines of communication to support the region's response to the COVID-19 pandemic.

The University has also built upon existing partnerships with **Mary Washington Healthcare**, the not-for-profit system serving the greater Fredericksburg region in developing its plans to return to campus. This includes high-level executive coordination and ongoing planning and cooperation between UMW's Student Health Center, members of the University's COVID-19 leadership team, and principles in the MWHC system (which includes two hospitals and three emergency departments).

UMW has an established "**town-gown**" committee that regularly coordinates with Fredericksburg officials and the local community about issues impacting the University and the local community which will further support these efforts. Management at the University's campuses in Stafford County and King George County maintain close contact with county officials. This includes coordination in King George County with officials from the Dahlgren Naval Base regarding the phased reopening of this federal facility.

Finally, UMW's Emergency Management Team is in regular communication with **emergency and first responders** across the greater Fredericksburg region.

11. Face coverings

UMW will follow CDC and VDH guidance on using face coverings to mitigate the risk of COVID-19 spread. Face coverings shall be required inside buildings by students, faculty, staff and visitors when in the company of others (e.g. in classes, public events, offices, hallways, stairwells, common spaces, etc.).

In support of this requirement, UMW has **procured** washable three-ply cloth masks for all students (including student workers), faculty, and staff who need them. In addition, the University has purchased an appropriate amount of "clear masks" and face shields. The Emergency Management Team will continue to monitor and plan for additional needs including assessing options for alternatives for those unable to wear masks. Additional masks will be provided to employees as needed and supplies allow and additional branded masks will be available for purchase in the UMW bookstore.

UMW will **teach/reinforce** the use of face coverings among students, faculty and staff through required training and educational programming to be completed before the start of classes. This will include information about the proper use and cleaning of face coverings. This programming will be reinforced with signage throughout campus (including classrooms) and a continuous social media campaign. Students, faculty and staff will also be informed that failure to comply face covering requirements will result in disciplinary action consistent with the Student Code of Conduct and employee conduct standards and handbooks. The Office of Disability Resources and Diversity and Inclusion are developing protocols for exceptions to the face covering requirement.

Finally, UMW has evaluated **events and activities** where it is not possible to wear a face covering such as with performances with wind instruments. For the foreseeable future, such events, including in-person performances and rehearsals by the UMW Philharmonic Orchestra have been canceled.

12. Student Health Services

The University is enhancing student health services to support COVID-19 needs, including establishing a Student Health Center satellite site at a dedicated on-campus quarantine location in Marshall Hall.

All health services staff will have **medical-grade PPE** for COVID-19, which will be used even for basic operations and typical health services (this includes gowns, gloves and N95 masks). The director of the Student Health Center will carefully monitor the use rate of such materials and will work in conjunction with the director of emergency management to ensure access to adequate supplies.

Typical health services (non-COVID-19) will be maintained and supported from the Student Health Center in Lee Hall with several changes. Visits to the center will be by appointment only. Telemedicine visits will be increasingly used (as appropriate). Students with COVID-19 symptoms will be evaluated virtually by a nurse and directed to the isolation and quarantine space before an in-person appointment is made. This will permit the center to continue to support typical health services while also remotely directing symptomatic individuals and close contacts to quarantine spaces without congregation in a single space. In addition, the center in Lee Hall has identified modified operations, posted signage, adopted new procedures for the waiting and exam rooms, increased use of HEPA filtration, and enhanced **disinfecting** of exam rooms. The center is also in the process of moving to an **electronic health records system** this summer in order to limit use of shared objects such as paper records and to support satellite services.

The Talley Center (UMW's office for counseling services) currently provides and supports a variety of **mental health services**. However, the University anticipates that COVID-19 has negatively affected the mental health of students and employees. To address the increased need associated with COVID-19, the University has convened an interdisciplinary team that will work through the summer to identify the range of supports and services needed for the fall reopening. The charge to the group involves (1) identifying the issues that have arisen and negatively affected the mental health and wellness of students, faculty and staff, (2)

developing options for telemedicine and telecounseling, (3) recommending training for faculty and staff in identifying community members at risk consistent with ACHA guidelines, (4) and determining what accommodations and resources necessary to support faculty, students and staff going forward. The preliminary report of this working group is expected at the beginning of July.

13. Large events

As recommended by the American College Health Association (ACHA), even with progress in containing the spread of the virus, we do not anticipate **gatherings** larger than 30 people for the foreseeable future. Ultimately this limit will continue to be affected by state and federal guidelines but UMW anticipates setting a higher bar to further mitigate the risk of infection. In addition, student life areas are devising plans to restrict the number of students and other community members at events (including athletic competitions) and within spaces such as the University Center and the Tennis Center.

At present, all **facilities reservations** and **large events** have been canceled for the fall, including the previously announced rescheduling of Commencement for the Class of 2020 and the Homecoming Tailgate.

Meetings (defined as gatherings of more than two individuals) to conduct University business will continue virtually for the foreseeable future.

Members of the UMW community who need help staging complex **virtual meetings** will be supported by the Office of Events which has refashioned itself to support large virtual gatherings and meetings via Zoom and other web-enabled technologies. Since March, the University has significantly enhanced its capabilities in this area, as demonstrated by several large virtual meetings and Q&A sessions over the past few months as well as the "COVID-19 in Context" course underway with more than 1800 participants.

14. Communications strategy

UMW's communications strategy is guided by the University's Emergency Operations Team (EOT) and emergency operations plans including the Continuity of Operations Plan (COOP) and UMW's Comprehensive Emergency Management Plan. These plans provide detailed action steps for various scenarios, including during a pandemic when there are confirmed cases on campus. In particular, there are specific communication roles, responsibilities and action steps for UMW officials. These include notifying local and public health officials, holding daily briefings with members of the EOT, standing up the media communications team, posting of appropriate signage, organizing phone banks, distribution of bulletins on the University's emergency information hotlines, and communicating with parents and families.

Beyond existing emergency communication protocols, UMW has a **multi-modal** strategy for communicating with members of the community which includes **email, text messaging, web-pages, and newsletters**. The effort is led by the vice president for advancement and university relations, who has final authority over and responsibility for all messages related to COVID-19.

This includes, **weekly updates** from the COVID-19 leadership team, which go to all faculty and staff; **campus-wide broadcast messages** that are shared with all students, faculty and staff; as are **parent and family communications** which are sent under the signature of the vice president for student affairs.

UMW holds regular **live streams** including **sessions** for faculty and staff and sessions for students. Recent and upcoming COVID-19 live streams include:

- July 1, 2020 – “Commitment to Community” with the vice president for student affairs and the dean of student life
- July 8, 2020 – “#ForwardUMW—Our Return to Campus Plan” with members of the COVID-19 Task Force

Finally, with the submission of this report, UMW is launching a new COVID-19 web page [<https://www.umw.edu/returntocampus/>] which will serve as an information hub for the return to campus.

15. Orientation and education/training

Orientation for new students has been virtualized and is ongoing throughout the summer. New student arrival (the week before classes begin) will also be largely virtual as move-in has been changed to support limits to congregated events.

All returning students, faculty and staff will complete a COVID-19 training and education program prior to the start of classes. It includes both a universal video component for all members of the UMW community and web-based materials for individual subgroups. Topics covered will include (1) face coverings, (2) social distancing, (3) cleaning and disinfecting, (4) monitoring and attestation, (5) anti-stigma, (6) vulnerable populations, (7) reporting, and (8) enforcement.

The fall 2020 COVID-19 specific training and education program will be directly connected to the long-standing and well-developed culture established around UMW’s community values, which stand as a potent force against bias, stigma, and discrimination. Training around these community values has long been and will continue to be a central component of the University’s orientation and onboarding of all students, faculty, and staff.

16. Athletics

While UMW **Athletics** is planning to welcome student-athletes this fall, much remains to be decided about athletic competition. The NCAA has established recommendations with respect to the health and safety of student athletes, but it is up to the state and the University to decide what should happen on a particular campus. The UMW Department of Athletics has a core planning team focused on ways to provide sport participation in a safe, healthy, and equitable way. The group has developed tactical plans, with a particular focus on facilities and safety protocols and is considering alternative methods for scheduling. Ongoing planning for

athletics will align with UMW's broader planning, and adhere to local, state and NCAA guidelines. Of immediate concern for UMW are the minimum conditions necessary for competition. Ultimately, the viability of athletic competition will hinge upon a number of factors including travel restrictions by both institutions and the state, and the willingness of competitors to both host and travel. Facility-specific health and safety protocols, PPE, administrative controls and other applicable distancing and sanitation guidelines are being addressed. Return to play protocols will be communicated to head coaches and the UMW community as information becomes available.

We will communicate final plans as the state of intercollegiate athletics in the fall comes into sharper focus over the next several days. At the very least, it is very likely that many of our teams will participate in fewer competitive events, play more non-conference opponents, and travel far less.

17. Technology Investments

To support these plans and the continuity of operations, the University extensively surveyed students, faculty and staff to more fully understand gaps in hardware and internet access, which were manifested when classes were forced to go remote with little warning in the spring semester. That feedback is being used to make decisions and a number of investments, including securing **MiFi access spots** for students, faculty, and staff with limited home access, an enterprise site license of **Zoom** for all students, faculty, and staff, and the installation of **webcams and document cameras** in classrooms. **Jabber**, a remote access phone client, is available through the Help Desk so that individuals working remotely can answer their office phone from their computer irrespective of their location. Other investments are under consideration, including the creation of virtual computer labs so that members of the University community have access to licensed software from anywhere, thereby reducing reliance on dedicated computer labs with reduced occupancy.

Section B. Monitoring Health Conditions to Detect Infection

1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population

Daily attestation and self-monitoring will be utilized. UMW is participating in the development of the attestation tool being deployed at some other public universities in Virginia (i.e. the Daily Symptoms Journal for COVID19 Screening) and will use it to monitor the health of the campus populations. All members of the community will be expected to participate, supporting campus disease surveillance. Norms around the frequency of self-reporting are being established through the required education and training program. Daily attestation for faculty and staff is anticipated to begin prior to August 3 and for students two-weeks prior to their arrival on campus.

These efforts will be supported by a new position, **the COVID-19 monitoring and tracing coordinator**. This position will come from a partial reassignment of a current employee. This

individual will coordinate all aspects of daily attestation and monitoring, including maintaining the tool, analyzing and sharing data with the appropriate officials, and serving as a liaison/point of contact with the Virginia Department of Health (VDH) for contact tracing. Follow-up for those who do not complete the daily attestation will be a coordinated effort by both the division of Student Affairs (for students) and Human Resources (for faculty and staff).

2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible

UMW will utilize and analyze the data from the daily attestation to support **disease surveillance** across the University. This data will be utilized to determine hotspots, particularly in residence halls, classrooms, and groups (e.g. athletic teams). Management of this process will involve the COVID-19 monitoring and tracing coordinator and the Office of Institutional Analysis and Effectiveness which is responsible for all UMW data. This will ensure both the integrity and accuracy of the data and will protect individual privacy using existing data protocols for data classification.

As of this writing, in consultation with public health officials, UMW has determined that University-wide random testing shall not be implemented because testing resources are limited and the informative value of such an approach remains dubious. However, UMW is continuing to monitor testing developments and innovation, including “pool testing,” and will look for ways to further incorporate these advances in the University’s approach to disease surveillance.

3. Establishment of a testing strategy

UMW has consulted with local health officials in the Rappahannock Area Health District and Mary Washington Healthcare (the local health system) on the establishment of a testing strategy. At this time, the [Virginia Department of Health](#) (VDH) “does not recommend campus-wide or broad scale testing of asymptomatic students, faculty or staff upon arrival or at certain set intervals.” This view was further reinforced through discussions with officials from both the Rappahannock Area Health District and Mary Washington Healthcare as well as [interim CDC guidance](#) issued on June 30. Such testing is discouraged by a number of factors. It is not clear that a sufficient number of tests would be available in August even if indications were that this was an effective strategy. Testing is further complicated by the likelihood of false positive or false negative test results and the fact that even accurate tests are informative only about an individual’s condition at the moment of the test.

In its analysis and development of a testing strategy, UMW has considered testing for all students, faculty and staff as well as close contacts of cases as recommended by public health. Faculty and staff have adequate access to testing through their primary care provider, urgent care, and other preferred testing providers (as listed on the [VDH website](#)). As a result, UMW will focus its testing strategy on students who need tests.

At this time, based upon the best information and in consultation with local public health and healthcare officials, we will focus testing resources on symptomatic individuals. Our strategy

involves a two-step process to allow for a rapid response for positive cases who can be moved to isolation expeditiously. This plan involves a rapid antigen test for symptomatic students followed by a PCR test for students in quarantine.

Such testing will be coordinated and managed by the Student Health Center. Visits to the Student Health Center will be by appointment only and conducted virtually. Students who are determined via telemedicine to be symptomatic will be directed to Marshall Hall where the satellite Student Health Center and quarantine space have been established. Student Health Center staff will administer a point-of-care, or POC, antigen test. If the POC antigen test is positive, the student will be set to self-isolate in either designated on-campus isolation spaces or at their off-campus housing. If the antigen test is negative, then a PCR test will be conducted with the sample sent to a local commercial lab. This process is outlined in [Appendix I](#).

Finally, UMW's testing strategy recognizes that testing is evolving and rapidly changing. We would welcome greater state support for broader testing capacity and are prepared to adapt as new information and testing technologies becomes\ available.

Section C. Containment to Prevent Spread of Disease When Detected

1. Partnership with VDH for contact tracing

UMW has established a relationship with the Virginia Department of Health (VDH) through the Rappahannock Area Health District (RAHD). In preparing this plan, UMW has consulted with the area director regularly and both RAHD and UMW have agreed that a staff member join UMW's COVID-10 response team as an ex officio member going forward.

This collaboration will include partnership on contact tracing in accordance with the [guidance](#) issued by VDH. UMW has reviewed the table of [roles and responsibilities](#) for local health departments and institutions of higher education (IHEs) related to the COVID-19 response and is prepared to meet those responsibilities in support of VDH's efforts to minimize the spread of COVID-19. UMW is prepared to maintain and share records—consistent with the University's policies on data classification—that can be used to identify students who may have been a close contact (e.g. in the same class, meeting, or residence hall).

The Student Health Center will also assist in collecting data on each student tested and report positive cases to the RAHD to initiate the tracing process, and coordinate the sharing of information. Students who are tested outside of the Student Health Center are encouraged to share this information with center staff. This will be important in arranging academic and other supports.

Close contact(s) of a positive case will need to quarantine. For COVID-19, VDH defines a close contact as anyone who was within 6 feet of an infected person for at least 15 minutes (even if both individuals were wearing cloth masks) starting from 48 hours before illness onset (or, for

asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.

Finally, UMW anticipates promoting use of COVIDWISE – Virginia’s COVID-19 exposure notification app – and is looking forward to learning more about the initiative from VDH.

2. Quarantine and isolation

All students, faculty, staff, and contractors who have a confirmed case (positive test) of COVID-19 or have been exposed to a confirmed case (close contacts) are expected to follow CDC guidelines for quarantine or isolation. Unless otherwise advised by the health department, residential students placed in quarantine or isolation may elect to go home rather than quarantining or isolating on campus in a dedicated space.

UMW is prepared to support the isolation and quarantine of residential students in accordance with its testing strategy for symptomatic individuals. As outlined in the testing strategy all symptomatic students will be administered an antigen test by the Student Health Center.

- ⇒ Symptomatic students with positive antigen test results be placed in an **isolation** space (which may be shared with other students who test positive should individual room assignments not be possible).
- ⇒ Symptomatic students with negative antigen tests will be placed in **quarantine** as “**persons under investigation**” while awaiting the results of a PCR test. If the PCR test is positive result, students will then be placed in an **isolation** space.
- ⇒ Symptomatic students (highly suspicious for COVID-19) for whom the PCR test is negative will remain in quarantine for the full 14 days (10 days from symptom onset and at least 3 days without fever and symptom improvement).

The duration for isolation of confirmed cases will be at least 10 days from symptom onset. To exit isolation, students will need to be fever free for at least three days with an accompanying improvement in or resolution of symptoms. Student Health Center staff will monitor the medical and mental health status of students in isolation daily, and students will have access to a pulse oximeter and thermometer to monitor their pulse and oxygen saturation and temperature.

Students who are determined to be close contacts of confirmed positive cases will be expected to quarantine in single quarantine rooms if they live residentially. Commuters will be expected to quarantine at home. Students in quarantine will be separated from others for 14 days from last contact with the positive case. Testing, if available, can be done at days 5-7 from last contact (especially for those who are at risk for more severe forms of COVID). If the test is negative, the student will still have to finish out the full 14 days from last contact. If it is positive, they will be moved to an isolation space they will have to isolate for another 10 days (assuming their symptoms and fever have receded).

To support this plan for residential students, UMW has identified appropriate **on-campus residential spaces** should a residential student need to be quarantined or isolated.

These 52 spaces have been set aside in **Custis, Marshall and South Halls**. Additional capacity on campus may be possible as final residence hall occupancy numbers emerge later this summer.

Quarantine and isolation spaces will be equipped and supported appropriately. UMW is temporarily reassigning a current employee to support these spaces. The **COVID-19 care coordinator** will manage these spaces and serve as a primary point of contact for students who require isolation or quarantine. The role involves coordinating a variety of different activities. This includes: room assignments, check-in and out, meal delivery (from Sodexo), stocking and distributing supplies (water, snacks, and medication for fever relief), preparing “quarantine kits,” ensuring adequacy of COVID supplies (e.g. thermometer), coordinating with the Student Health Center for admission and discharge from quarantine/isolation, managing linens, trash removal, retrieval of personal items and academic materials and working with Facilities to schedule cleaning.

The Student Health Center, COVID-19 care coordinator and Residence Life staff will work together to monitor students in isolation and quarantine with daily temperature checks and symptom screening. They will work with local health care providers to support the transfer to an off-campus facility for clinical evaluation.

Sodexo is developing plans to provide **meal service** to students in on-campus quarantine/isolation spaces. Such plans include obtaining student preferences and preparation of food options that limit the need for additional heating while meeting dietary needs. Sodexo anticipates that approximately 200 students in quarantine/isolation could be supported if necessary.

3. Campus outbreak management

Students, faculty, staff, and contractors who have been diagnosed with COVID-19 should report this diagnosis to Human Resources (faculty/staff), Student Health Center (students) or UMW Emergency Management (contractors).

Central to campus outbreak management will be close coordination with the Rappahannock Area Health District (RAHD). UMW will provide notification of positive cases to the department after each person is tested and will continue to work with RAHD to identify the at-risk population, develop plans for further testing, and begin support of contact tracing protocols established by the Virginia Department of Health.

Residence Life and Facilities Management have developed protocols for closing and cleaning residential spaces following suspected or confirmed cases of COVID-19. These protocols include clear criteria for cleaning an occupied residence hall room in accordance with CDC guidance.

4. Partnership with local health systems

UMW is partnering with Mary Washington Healthcare (MWHC), the region’s largest not-for-profit regional system which has two hospitals (551 beds) and three emergency departments. The Student Health Center director regularly consults with local hospital officials. A representative from MWHC (the Chief Medical Officer) serves as an ex officio member of the UMW’s COVID-19 team.

Section D. Shutdown Considerations if Necessitated by Severe Conditions and/or Public Health Guidance

1. Plans regarding the criteria and process for campus dismissals or shutdowns

UMW’s plans regarding the criteria and process for campus dismissal or shutdowns involve a close partnership with local public health officials including the Rappahannock Area Health District (RAHD) and relevant case, contact and outbreak data.

Barring a requirement from the Virginia Department of Health and/or the Office of the Governor, the University does not anticipate a scenario in which University operations will “shutdown” or cease completely with the University closing. As demonstrated by the move to remote instruction and work in spring 2020, the vast majority of University operations – including the core academic mission of providing quality instruction -- can be performed remotely.

In consultation with local and state public health officials a campus dismissal (return to remote learning) or shutdown (closure of campus offices) would be necessary under several conditions. Such conditions could include:

- Sustained negative trends in public health data, including a return to Phase Two under the Forward Virginia Blueprint for the Rappahannock health district,
- Concern from local health systems that hospital bed capacity was limited and/or testing capacity was insufficient,
- Broad-scale breakdown in adherence to sound public health principles, or
- Supply chain or capacity constraints that undermine UMW’s repopulation, monitoring, and containment plans (e.g. insufficient cleaning supplies, lack of PPE, or exceeding quarantine/isolation capacity).

UMW has developed plans for both the continuity of operations and continuity of the academic mission. The University is prepared – indeed much more prepared than in the spring – to shift fully to telework and remote learning. With respect to the latter, both the Southern Association for Colleges and Universities Commission on Colleges (SACSCOC) and UMW’s University Faculty Council (UFC) have laid the groundwork should this be necessary. SACSCOC has extended the temporary emergency authorization for the relocation of instruction through December 2020. The UFC, at its meeting on May 13, 2020 adopted procedures for faculty to propose and teach courses remotely in fall 2020 ([Appendix B](#)). This includes the

minimum expectation that fall courses taught remotely will utilize our learning management system, Canvas, that faculty will have participated in development opportunities in support of remote instruction, that course materials will be accessible, and that every course utilizes methods for engaging students remotely. Finally, the University Faculty Council is prepared to consider the merits of the spring 2020 grading scale (CRT/P-19/NCRT) at its August meeting to decide whether it would be appropriate to utilize this grading scale should the 2020-2021 academic year be disrupted.

2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance

Should conditions become severe and/or public health direction dictate, the University is prepared to reduce campus activity.

(a) As a first step, an increase in positive cases among the campus community will result in more restrictive measures. This could include interventions such as limiting public access to campus, reducing the number of individuals who are permitted at events, furthering enhancements to social distancing, and increasing telework for employees.

(b) Residential closure and a move to remote instruction, requiring the majority of residential students to move off-campus would involve a determination that any of the following conditions applied: (1) the University lacked sufficient quarantine/isolation space, (2) the capacity of local health care facilities was insufficient, or (3) dining operations with delivery to students in quarantine/isolation were not sustainable.

Unless otherwise directed to dismiss all residential students, UMW intends to maintain some residential operations for a limited number of hardship cases or for students with compelling academic reasons to remain on campus. As in spring 2020, appeals to remain on campus will be evaluated by a committee chaired by the vice president of student affairs.

3. Considerations regarding student health and safety on campus versus returning home

If the campus were to be shut down for any length of time, the preference would be that students who can go home will go home (with the exceptions specified above). However, all such decisions would be made in conjunction with local and state officials, including public health and local healthcare officials.

4. Communications plan for dismissals/shutdowns

Dismissals or shutdowns will follow close consultation with local and state officials, including public health officials and the three jurisdictions in which the University has a campus site (Fredericksburg, Stafford and King George). In the event of a shutdown or dismissal, communication will be coordinated by University Relations and Communications and the Emergency Operations Team in accordance with the Emergency Operations Plan and the Continuity of Operations Plan. UMW will share appropriate information with all applicable audiences (students, faculty, staff, parents and families, alumni, and other University

stakeholders) according to established communication protocols through email, social media and the web.

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Appendix A: Task Force and Subgroup Membership

Task Force Membership

Troy Paino (chair)
Lisa Bowling
Audrey Burges
Andrew Dolby
Dave Fleming
Sabrina Johnson
Pete Kelly
Juliette Landphair
Lynn Lewis
Jeff McClurken
Keith Mellinger
Nina Mikhalevsky
Mike Muckinhaupt
Tim O'Donnell
Christy Pack
Anand Rao
Lynne Richardson
Jerry Slezak
Debra Schleef
Stuart Sullivan
Nancy Wang
Beth Williams
Kimberly Young

Public Health Subgroup

Jeff McClurken (co-chair)
Mike Muckinhaupt (co-chair)
Anna Billingsley
Lisa Bowling
Patrick Catullo
Dave Fleming
Melissa Jones
Juliette Landphair
Sue Lafayette
Lynn Lewis
Paul Messplay
Nina Mikhalevsky
Tim O'Donnell
Chris Porter
Stuart Sullivan
Nancy Wang
Beth Williams

Public Health Subgroup (cont.)

Susan Worrell

Academics Subgroup

Nina Mikhalevsky (chair)
Andrew Dolby
Pete Kelly
Jeff McClurken
Keith Mellinger
John Morello
Tim O'Donnell
Anand Rao
Lynne Richardson
Debra Schleef
Kimberly Young

Student Life Subgroup

Juliette Landphair (chair)
Dave Fleming
Melissa Jones
Brittanie Naff
Cedric Rucker
Kelly Shannon
Nancy Wang
Tev Zukor

Residence Life Subgroup

Dave Fleming (chair)
Matt Brooks
Megan Brown
Cece Burkett
Michelle Brooks
John Hughey
Lee Roy Johnson
Hunter Rauscher
Mary Taylor

Isolation/Quarantine Subgroup

Dave Fleming (chair)
Nolan Akau
Lisa Bowling

Mike Muckinhaupt
Christine Porter
Hunter Rauscher
Stuart Sullivan
Nancy Wang

Mental Health Subgroup

Jennifer Walker (chair)
Terry Arthur
Jessica Machado
Hunter Rauscher
Marion Sanford
Kelly Shannon
Ray Tuttle
Nany Wang
Laura Wilson
Tev Zukor

Dining Subgroup

Juliette Landphair (chair)
Dave Fleming
Mike Greenfield
Roy Platt
Chris Porter
Cedric Rucker

Work Life Subgroup

Beth Williams (co-chair)
Christy Pack (co-chair)
Rosemary Arneson
Terri Arthur
Mike Hubbard
Sabrina Johnson
Melva Kishpaugh
Mike Muckinhaupt
Michelle Pickham
Stuart Sullivan

Technology Subgroup

Jerry Slezak (chair)
Hall Cheshire
Jeff McClurken
Keith Mellinger
Tim O'Donnell
Anand Rao
Debra Schleef

**Testing and Tracing
Subgroup**

Kimberly Young (chair)
Janet Atarathi-Dugan
Lynn Lewis
Pamela McCullough
Mike Muckinhaupt
Nancy Wang

**Education and Training
Subgroup**

Cedric Rucker (chair)
Terri Arthur
Sabrina Johnson
Stephanie Lucas-Waverly
Anand Rao
Ray Tuttle

Appendix B: UMW Fall 2020 Remote Teaching Course Proposal

Adopted by the University Faculty Council, May 13, 2020

UMW Fall 2020 Remote Teaching Course Proposal Form

Faculty should submit the completed form with their course syllabus to their department chair or Associate Dean at the start of the Fall 2020 semester.

Faculty Name: _____

Department or College: _____

Course Number and Title: _____

I was approved to teach a course online prior to Spring 2020: Yes ___ No ___

___ I will use Canvas to manage this course, meeting expectations to include: a copy of the syllabus, course schedule, contact info for the faculty, office hours and means of communication, how students will access their grades or feedback, and links to any other sites/ platforms that are used for the course with explanation of use and expectations.

___ I have met one of the following: 1) I have completed the summer faculty development program including one session on each of the four topics presented, 2) I was previously approved to teach an online course at UMW, or 3) I have completed training at an aforementioned institution or conference, please name that institution or conference:

Course materials will be accessible to all students utilizing the following:

- ___ Captioning of all posted videos
- ___ Checking PDFs for accessibility
- ___ Checking presentation slides for accessibility

Students will be engaged through (check all that apply for your class):

- ___ Synchronous class meeting discussion (only to be held during assigned class meeting times)
- ___ Canvas Discussion Boards
- ___ Breakout group discussion
- ___ Other: _____

To be accompanied with a copy of the Syllabus and the completed "UMW Online Course Authorization Form."

Appendix C: ReFocus Online: Faculty Training Summer 2020

What is Refocus Online?

ReFocus Online is a 4-week ‘design camp’ to support faculty preparing classes incorporating online elements that accommodate remote teaching and learning needs. The goal is transparent and accessible learning design for all students that can flex between face-to-face and online modalities.

The Center for Teaching (CfT) and Digital Learning Support (DLS) will offer programming to faculty each week in partnership with the Office of Disability Resources and Simpson Library. ReFocus Online will run twice during Summer 2020:

- June 15 – July 10
- July 13 – August 7

How will ReFocus Online work?

Each week offers self-directed and community-engaged learning resources:

- A ‘one-stop’ resource website with guides, resource links, and videos.
- ‘Framing’ activities for drafting course maps and experimenting with UMW-supported tools and platforms.
- An interactive workshop to learn about and share online teaching practices based on the week’s topic. *Note: Faculty will be asked to register in advance for the interactive workshops. All interactive workshops will be recorded.*
- Synchronous, open Q&A session to ask questions and share ideas with faculty across campus.
- Opportunities to schedule individual and group consultations with CfT and DLS staff.

Each week of ReFocus Online will explore an element of course design and how to use online tools and platforms that align with student needs and course outcomes. These elements were selected based on student feedback comments, faculty requests, and current, evidence-informed practices.

Weekly Topics What can I learn? What can I do?

1: Course Structure & Communication	<ul style="list-style-type: none"> • Identify potential barriers for ‘flexible’ courses • Evaluate accessibility of select online course structure and communication options • Develop weekly organizational structure for online platform • Draft communication plan
2: Course Assignments and Feedback	<ul style="list-style-type: none"> • Identify potential barriers for student expression in online environments, including demonstration of thinking and understanding • Create transparent online assignment options aligned to course outcomes • Develop accessible feedback strategies • Evaluate accessibility of online assignment options
3: Content Creation and Curation	<ul style="list-style-type: none"> • Identify barriers to student interaction with online course content

	<ul style="list-style-type: none">• Identify supports for student processing and comprehension• Create and share accessible online content
4: Student and Instructor Engagement	<ul style="list-style-type: none">• Identify barriers to student engagement online• Develop practices for engaged synchronous sessions• Identify ways to facilitate online student engagement, including collaborative student work• Maintain instructor presence in an online platform• Evaluate accessibility of course engagement strategies

Appendix D: Employee Leave Options

Employee Leave Options

Beth Williams (bwilli22) <bwilli22@umw.edu>

Thu 4/23/2020 6:00 PM

To: Beth Williams (bwilli22) <bwilli22@umw.edu>

To: All Staff and Faculty

The UMW community has done an amazing job responding to the challenges we've faced as a result of the coronavirus. Over a short period of time, the majority of our workforce transitioned to telework and has since been finding new and creative ways to serve our students and provide excellent institutional support. This is a reminder that, even while teleworking, there may be times when taking leave becomes necessary. Below are some guidelines regarding leave types that are available and their appropriate usage:

Regular leave (sick, vacation, annual leave, etc.)

Use your regular leave for your own illness (non-COVID-19) **or** if you just need to take some well-deserved time off (use your department's usual approval process).

State and Federal leave options are available for different COVID-19 scenarios:

(1) Virginia Public Health Emergency Leave (PHEL) – applies to all employees including wage and adjunct positions

Under the Virginia's revised State Public Health Emergency Leave policy you may be eligible for Public Health Emergency Leave (PHEL) if you:

- Are an essential, on-campus employee and have been required by public health officials to self-monitor during the incubation period
- Are diagnosed with COVID-19 or are caring for someone who has been diagnosed
- Are in a job that is not conducive to telework and no other work arrangements can be made. Every effort is being made to keep employees in a working status.
- Are unable to work onsite due to high risk category or underlying health condition.

Leave hours available:

Full-time employees are eligible for up to 160 hours;

Wage employees are eligible for up to the maximum normally worked in a four-week period

Process for supervisors to request this leave on the employee's behalf:

- 1) Complete the online [MyTime Supervisor Form](#) for each employee, indicating the **total** number of PHEL hours
- 2) Once approved, you will key into MyTime the total number of PHEL hours for the pay period. A special leave code is added to the timesheet.

Please contact Denise Frye at dfrye@umw.edu with any questions about PHEL

(2) New Federal Leave: Families First Coronavirus Response Act (FFCRA)

Click [here](#) to view the federal FFCRA poster.

Overview: Additional paid leave for full time and part time (including wage) employees and expanded family and medical leave for specified COVID-19 issues that affect you and your family members. This is in addition to the State **Public Health Emergency Leave** described above.

Effective Date: 04/01/2020 to 12/31/2020

Two Components:

(A) Emergency Paid Sick Leave Act

If you are unable to work or telework for the following reasons, you will be provided with two weeks of paid sick leave for full-time and pro-rated for part-time employees:

1. To self-isolate due to diagnoses with positive COVID-19;
2. To obtain a medical diagnosis/care for symptoms of COVID-19; or
3. To comply with recommendation of health care provider that you need to self-isolate due to COVID-19 concerns

If you are unable to work or telework for the following reasons; you will be provided with two weeks of paid leave that will pay 2/3 of your regular pay up to \$200 for full-time and pro-rated for part-time employees:

1. To care for an individual who is quarantined or advised to self-isolate;
2. To care for a child if the school or child care provider has been closed or the provider is not available due to COVID-19;
3. Who are experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

As a reminder, Virginia Sickness and Disability Program (VSDP) participants WHO ARE ILL with COVID-19 symptoms must file a short term disability claim by calling Reed Group at 1-877-928-7021. DO NOT file a claim simply because you have been exposed but have no symptoms or are self-isolating.

(B) Emergency Family and Medical Leave Expansion Act (FMLA)

Paid leave time for the last 10 weeks of the Family Medical Leave Act Period at 2/3 of your regular rate of pay; maximum pay is \$200 per day. (previous periods of 2020 FMLA usage is included). This leave may be used intermittently and when returning to work from the emergency period you still have your job protections then the same manner as FMLA affords you. To be eligible:

1. You must have worked for at least 30 calendar days.
2. You are unable to work, including telework, due to the need to care for your child under age 18 because school or your child care provider is closed or the provider is unavailable due to COVID-19 (documentation is required).

Please contact Denise Frye at dfrye@umw.edu for more information about the Families First

Coronavirus Response Act. Thank you for all you're doing to keep UMW moving forward while keeping yourselves and your families safe.

Sincerely,

Beth Williams

Executive Director for Human Resources

University of Mary Washington

Appendix E: The Mary Washington Pledge

As a member of the University of Mary Washington community, I affirm the community values that unite us (ASPIRE – Accountability, Scholarship, Personal and Institutional Integrity, Inclusive Excellence, Respect and Civility and Engagement) and acknowledge my responsibility for the health and safety of others by supporting efforts to mitigate the spread of COVID-19 through sound public health principles. I understand that my participation in these measures contributes to the overall effectiveness of the University’s efforts to return to campus.

By signing this pledge, I agree that my obligations as a member of this community in response to the public health emergency include complying with UMW’s public health principles and measures that include, but are not limited to, the following:

- Avoiding bias, discrimination and stigma against individuals who are from certain backgrounds or who have been in contact with and/or who had the virus
- Wearing face coverings in indoors (including classrooms, laboratories, meeting rooms, hallways, and common areas) as well as outdoors when social distancing is not possible
- Practicing social distancing, staying at least six-feet apart from others
- Engaging in good hygiene practices such as washing/sanitizing my hands regularly and respiratory etiquette (e.g. coughing or sneezing into my sleeve, elbow, or tissue)
- Participating in cleaning and disinfecting of the surfaces and equipment that I use (e.g. desks, fitness equipment, computers)
- Providing a daily attestation of my symptoms through the online daily journal
- Refraining from behaviors, events, and activities (including abstaining from large gatherings) which carry a higher risk of transmitting COVID-19
- Limiting non-essential travel
- Following directions self-quarantine and isolation
- Staying away from campus if I am sick or exhibiting symptoms of COVID-19

Finally, I understand that noncompliance with the obligations of this pledge may pose a threat to the wellbeing of others, subject to university administrative and state conduct policies.

Name: _____ Signature: _____
Date: _____

Approved, President’s Task Force, July 2, 2020

Appendix F: Residential Guests Policy

One of the threats to our residential communities is access by guests/visitors. Our current policy allows guests to visit as long as they are accompanied by their resident host. Overnight visitation is permitted in the upper-class communities. Beginning in Fall 2020, this will change in the following ways:

- Non-residential guests are limited to those that are essential for the ongoing care of the resident (i.e. healthcare aide or parent serving in that capacity). All other non-residential guests should arrange to meet their residential host outside, maintaining appropriate social distancing.
- Residents should register their essential guests with Residence Life and Housing through an online form (TBD). This will include contact information as well as dates, times, and durations of planned visits.
- Residential guests (those who live in the residence hall but want to visit a friend in another room) should make arrangements to visit one another outside of the residence hall room, either in an available community space or outside, maintaining appropriate social distancing. Guests entering the student's private room places both students at an increased risk of transmission.
- Access to residence halls will change so that residents may only enter the building in which they are assigned. Previously, residents could access any building within their designated complex. Students should refrain from entering a residence hall that is not their own, even as a guest of another student.
- Signs will be posted at entrances indicating that only essential guests are permitted and that individuals who are sick or who have been in close contact with someone who is sick should refrain from entering the building.
- Family members dropping off or picking up their students should refrain from entering the residence halls and ask that their student meets them outside or at their vehicle.

Appendix G: Visitors Policy

The University of Mary Washington has several requirements for visitors designed to mitigate the risk of transmission of COVID-19.

- Visitors who have had close contact with an individual who is a confirmed case of COVID-19 should engage in self-quarantine and not visit campus or attend any university events within 14 days of the exposure.
- Visitors wishing to engage with university personnel, students, or facilities are required to schedule their visit in advance and may be asked to provide contact information for when requests for follow-up contact tracing come from the Virginia Department of Health (VDH).
- Consistent with CDC and VDH guidance, visitors are required to wear face coverings, practice social distancing (staying at least 6 feet from other people), follow good hygiene practices, and self-cleaning of surfaces and equipment utilized in the course of the visit.
- Visitors are required to follow all building and office specific guidance and directives, including posted signage.

Approved, President's Task Force, July 2, 2020

Appendix H: Laboratory, Studio, and Experiential Learning

With input from Keith Mellinger, Andrew Dolby, Lynn Lewis, Gregg Stull, Paul Binkley, Leslie Martin, Betsy Lewis, Jon McMillan, Brooks Kuykendall

The charge to this group is to prepare a report which identifies both the challenges and opportunities inherent in remote and/or socially distant learning in the following areas: labs, studio/performance, and CE courses as well as internships and individual research. The working group should provide practical advice to students and faculty about how to engage in deep learning experiences under the constraints of being either remote or socially distant. It should also draft recommended guidance consistent with the University's priority to protect the health, safety and well-being of members of the University and our various communities.

Scheduling of Classes

As a general rule, labs and studios will not be able to operate at full capacity if we are faced with social distancing guidelines. According to current guidelines, chairs of the relevant departments will need to limit the capacities of these spaces to allow for 64 sq ft. per person spacing. Some departments might consider reducing the number of in-person labs over the course of the semester, attempting to capture all of the necessary learning outcomes during those very limited experiences.

Lab based classes

Instructors should maintain their currently scheduled meeting time blocks, but meet with smaller groups to comply with reduced lab capacity guidelines. Existing lab blocks can be divided into shorter sessions as necessary, appropriate, and feasible.

Individual instructors and coordinators for multi-section lab courses should identify the minimum number and types of hands-on activities necessary to satisfy the learning outcomes for each course. They should work with their department chairs to identify how they will deliver these critical hands-on activities, given constraints imposed by lab capacity limits, decontamination protocols, and modified fall 2020 academic calendar. They should plan for electronic delivery of other supplementary activities and assignments so that their courses best achieve learning objectives and meet accreditation standards for weekly contact time. Single-use laboratory supplies may be necessary to deliver remote activities. Additionally, they should develop plans for meeting accessibility needs for all students, both for face-to-face and remote lab activities.

Laboratories that contain equipment that require hands-on demonstration by instructors will be equipped with cameras and projection equipment as necessary to make demonstrations visible to students. Additional personal protective equipment may be necessary for some lab activities that make physical distancing between the instructor and students difficult.

Scheduling of access to lab class prep rooms should be coordinated and monitored to ensure adherence to capacity guidelines, while maintaining prep needs of each course.

The same access and decontamination protocols should be followed for teaching lab prep rooms and spaces.

In those limited cases where the faculty and chair believe that course learning outcomes cannot be achieved while under social distancing constraints, efforts will be made to move classes to future semesters, and departments will work with registered students to ensure that they stay on track to graduation.

Studio classes

Studio spaces will need to accommodate smaller groups for in person meetings, most likely splitting each 15-seat course into two or three groups, depending on the studio square footage. Most studio courses will need to be delivered in a hybrid format, with assignments and lectures online and demonstrations and studio time in person. Studio faculty members will need to determine the minimum number of in-person experiences necessary to complete the learning outcomes for each of their courses.

One aspect that will have to be carefully monitored is the use of studios by students outside of class time. In the past, students have access to these spaces 24/7 to work on their assignments. We will need to develop sign in sheets for students to schedule studio time so we can limit the number of students in the space at any time.

In order to create additional safe spaces for studio courses and students, we propose an outdoor classroom created by closing part of the parking lot behind Melchers Hall and erecting a large, semi-permanent tent. Students could work in the space when the studios are full, and certain classes can meet here if needed. This would greatly expand our ability to offer adequate studio access to our students. We could also share this space with other departments if needed. In order to address security, this space would only be open during daylight hours. It is possible that this type of outdoor classroom space would need to be approved at the state level (BCOM).

Theatre faculty will develop a hybrid approach to performance, design, and technical courses that allow for delivery of content material that is a combination of online instruction and in-person meetings with 30%-50% of enrolled students if 100% face-to-face instruction is not feasible. The department will promulgate a pedagogical approach that delineates course learning objectives with a strategy for accomplishment using a "time on task" approach to student success. Learning objectives will correlate to projects that are developed to ensure that students are devoting the appropriate amount of time on the out of class projects and achieving the intended outcomes of the courses. Faculty will work with the department chair to ensure that students have all of the supplies they need to complete assignments.

Private instruction

Some music studio spaces are large enough (200+ sq ft) to allow for adequate social distancing between teacher and pupil--although probably none would allow for an accompanist as well. A few spaces that we regularly use for private lessons are too small (\cong 100 sq ft) to accommodate this, and we will need to find other spaces in which to teach. No practice rooms will be large enough to hold more than one student at a time. We do not, however, anticipate any scheduling complications

(beyond finding appropriate teaching space): in a normal semester, private lessons are already one-on-one.

Community Engagement

Faculty teaching Community Engaged courses should consider if face to face engagement is necessary for the achievement of course objectives. Both faculty and students should be aware that working in the community may increase the chance of exposure to both students/the UMW community, and the community members off campus.

If face to face engagement is central to learning outcomes, faculty and students should adhere to all social distancing guidelines established by UMW. Faculty and students should connect directly with community partners to determine the social distancing capabilities of the partner site, and if the site can host UMW students at this time, while adhering to social distancing guidelines around personal space, face coverings, and hygiene. The Center for Community Engagement can assist faculty and students, as necessary, with these communications and arrangements.

Internships

Faculty and students should be very clear about employers' expectations for in-person internships. Students must realize that in-person internships present the highest risk of exposure and the university suggests that until a vaccine is readily available students should conduct their internships remotely. Students should also be reminded that they may be putting other members of the UMW community at risk of exposure if their internships are conducted in-person. In all cases, faculty should require students to document specific and measurable outcomes of each internship experience to ensure all experiences can be evaluated effectively. It is recommended that faculty also be flexible with how internships are evaluated to adjust for public health related changes to an internship experience.

Use of Spaces on Campus

Lab and studio spaces will need regular cleaning as part of the transition between student groups.

Science Labs

All existing equipment in science labs, both teaching and research, is shared. Cleaning of both spaces and equipment touched by students and faculty will need to be decontaminated between use by different individuals. To provide adequately cleaned spaces between use, properly trained individuals will need to clean specialized lab equipment such as microscopes, micropipettes, centrifuges, etc. Commonly touched equipment user interface surfaces will be protected or cleaned as appropriate. Ideally, protective covers for these surfaces would be provided. In cases where cleaning of equipment is impractical, consumable or single-use supplies may be required to achieve laboratory learning objectives

Availability of some lab specimens that are part of UMW's teaching collections (e.g., geologic specimens, plant specimens, etc.), and which normally can be handled by students in teaching labs, may need to be restricted to touch-free observation only for the foreseeable future.

Different research labs are used by different numbers of students and faculty and on different schedules each day. Both access and regular decontamination should be coordinated on a room-by-room basis. A daily log sheet should be posted on each door to track access and decontamination schedule. Ideally, faculty who are primary users of particular labs should coordinate with each other and their research students at the beginning of fall semester to ensure adequate access while maintaining capacity limits at all times. Decontamination supplies will need to be stocked and monitored daily in each lab space. Some sensitive equipment will need to be cleaned by trained individuals only to ensure proper cleaning and handling without damage or other disruptions to function.

After hours access to research labs will be regulated by departments on a case-by-case basis according to their own policies. Students may be granted access based on demonstrable research progress needs. Notices will be posted on research lab doors as necessary to indicate room availability after hours.

Studios (Melchers)

Surfaces, equipment and tools are shared by the students and instructor (depending on the media), and will need to be properly cleaned between use. Students and faculty may need to use gloves so that equipment can be shared safely. Sinks, tables, chairs and other common areas will need to be disinfected regularly. Many studios have porous table tops that will need to be covered with non-porous material for the semester so they can be properly cleaned. In some cases, students will be required to purchase additional tools and materials to limit the sharing of equipment. In many cases, sharing will be unavoidable, so cleaning materials and/or PPE like gloves will be essential to allow students to use the equipment. Studio faculty will also develop take-home kits of studio art materials for students to pick up when possible.

If studios are open to students outside of class time, it will be difficult to ensure proper cleaning without supervision of some kind. The department will need to develop log sheets so students can reserve studio time while maintaining a safe number of people in each space.

Practice and Performance Spaces

Most musical instruments are not shared. Pianos and music stands would be common equipment used by many students in turn in a single day. We will need to make available disinfectant wipes (or the like) in studios and practice rooms for cleaning these between uses.

University-owned percussion equipment would also be used by several different students in a typical week, but as direct contact with these is minimal (they are usually played by student-owned sticks or mallets), they are less of a problem than pianos and music stands.

In many instances, the guidelines for science labs are applicable to the arts. Substitute "microscope" for "table saw," "light board," or "sewing machine," and the safety concerns and sanitization protocols are the same.

Faculty teaching performance-based courses will work together to develop safety protocols that specifically address social distancing as defined within the studio and rehearsal spaces, the use and sanitization of shared objects (props and furniture), and out-of-class rehearsal. This is critical to ensure the safety of faculty and students since proximity and touch are inherent in the work.

Similarly, faculty in design, technical, and arts administration courses will need to develop protocols that address the same issues for students in the costume shop, scene shop, lighting department, management office, and box office shops—all which operate as student learning labs. This is critical because students in all of these labs share not only space, but also tools and equipment. The university will need to supply PPE for these labs.

The physical nature of acting, dance, and the inevitable aerosolized particles that result from student engagement will require a regimen of decontamination that needs to be established, followed, and monitored. This exceeds what can be effectively accomplished by faculty and students. This will be critical in Studio 115, Klein Theatre, duPont 310, duPont 313, duPont 126, duPont 129 duPont 207, Goolrick 4, Goolrick 5, and Wonder Bread Studio. The university will need to supply PPE for these spaces.

Finally, faculty will need to develop an approach to theatre production in Klein Theatre and Studio 115 that ensures the safety of participants and audience members. Because theatre production is the experiential learning component of the theatre major that also involves public performances, this will be a complex discussion that will be heavily reliant on local, state, and national guidelines that determine the safety protocols of public gatherings.

Field Trips and Individual Field Work

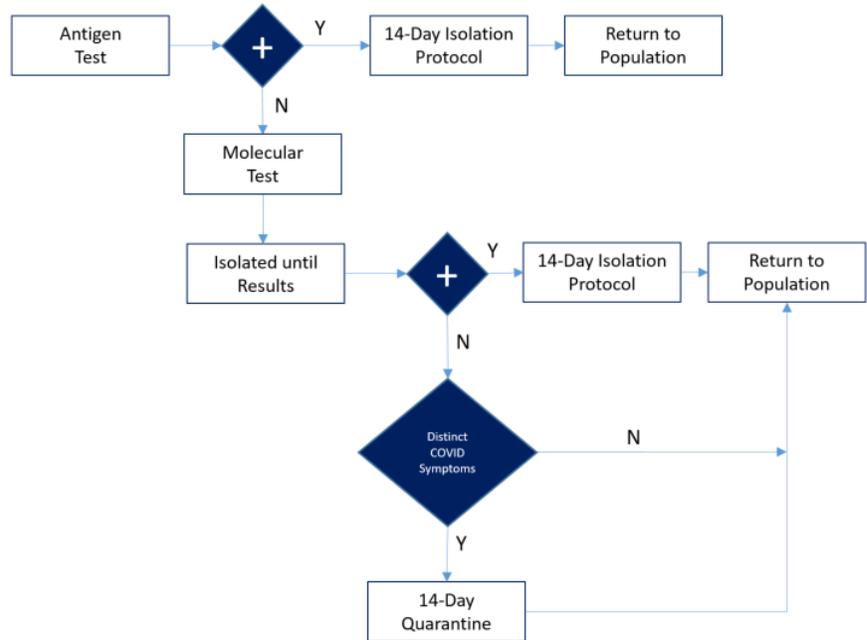
Off-campus travel policy currently limits motor vehicle occupancy to the driver only. Therefore, each student would need to drive a separate vehicle to any field trip destination. To accommodate all students, required field-based laboratory activities that normally require vehicular transportation to off-campus sites may need to be redesigned so that learning outcomes can be achieved without a need for such transportation.

Individual field work is permitted provided that students and faculty adhere to vehicle occupancy during travel and distancing policy while conducting work on site.

Appendix I: Testing, Monitoring and Containment Processes

Symptomatic Process

Students may present to the Student Health Center through daily attestation, random testing, by notification through VDH of suspected contact, or daily attestation.



Asymptomatic Process

