# VIRGINIA TECH Spring 2021 COVID-19 OPERATIONAL PLAN

**January 2021**

*Revision of June 2020 plan*

# CONTENTS

# SPRING 2021 SEMESTER UPDATE

**INTRODUCTION**

On Aug. 3, 2020, Virginia Tech executed an operational plan and SARS-COV-2 mitigation strategies designed to minimize the spread of COVID-19 while allowing the community continued pursuits in academics, research, and outreach for the fall semester. Virginia Tech as an institution and the community have employed a strategy that permitted sufficient flexibility to adapt to the challenges of the evolving global pandemic. As a result of these plans and the community's commitment to wellness, Virginia Tech was able to manage the impacts of the disease spread, resulting in a 7-day moving average positivity rate of less than 10 percent by mid-September decreasing to 1.4 percent by the end of in-person instruction on Nov. 20, 2020.

As Virginia Tech transitions from the fall 2020 semester to the start of the spring 2021 semester, planning and mitigation strategies continue to account for and respond to emerging issues. Virginia Tech intends to continue the majority of COVID-19 mitigations strategies currently in place at the end of the fall 2020 semester. Any changes or additions herein are designed to address the challenges of balancing the university mission with COVID-19 mitigation efforts. Virginia Tech is closely monitoring the rollout and availability of COVID-19 vaccines. As more is learned and vaccination becomes available, plans and mitigation actions will be updated and revised.

**SPRING 2021 SEMESTER SCHEDULE**

The Virginia Tech spring 2021 semester will begin and end as originally scheduled. The traditional spring break will be cancelled and replaced with five one-day breaks designed to offer downtime and stress relief. No classes, assignments, or assessments corresponding with these dates will be scheduled.

- Jan. 2-5, 2021 – Students are asked to commit to a 10-day quarantine period prior to returning to campus.
- Jan. 16, 2021 – Residence halls open for move-in at noon.
- Jan. 19, 2021 – Start of the spring semester.
- Jan. 19 - 22, 2021 - Instruction restricted to online only.
- Jan. 25, 2021 – In-person and hybrid instruction begins.
- Feb. 5, 2021 – No classes, assignments, or assessments conducted.
- Feb. 25, 2021 – No classes, assignments, or assessments conducted.
- March 17, 2021 – No classes, assignments, or assessments conducted.
- April 6, 2021 – No classes, assignments, or assessments conducted.
- April 26, 2021 – No classes, assignments, or assessments conducted.
- May 5, 2021 – Classes end
- May 6, 2021 – Reading Day
- May 7-12, 2021 – Final examinations
- May 13, 2021 – Graduate Commencement Ceremony and Senior Day
- May 14, 2021 – University Commencement and College and Departmental Ceremonies
- May 15, 2021 – College and Departmental Commencement Ceremonies

Virginia Tech is planning to conduct commencement ceremonies as originally scheduled following final examinations in May 2021. However, the format and delivery of spring commencement ceremonies are dependent on myriad factors and will be decided at a future date.

**UPDATED MITIGATION STRATEGIES**

PODS

The Division of Student Affairs is introducing a pod registration program, allowing students to formally establish a limited group of peers with whom they can spend time and engage in the collegiate experience. Pods are small groups of students who are able to interact with each other more closely and in a more relaxed, unmasked environment. In order to do so, students in a pod make a commitment to rigorously follow safety measures, including face coverings and physical distancing when interacting with anyone outside of the pod.

Pods are a tool to help students expand social circles and create closer connections, while incentivizing individuals to follow CDC guidelines and maintain a healthy community. A formal pod registration system will also help clarify acceptable behavior in student rooms based on who is in the room at a given time. Students will be required to register their pod by the end of the second week of classes. Students can create their pod in the Divisions of Student Affairs' StarRez portal. The pod program offers a COVID-19 mitigation strategy designed to facilitate a richer collegiate experience in defined social engagement settings while minimizing the risk of exposure to the virus.

GLOBAL TRAVEL

Global travel has long been an integral part of the educational and research experience at Virginia Tech. In response to the global pandemic, global travel has been restricted. The Global Travel Oversight Committee (GTOC) will allow for the possibility of study abroad activities to proceed this spring, contingent upon favorable program-specific reviews and compliance with public health and safety guidelines. Each individual program proposal will be evaluated on its own merits, the risks inherent to the destination, and necessary mitigation policies and protocols.

TESTING STRATEGY

Virginia Tech employed an evolving testing strategy in the fall 2020 semester with primary focus on RT-qPCR testing for students. For a 10-day period prior to the start of the semester, Virginia Tech conducted 8772 RT-qPCR tests for residential students. Throughout the semester, Virginia Tech's Schiffert Health Center offered symptomatic and asymptomatic testing by appointment and need. In addition, mandatory prevalence and surveillance testing was done on students and employees beginning in October and continuing through Nov. 13 (prevalence) and Dec. 16 (surveillance).

Virginia Tech also employed wastewater testing as a sentinel to residence hall outbreak at the Blacksburg campus. This technique was developed and implemented with internal expertise and will continue during the spring semester. The results of this assessment process in combination with other disease-spread indicators (e.g., past illness of residents) are used to support decision-making around public health and can be used to target subpopulations for individual testing.

The spring 2021 testing strategy includes voluntary testing, mandatory testing, and adaptive approaches temporally corresponding to need. In addition, Virginia Tech has increased laboratory capacity for the spring semester and is currently investigating several alternative sampling methods. In addition to testing capacity to support the following testing schedule (400-450 tests/day), Virginia Tech anticipates maintaining reserve capacity for up to 200 additional tests daily. This capacity will support symptomatic testing and other testing needs that may occur throughout the spring semester. The testing schedule for the spring semester is:

# Spring Semester Testing Clinics

## Surveillance/Prevalence (Lane Stadium)

**Surveillance Testing for High-Contact Employees:** Every two weeks beginning Jan. 5 and continuing through May 7. Monday through Friday.

**Prevalence Testing for Random Students:** Every week beginning Jan. 25 and continuing through May 7. Monday through Friday.

**Voluntary Testing for Students/Faculty/Staff:** Jan. 5-8 and Jan. 11-15. 104 voluntary slots available per day.

**Voluntary Testing for Students/Faculty/Staff:** Daily (Monday through Friday) beginning Jan. 25 and continuing through May 7. 104 voluntary slots available per day.

**Pre-signup Walk-in Testing for Students/Faculty/Staff:** Sundays beginning Jan. 31 and continuing through May 2. 9:30 a.m. – 12:30 p.m.

**Student End-of-Semester Departure Testing:** Reservation made by April 23. Testing time period is May 3 through May 13.

## Schiffert Health Center Testing (McComas)

**Schiffert Health Center Testing:** Beginning Jan. 4 through May 14. Testing of all symptomatic students as well as students who have been contact traced or have a known exposure. Monday through Thursday 8 a.m. – 5pm; Fridays 9 a.m. – 5 p.m.; Saturdays 9 a.m. – 12 p.m.

*Testing out of quarantine for students, if utilized, will be handled as needed through Schiffert Health Center. Testing out of quarantine for employees will need to be cleared through Environmental Health and Safety (EHS) and will be conducted by ArcPoint.

Individuals required to be tested through the prevalence or surveillance testing programs will be contacted directly.

In keeping with the processes and protocols of the fall mass testing clinic, the space and equipment will be continuously cleaned throughout the operational time period. All samples will be transported to Roanoke for processing by the Virginia Tech Molecular Diagnostics Laboratory (part of the OneLab Network Tier 2 laboratories).

Virginia Tech has also established a testing program for students and employees in the greater Washington, D.C., metro area and the Roanoke area, corresponding with the most significant number of Virginia Tech employees and students operating outside of the Blacksburg campus. This testing strategy also includes the PCR method and is expected to continue at a rate sufficient to manage the need throughout the public health response to COVID-19.

## RESIDENTIAL HOUSING ISOLATION AND QUARANTINE

Virginia Tech established isolation/quarantine space in three residence halls on the Blacksburg campus in preparation for the fall 2020 semester, and will continue to offer this service until such time as it is determined not to be necessary from a public health perspective. During the course of the fall semester, Virginia Tech Housing and Residential Life (HRL) expanded the isolation housing from 430 beds to 513

beds. There were no capacity issues during the fall semester, and Virginia Tech will maintain the 513-bed capacity to support the spring 2021 semester.

Virginia Tech will add outdoor activity space for isolation residents in support of managing physical and mental health of isolating students. This space will be physically separated from surrounding space to maintain required distance and avoid exposure to other community members.

Virginia Tech recognizes changes to isolation and quarantine durations from the Centers for Disease Control and Prevention can impact the existing isolation and quarantine process. Virginia Tech, in consultation with the New River Health District, will adjust as appropriate, balancing the risk of disease spread with testing resources, capacity, and individual well-being.

## CASE MANAGEMENT

Virginia Tech employed case management as early as April 2020 in response to an initial case affecting the Virginia Tech community. The case management team supported over 2,600 cases from April through December 2020. Cases are defined as students and employees who were either index cases or were believed to be exposures to index patients. Not all cases managed by the team were positive for COVID-19.

Virginia Tech identified challenges in managing the caseloads with initial team resources. In response to these challenges, Virginia Tech is redesigning the process and adding resources to better allow for a scaled response, should the spread of COVID-19 and community impact require it. Additional support resources will be provided to further meet the needs of those experiencing quarantine and isolation. With enhanced processes, building on lessons learned, and additional resources, Virginia Tech will continue to manage COVID-19 cases throughout the spring semester, providing support for both employees and students who are directly affected by the pandemic.

## INFECTION IDENTIFICATION AND COMMUNICATION

Virginia Tech is evaluating additional methods and tools to quickly identify index cases and facilitate communications to potential exposures. The Virginia Tech Case Management Team, with the addition of resources, will aggressively seek to disrupt the exposure chain through identification and communication methods, protecting the Virginia Tech community both in privacy and from disease spread.

## SOCIAL ENGAGEMENT

Virginia Tech will continue to seek methods and offer means for social engagement in a safe and responsible manner. A 10-person limit at non-sanctioned social gatherings will be required during the spring semester to balance the student experience with mitigation of COVID-19. While this limitation will be in place at the start of the spring 2021 semester, it may be adjusted based on the current and evolving status of the pandemic and local variance in impact to the Virginia Tech community. In combination with public health requirements and federal, state, and local guidance, Virginia Tech will adjust limitations on social engagement as appropriate.[1]

During the fall semester 2020, the COVID-19 Events Working Group at Virginia Tech developed a set of criteria and guidance to facilitate student engagement programming and university-sanctioned events to promote conduct consistent with mitigation strategies. These criteria and guidance will continue through the spring 2021 semester and are designed to flex with public health requirements and

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[1] Note: Virginia Governor Executive Order, EO-72 effective Dec. 14, 2020, through Jan. 31, 2021, has reduced social gatherings to a maximum of 10.

regulations. The Events Working Group will continue to implement this process, adjudicate on event requests specific to COVID-19 risk, provide guidance and support for event conduct, and adapt to changes in public health guidance. Virginia Tech will continue to seek ways to facilitate engagement safely in support of our mission.

## VACCINATIONS

### SUPPORT AND DISTRIBUTION

Virginia Tech and the New River Health District maintain a memorandum of understanding for a Closed Point of Distribution (POD) originally conceived to leverage assets Virginia Tech can offer in partnership with the Virginia Department of Health to broadly distribute public health prophylaxis. Virginia Tech remains ready to activate the Closed POD and support the community through partnership with VDH, and has offered assets to support the challenges of storing and distributing COVID-19 vaccinations as they are approved and distributed.

## DASHBOARD

Beginning Aug. 17, 2020, Virginia Tech published a COVID-19 dashboard with the intention of broadly communicating the known disease-spread indicators for the Blacksburg Virginia Tech community. Initial data began with Aug. 3, 2020, as the first testing was completed by Virginia Tech's testing clinic managed by Schiffert Health Center and Division of Student Affairs. Each subsequent day, the dashboard is updated with the most recent testing results, with typically an approximately 24-hour lag from completion of laboratory analysis. Each update indicates the number of test samples analyzed with determinate results, the number of positives therein categorized by university affiliation, the number of beds occupied within isolation and quarantine space on campus, the 7-day moving average of positive test results, and the 7-day moving average percentage of positive tests. On Sept. 29, 2020, Virginia Tech added an estimated number for inactive cases with appropriate definitions to support a transparent method of longitudinal impact assessment of active cases on a given day. For the spring 2021 semester, Virginia Tech will continue to publish the COVID-19 dashboard; however, starting January 2021, the existing data will be archived and new data will be added as it becomes available in the same manner as the fall 2020 semester. The decision to separate out data by semester is due to the nature of the Virginia Tech community. The vast majority of the community leave Blacksburg for some time period around the turn of the year and return thereafter. This behavior, in combination with the nature of infectious disease spread, suggest that the COVID-19 numbers tracked during the fall 2020 semester will have little to no relationship on the spring 2021 semester.

Virginia Tech may add additional metrics to the COVID-19 dashboard if, and when, data are available, validated, and reliable. Virginia Tech strives to accurately inform the community about the impact of the pandemic to the community while respecting privacy, reporting accurately, and reporting impactful information.

# 1  PLAN

## 1.1  PURPOSE

This plan builds on the foundation established by the VTEM Fall 2020 COVID-19 Plan for SCHEV to build a safe, effective, and cogent strategic path from a status of essential operations to full operations within the context of the evolving COVID-19 pandemic. This novel coronavirus pandemic has been dynamic and challenging to the Virginia Tech community and the institution. This plan recognizes the many unknowns in the public health realm, and balances those with the knowns in higher education: community, innovation, and resiliency. This plan provides specific approaches and mitigation strategies to optimize the educational and research experiences with currently known public health guidance, on-campus impacts of the fall 2020 semester, and the projected impacts of COVID-19 through the end of the academic year.

## 1.2  DISCLAIMER

The information contained in this plan has been prepared for use by Virginia Tech. The information provided herein is operational guidance, recognizing that individual circumstance or events not anticipated by the plan may occur. The experience and judgment of those using the plan is an important consideration in how and when the plan is used. No warranty, guarantee, or representation is made by the university of the sufficiency of the information contained herein and the university assumes no responsibility in connection therewith. This plan is intended to provide guidelines for safe practices; therefore, it cannot be assumed that all plausible and non-plausible scenarios have been addressed in this document, or that other or additional information or measures may be required.

# 2  PRINCIPLES

The principles listed below guided Virginia Tech's decisions with respect to the completion of the fall semester 2020 and will continue during the spring 2021 semester, balancing a traditional Virginia Tech experience with safety and well-being of the community in the face of the COVID-19 pandemic.

- We affirm our highest priority is operating in as safe a manner as possible, and we are committed to science and the recommended public health practices as we continue the transition to an on-campus learning and research environment.
- We remain committed to our tripartite teaching, research, and outreach mission and its transformational impacts on the intellectual development of students and the economic vitality of the communities that we serve.
- We are committed to diversity, equity, and inclusion and reaffirm the Principles of Community and InclusiveVT, our individual and collective commitment to *Ut Prosim* (That I May Serve) in the spirit of community, diversity, and excellence.
- We are guided by the values and aspirations expressed in our strategic plan, "The Virginia Tech Difference – Advancing Beyond Boundaries."
- We acknowledge the value of the Virginia Tech student experience.
- We continue to rely on internal and external input from a wide array of stakeholders to guide our holistic, principles-based approach to the spring semester.
- We pledge to communicate in a transparent, authentic, and timely manner so that all of Virginia Tech's stakeholders can make informed decisions as we meet the challenges ahead.
- We will make informed, data-driven decisions and operate within our resource capacity.
- We will be flexible and prepared, with resiliency and a sense of service that permeates the Hokie Nation.

# 3   OPERATIONAL STRUCTURE

## 3.1   VIRGINIA TECH INCIDENT MANAGEMENT TEAM

The Virginia Tech Incident Management Team (VT IMT) is tasked and trained to address emergency incidents that affect the campus community, disrupt operations, and require innovative and novel solutions. The VT IMT has existed in its current format since 2014, training and exercising on incident response and management multiple times per year to maintain proficiency and develop new skillsets. The membership of the team and additional information about the team as a key organizational tool for incident response and management can be found in the Virginia Tech Crisis and Emergency Management Plan.

The VT IMT has been meeting continuously since early March 2020 when the team was activated in response to COVID-19 global pandemic. The VT IMT serves to coordinate response actions across the Virginia Tech enterprise, support leadership decision-making, document the incident, and collect and share data to appropriate stakeholders. The VT IMT will continue to serve in this role throughout the response and recovery phases of the COVID-19 pandemic until the unit is demobilized with approval from university executive leadership.

## 3.2   PARTNERS AND STAKEHOLDERS

Virginia Tech has worked with many external partners and stakeholders throughout the incident and will actively engage with and maintain these relationships for the duration. Primary among them are the Virginia Department of Health, Virginia Department of Emergency Management, the Town of Blacksburg, and Montgomery County (Virginia).

Through various mechanisms (including the New River Valley Public Health Task Force), Virginia Tech will continue to liaise with stakeholders in the development, implementation, and assessment of operational initiatives. Virginia Tech works closely with the New River Valley Health District. Interactions occur through several channels, including the New River Valley Public Health Task Force, the Virginia Tech Schiffert Health Center, and the inclusion of the New River Health District epidemiologists on university work groups. University personnel involved with COVID-19 health-related issues have 24/7 direct access to New River Health District personnel. Procedures are historically in place to coordinate health department and university responses to all communicable diseases, including COVID-19. These procedures have been enhanced to manage the specific challenges of the COVID-19 virus. As Virginia Tech becomes aware of individuals who have tested positive for COVID-19, the SHC or occupational health staff from the Environmental Health and Safety office (EHS) will notify VDH to coordinate and provide additional information as requested (please note, the physician/health care provider is responsible for this immediate, confidential morbidity report to the VDH). If a cluster of cases is identified by VDH, the SHC and the Case Management Team will support local health department efforts to identify the at-risk population. Virginia Tech has established a Case Management Team to provide support to VDH, provide service, and streamline the process for those seeking support from the university across multiple areas. The Case Management Team will support all community members, inform monitoring, and eliminate duplication of efforts for those in isolation or quarantine. Medical professionals from EHS (Occupational Health) and SHC will act as liaisons to the VDH. In addition, team members will assist with outreach to students identified as contacts, including coordinating medical evaluation for residential students through SHC.

Given the complexities of such a broadly impacting incident and the number of stakeholders involved, it is imperative that specific processes and assigned responsibilities facilitate communications between the various entities.

Key regional stakeholders and partners include:

- Virginia Department of Health
- New River Health District
- Virginia Department of Emergency Management
- Town of Blacksburg
- Montgomery County (Virginia)
- Radford University

In addition, Virginia Tech has representatives on the New River Valley Public Health Task Force, enabling the university to liaise with representatives of surrounding communities, including key regional stakeholders and partners. The New River Valley Public Health Task Force also serves as a mechanism for communication between the surrounding communities and university.

The New River Valley Public Health Task Force [https://www.montgomerycountyva.gov/ departments/mc-news/2020/03/06/informational-resources-for-covid-19-(coronavirus)], convened in March 2020, comprises the New River Health District of the Virginia Department of Health; Lewis Gale Hospital Montgomery; Carilion New River Valley Medical Center; Emergency Services from Montgomery County; the Towns of Blacksburg and Christiansburg; New River Valley Community Services; Montgomery County Public Schools; Virginia Polytechnic Institute & State University; and Radford University. The Public Health Task Force meets multiple times per week and conducts COVID-19 testing within the health district. Moreover, the Task Force works to support outreach and facilitate interagency coordination in response to the global pandemic. Virginia Tech has several members on the Task Force representing public safety and communications.

# 4 CAMPUS OPERATIONS

The Virginia Tech community has consistently demonstrated resilience in response to the many disruptions and changes resulting from the COVID-19 pandemic. The rapid response of the community to shift instruction, research, and service consistent with public health requirements epitomizes the spirit of the Hokie Nation.

The students, staff, and faculty of Virginia Tech have adapted the manner in which we now learn, teach, conduct research, provide outreach, and engage with one another. This requires the commitment of the entire community and respect for fellow Hokies. To continue to foster and support community, Virginia Tech has identified and created resources for all community members (vt.edu/ready). Virginia Tech will implement operations to promote successful instruction, learning, research, and working environments. The success of this plan remains dependent upon the dedication of the entire community and the willingness to overcome individual challenges in support of one another.

## 4.1 PHYSICAL DISTANCING & HYGIENE

### 4.1.1 GENERAL

Individual actions of community members will have the greatest potential to mitigate the spread of COVID-19. Virginia Tech will work to support and encourage the adoption of the most current public health guidance and the following mitigation strategies as the community returns to campus. In combination with this plan, Virginia Tech created a website (vt.edu/ready) dedicated to supporting the

community's understanding of these concepts. Strict adherence to appropriate physical distancing requirements throughout each phase of the recovery process is necessary. Virginia Tech will promote proper hygiene practices for the whole community.

### 4.1.2 GENERAL STRATEGIES

In recognition of public health guidance to prevent and contain the spread of COVID-19, Virginia Tech community members are expected to:

- Stay at/in their residences when ill or return to their place of residence if they become ill.
- In accordance with the Commonwealth of Virginia Office of the Governor Executive Order 72, all individuals in the commonwealth ages five and older must cover their mouth and nose with a face covering if they are in an indoor setting shared by others. This restriction does not apply to persons inside their personal residence. All individuals in the commonwealth ages five and older must cover their mouth and nose with a face covering, as described and recommended by the CDC, when outdoors and unable to maintain at least 6 feet of physical distance from other individuals who are not family members.
- Use of face shields is expected for the following situations:
    o Any person seeking to communicate with the hearing impaired and for which the mouth needs to be visible, precluding a face covering/mask;
    o Persons with health conditions that prohibit wearing a face covering. Nothing in this document shall require the use of a face covering by any person for whom doing so would be contrary to his or her health or safety because of a medical condition;
    o Lecturers in lieu of a face covering/mask, provided physical distances are maintained.
- Maintain at least a 6-foot physical distance from every person present at a location whenever possible. This includes hallways, atria, lounges, study spaces, and other gathering points.
- Use appropriate barrier protection when a minimum of 6 feet of separation is not possible and people must face each other, such as highly visited areas (reception desks and other check-in points).
- Conduct meetings virtually when possible, and limit occupancy when virtual meetings are not possible. Where permissible, and weather-permitting, meetings may be conducted outside, while complying with required physical distancing and hygiene standards.
- Wash hands with soap and water for at least 20 seconds as frequently as possible or use hand sanitizer.
- Cover coughs or sneezes — cough into the sleeve or elbow, not into the hands.
- Regularly clean high-touch surfaces.
- Avoid shaking hands.

### 4.1.3 FACE COVERINGS/MASKS

Each member of the Virginia Tech community is expected to use a face covering/mask while on campus according to, and subject to, public health guidance. A face covering, as defined by the Virginia Department of Labor and Industry, is "an item made of two or more layers of washable, breathable fabric that fits snugly against the sides of the face without any gaps, completely covering the nose and mouth and fitting securely under the chin. Neck gaiters made of two or more layers of washable, breathable fabric, or folded to make two such layers are considered acceptable face coverings." Face coverings /masks should provide a good, comfortable fit. Because cloth face coverings are washable, reusable, and inexpensive to make, they are recommended. Coverings that fit close to the face with no loose edges are the safest choice to use in labs/research spaces, shops, and similar spaces. Homemade

and cloth face coverings should have several layers of fabric for added filtration. Face coverings will be provided to students and employees if they do not have their own.

## 4.2    PHYSICAL DISTANCING FOR INSTRUCTIONAL AND LABORATORY SETTINGS

### 4.2.1    INSTRUCTIONAL SETTINGS

Virginia Tech will maintain 6-feet separation as prevailing guidance within instructional classrooms and laboratories to determine maximum capacities. This approach accounts for sufficient ventilation and continued adherence to all previously established COVID-19 mitigation strategies (see 4.1.2). Instructional studio spaces will also adhere to 6-foot physical-distancing guidelines.

The Virginia Tech community is expected to practice physical distancing and hygiene strategies on campus to reduce exposure and limit the spread of disease. To support this community-wide approach, Virginia Tech has implemented the following mitigation strategies to support public health:

- Access control: Spaces will be cleaned and access restricted when not in use to further limit the potential for contamination and spread.
- Furniture arrangements: Where feasible, furniture will be positioned or removed to encourage behavior consistent with physical-distancing guidance.
- Maintaining six feet of separation between occupants: Occupancy will be determined through evaluation of maximum density, respecting the 6-foot rule.
- Access signage: In appropriate spaces (i.e., multiple points of ingress and egress), signs indicate entryways and exit-ways to minimize face-to-face interaction and support physical distancing when entering and leaving classrooms.
- Space use: To minimize the potential for exposure, contamination, and spread, all community members are encouraged to use virtual meeting options rather than physical gatherings. Virginia Tech provides tools to support virtual collaboration and meeting to all employees and students.
- Virtual access: Meetings, conferences, and any other appropriate gathering types that are conducted in-person should also include a virtual option when feasible to support and encourage participation of vulnerable individuals. The integration of in-person and online learning in each course will be designed by faculty in consultation with department heads, deans, and the Provost's Office, as appropriate.

### 4.2.2    RESEARCH LABORATORY SETTINGS

Face coverings (or respiratory protection if needed for a specific hazard) must be worn at all times while in labs/research areas and other spaces to mitigate the spread of the coronavirus. However, anyone with a medical condition for whom wearing a face covering/mask is not recommended by their medical provider or anyone who has trouble breathing is exempted, but must wear a face shield instead.

Laboratory spaces and equipment will be cleaned at the start and end of each shift, and access will be restricted when not in use.

Laboratory personnel must follow physical-distancing guidelines. Methods that laboratories can use to maintain physical-distancing requirements include:

- Form staffing teams and rotations/shifts for benchwork and use of equipment. Lab groups using shared space(s) and equipment will need to coordinate with each other to ensure that the rotations/shifts do not overlap.

- Assign workstations so that only one bench within a single bay is used (a bay is defined as a work area between two back-to-back lab benches), so that no personnel are working at benches facing directly across from one another.
- Limit the number of personnel present in the lab during each shift. For spaces occupied by multiple groups, principal investigators (PIs) and lab managers will need to coordinate with each other to maintain physical-distancing requirements among all personnel using the space.
- Assigning minimal staff or shifts to handle general laboratory tasks such as making media, setting up cultures, getting equipment up and running, cleaning glassware and autoclaving, and disposing of waste.

## 4.3  PHYSICAL DISTANCING FOR COMMON SPACE

Physical distancing will be supported in common spaces, including but not limited to informal study areas, residential lounges, the library, and student commons, through placement of furniture and removal of seating as appropriate for the space.

## 4.4  CLEANING AND DISINFECTING

In conjunction with physical distancing and personal hygiene strategies, Virginia Tech maintains a consistent, thorough, and deliberate cleaning and disinfection process. The university will manage cleaning of indoor spaces through frequent, thorough cleaning and access control.

### 4.4.1  CONSISTENT AND STRINGENT STANDARDS

The university's housekeeping teams follow stringent, documented standard operating guidelines for everyday maintenance and viral disinfection. Across the university, they remain highly proactive in support of illness prevention efforts. These efforts include:

- Stringent daily cleaning.
- Deep cleaning of campus buildings during non-peak times.
- Maintaining an adequate inventory of high-grade cleaning disinfectants and hand sanitizer.
- Enhanced employee training around chemical usage, handwashing, and provision of personal protective equipment.
- Following recommendations provided by the CDC and ISSA (cleaning trade association), Virginia Tech requires all housekeeping contractors/external vendors to follow these same stringent industry-level guidelines, and the Facilities Department remains in constant communication with these vendors.

### 4.4.2  CLEANING TASK FREQUENCIES

The Facilities Department's standard operating procedures and practices include cleaning and disinfecting all common-touch surfaces using EPA-registered chemicals. Surfaces are wiped and left wet for effective dwell time.

- Restrooms/showers: All common-touch surfaces are cleaned and disinfected multiple times per day using EPA-registered chemicals as a first step in the process.
- Public spaces: All common-touch surfaces are cleaned and disinfected multiple times per day using EPA-registered chemicals.
- Floors/tiles: Public areas are spot-mopped daily; fully mopped weekly (with auto-scrub as needed); buffed monthly, and top-scrubbed, stripped, and recoated annually.
- Floors/carpet: Public areas are spot-vacuumed daily; fully vacuumed weekly; extracted annually; and interim cleaned as necessary.

### 4.4.3   LOCATIONS MAINTAINED BY THIRD-PARTY SERVICES

The approach to all campus locations, whether university owned or leased, will be as consistent and scalable as possible. Service frequency and scope in facilities maintained via third-party providers may vary based on location-specific or program-specific service arrangements.

### 4.4.4   PRIORITIZATION OF HIGH-TOUCH ITEMS AND SPACES

High-touch items, high-volume spaces, and public areas will receive priority. These include but are not limited to:

- Light switches (if manual)
- Buttons on food/drink vending machines
- Exterior/interior elevator buttons
- Exterior/interior handrails
- Exterior/interior glass windows on doors
- Exterior/interior doorknobs/levers/push handles
- Sink faucets/toilet fixtures/dispensers
- Other frequently used areas

In many high-volume settings, the Facilities Department is using electro-static disinfectant misting machines that increase the number of surfaces cleaned per hour and ensure hard-to-clean surfaces are disinfected. Prioritization of resources and spaces will provide the safest environment possible. As such, care for these spaces (private offices and workstations) will be shared with the user(s). The Facilities Department will continue routine floor care and will respond to and address emergency issues as required.

### 4.4.5   AIR QUALITY

Ongoing preventative maintenance activities, including changing air filters and UV lights within HVAC systems, will occur regularly.

### 4.4.6   ALTERATION OF SPACES AND ADDITIONAL RESOURCES

The university has taken actions to physically alter spaces consistent with minimizing exposure potential for community members, including decreasing density and adjusting traffic patterns of interior spaces. The university will also foster physical distancing in such ways as rearranging, removing, or barring access to classroom and common space seating, altering traffic flow in and out of buildings, installing appropriate signage, and installing hand-sanitizer stations at building entryways/exits and elevators.

## 4.5   CULTURAL CHANGE INITIATIVES

To maximize the effectiveness of the operational plans herein, Virginia Tech will continue to promote adoption of a community culture that understands, appreciates, and complies with public health guidance for mitigating, or slowing, the spread of disease. Cultural adaptation, by definition, challenges the status quo and requires motivation to initiate momentum toward the desired outcome. The Virginia Tech community demonstrated acceptance of new cultural norms consistent with public-health guidance and a community effort to support one another in minimizing the spread and exposure. The Virginia Tech community embodies our university motto of *Ut Prosim* (That I May Serve). The service ethos has a rich cultural history among existing personnel and programming. Virginia Tech will continue leveraging cultural strengths of students and employees toward a safer, more tolerant, and cohesive community, acting in unity to minimize our collective risks, better protect vulnerable individuals, and demonstrate leadership during challenging times.

# 5   STUDENT AFFAIRS

## 5.1   GENERAL

All university-sponsored programs, services, and events will be conducted consistent with CDC guidelines related to events and gatherings for institutes of higher education, Commonwealth of Virginia requirements, and Virginia Tech requirements. Community building is essential; Student Affairs is committed to a hybrid model that offers a virtual experience that complements and can substitute, when possible, for in-person experiences. In-person programs, services, and events will be offered only if adequate safety measures are in place to limit the spread of COVID-19.

## 5.2   RESIDENTIAL

In order to provide an on-campus living experience that promotes public health safety, Housing and Residence Life (HRL) will limit the number of students living on campus to no more than two people per room and require all on-campus students to sign a Health and Well-being Commitment. Consistent with previously stated university practices and industry standards, Student Affairs facilities will employ additional cleaning measures (also see section 4.4 above) to mitigate the spread of COVID-19. Per normal course, all Virginia Tech residence halls are access-controlled with access provided only to residents for security purposes. This access control will also support efforts to mitigate the spread of COVID-19.

### 5.2.1   HEALTH AND WELL-BEING COMMITMENTS AND PRECAUTIONS

All students wanting to live on campus must review and sign a Health and Well-being Commitment as part of the re-contracting process. The main tenets of the commitment include a 10-day pre-move-in quarantine, practicing physical distancing and personal hygiene, use of face coverings/masks (also see section 4.1.3 above), avoiding public spaces, and self-isolating if identified as infected with COVID-19 or at-risk of infection. In addition to the Health and Well-being Commitment, Housing and Residence Life will provide access to hand-sanitizer stations in high-traffic areas of each hall. Housing and Residence Life will have some face coverings/masks available for students who do not have one, as well as isolation and quarantine spaces for students infected with or presumed positive for COVID-19. Health and well-being kits will be distributed. These kits will include two face coverings/masks, a thermometer, hand sanitizer, and tissues.

## 5.3   DINING SERVICES

To promote use of dining facilities in a safe and healthy manner, Dining Services will have limited sales to off-campus students for spring 2021. Students will be served in dining facilities, in compliance with state standards relating to such facilities, including physical-distancing standards. For example, dining centers will maintain 6 feet of physical distancing for people in all line queues for ordering and pick-up. In order to accommodate the residential population, off-campus dining plans are limited and credit card sales will be allowed only as conditions change to support that operational shift.

Inside all dining facilities and the workspaces for employees in the "back of house," physical distancing in spaces will be provided based on current guidelines and executive orders. Team member density and workstations will provide for proper spacing with regard to physical distancing. Dining Services has installed in excess of 270 Plexiglas dividers to provide separation between employees and customers. Face coverings/masks and gloves will be required of employees while in the work areas. Handwashing will be required every 60 minutes. If seating is permitted in the facilities, they will align with proper physical-distancing standards between chairs and tables. Peroxide-based disinfectant systems have been installed for employee use, as well as electrostatic sprayers, to assist in cleaning high-touch point areas.

Staff training is a critical part of our reopening procedures. All employees will receive training on COVID-19 safety and sanitation protocols and the personal hygiene guidelines. Employees will be encouraged to self-monitor temperatures and COVID-19 symptoms at home. All employees will be asked the Virginia Department of Human Resource Management's required attestation questions before entering the workplace. Training on proper use and disposal of personal protective equipment (PPE) will occur. Interviewing, onboarding, and training will be completed virtually as much as possible. New-hire orientation and food safety training and assessment will be completed online for all students. In-person trainings should be reduced in size to follow state and university guidelines.

More than 70 touchless payment systems have been installed and are in place throughout the entire Dining Services operation. A biometric reader, the Morpho Wave system, will be available at the entry point of the all-you-care-to-eat facility (Dietrick Dining Hall). This will allow student plan holders to gain access via a touchless entry method. All dining facilities have eliminated cash payment as a form of payment. Guests will no longer be permitted to use their own refillable water bottle or containers at the drink stations. All self-service areas except beverage dispensing have been removed. This includes but is not limited to self-service food stations, salad bars, condiment stations, and the like. Table caddies, tabletop napkin holders, and salt and pepper shakers have also been removed. Additional hand-sanitizer dispensers will be installed throughout the facilities, accompanied by signage to provide guidance and instructions on use. A portfolio of marketing pieces in print, on electronic menu boards, on information boards, and on social media outlets will be used to inform and instruct guests of proper protocol when present in dining facilities.

## 5.4    INTERNATIONAL STUDENTS

The Cranwell International Center is responsible for providing immigration and support services for more than 4,400 international students (undergraduate, graduate, and post-completion optional practical training employment authorization) at Virginia Tech. The center is also responsible for ensuring institutional compliance with the many federal regulations governing students' enrollment and/or employment. Pursuant to federal regulations, Virginia Tech provided an update to the U.S. Department of Homeland Security's (DHS) Student and Exchange Visitor Program (SEVP) regarding "procedural adaptations" that may be relevant for the Virginia Tech international student population.

The Cranwell International Center will continue to process all immigration casework for international students electronically and paperless via an online enterprise software system, Sunapsis. The center will provide other support services via various modalities, including but not limited to Zoom, email, phone, and other online platforms, in addition to in-person appointments for students in Blacksburg as needed. The Cranwell Center webpage provides the latest information regarding international student requirements, including SEVP and DHS. Any new or returning international students residing on campus will be required to quarantine consistent with state, federal, and Virginia Tech guidelines, and to sign the university Health and Well-being Commitment.

# 6    EVENTS AND GATHERING SPACE

## 6.1    UNIVERSITY FACILITIES USAGE AND EVENTS

Virginia Tech Policy 5000 governs university facilities usage and events. While Policy 5000 remains in effect, several additional public health criteria must be met for approval of in-person events. Entities within Virginia Tech responsible for managing university facilities usage will evaluate event requests against the COVID-19-related criteria in addition to Policy 5000 requirements. Approval will be granted for event requests complying with Policy 5000, COVID-19 criteria, and availability of space. Virginia Tech

has created a risk-informed framework to facilitate a consistent approach to evaluating in-person event requests.

### 6.1.1   COVID-19 EVENT CRITERIA

Event requests during the COVID-19 pandemic will be assessed in terms of a risk-informed framework. This framework includes a set of criteria for each risk category to guide the event classification. These criteria, subject to change in accordance with public health guidance, will inform the event classification and subsequent approval process. The Virginia Tech Events Working Group has identified and assigned criteria to the appropriate risk-based categories.

The scheduling office will make the initial determination of the risk category based on the information supplied when requesting the space. For events consistent with minimal- or low-risk categories, the scheduling office will complete the adjudication process. The scheduling office will escalate the adjudication process for moderate- and high-risk categories to the Virginia Tech Events Working Group or the Virginia Tech Incident Management Team.

The Virginia Tech Events Working Group, tasked by the Virginia Tech Incident Management Team, will meet consistently to maintain, adjust, and support the implementation of the risk-informed framework guiding the adjudication for events through the spring of 2021.

## 6.2   LARGE EVENTS

Larger events will be considered under a high-risk classification and must follow the process established in Section 6.1, to include review and adjudication by the Virginia Tech Incident Management Team. Athletic events are subject to NCAA, ACC, and Virginia Tech policies, and will comply with all public health guidance. Large events are also subject to current executive orders, regulations, and public health guidelines. Events are required to be conducted in accordance with legal and public health restrictions.

# 7   SURVEILLANCE AND MONITORING

The coronavirus pandemic and associated impact on community health, economy, and education continues to evolve. Maintaining a high-level of awareness of any new developments and public health guidance is paramount to managing an on-campus educational experience in accordance with the most appropriate mitigation strategies. Virginia Tech will work with internal and external stakeholders, partners, and peers to adapt operations to optimize safety, education, and operations for the university community. To accomplish this goal, it is important that any spread of disease be monitored to the extent possible under prevailing public health guidelines. Virginia Tech will use screening, testing, contact-tracing, wastewater monitoring, and our partnership with the New River Health District to monitor the public health of the Virginia Tech community and surrounding communities.

## 7.1   SCREENING

Faculty, staff, and students are expected to monitor their health and report any symptoms to Schiffert Health Center (students) or their primary care physician (employees). Employees are expected to report to Human Resources and/or Environmental Health and Safety if their health care provider or the Virginia Department of Health indicates they should be tested for COVID-19. Students should inform the Dean of Students Office if the Schiffert Health Center, their primary care physician, or the Virginia Department of Health indicates they should be tested for COVID-19. Virginia Tech has established a protocol to support off-campus students being tested for, or confirmed to have, COVID-19. Any students who are or have been quarantined, isolated, or confirmed to have COVID-19 should contact the Dean of Students Office as soon as they are able.

Virginia Tech will adapt its public safety mobile device app ("Hokie Ready") for symptom attestation purposes (in addition to its existing public safety and emergency preparedness functions) via a self-assessment in a secure electronic format. Appearing on the "Hokie Ready" mobile app, Hokie Health is the COVID-19 symptom attestation tool that Virginia Tech employees and students will use prior to reporting for work (employees) or coming onto campus (students) to screen for the existence of any current COVID-19-related symptoms and any related exposure history if applicable. Hokie Health provides a rapid assessment and, if necessary, advises the user of any concerning results, along with support and guidance to direct their next steps. A web-based or paper-based screening tool will also be available for community members unable or unwilling to use Hokie Health. Virginia Tech will follow existing guidelines and processes for disciplinary action against students and employees who fail to comply with university or state requirements.

In some on-campus workspaces/facilities, employees may be further screened when arriving to work for each shift. A non-contact temperature scan may be implemented to prevent the risk of disease-spread based on the nature of the work being done. No employee will be allowed in shared workspaces if they are exhibiting any symptoms that the CDC associates with COVID-19.

## 7.2   TESTING

Several categories have been prioritized for testing as part of the Virginia Tech COVID-19 Testing, Tracing, and Case Management Plan. Students are strongly encouraged to secure a negative polymerase chain reaction (PCR) COVID-19 test result within five days prior to returning to campus. Those who test positive are required to self-isolate in accordance with their local health department requirements before returning to a Virginia Tech location. Initial testing of residential students upon their return to campus will occur through a testing clinic coordinated by the Schiffert Health Center (SHC) during the move-in days. Residential students are required to participate in testing upon returning to campus.

Screening and testing of residential students upon return to campus will provide an initial snapshot of approximately 30 percent of the total student population. This on-campus population is representative of the student body as a whole, including students from areas of high prevalence, within and outside of Virginia. Following this initial testing, ongoing diagnostic testing, screening, and surveillance of students through SHC will continue throughout the spring semester. Testing options are also available for students and employees through their primary care provider, urgent care, select pharmacies, and the local health department. Risk-based exposure for higher-contact areas will be evaluated, and the frequency and number of tests will be a function of the overall testing capacity. Voluntary testing will be available during the spring semester for students and employees at approximately 100 per day.

## 7.3    CONTACT TRACING

The VDH has extensive communicable disease investigation guidelines, including a contact-tracing program that will identify the highest-risk contacts of cases in the overall community. Virginia Tech is in a unique position to partner with the VDH in this effort and provide data in support of contact-tracing efforts through methods already practiced by the Virginia Tech Case Management Team, which will act as a liaison to gather additional information and provide assistance, as requested by the NRHD.

In addition to supporting the NRHD with contact tracing, as requested, Virginia Tech will proactively notify employees and students where a known potential contact with a confirmed index case may have occurred. While this is not considered contact tracing, this information will inform and help to limit the spread of the disease in the workplace and congregant living settings.

## 7.4    ISOLATION AND QUARANTINE

Virginia Tech has set aside residential space for purposes of isolating or quarantining residential students in support of public health containment. Residential students will be placed in quarantine when directed by a health care professional (e.g., VDH epidemiologist, primary care physician, nurse/physician at Schiffert Health Center. Residential students who have tested positive for COVID-19 will be placed in isolation in accordance with the Student Affairs isolation protocol and public health guidance.

During the isolation period, these individuals are to avoid all unnecessary contact with others. The isolation period for symptomatic individuals or those who have tested positive for COVID-19 will be determined on a case-by-case basis by medical professionals. Isolated individuals will remain in a single room with a private bathroom for the duration of the isolation period, except for outdoor recreational time and as allowed by a health care provider. Necessary items, such as food, hygiene needs, and household items, will be brought to the isolation space in order to mitigate the spread of disease. Once cleared by medical professionals, students will return to their regularly assigned rooms. Once cleared, students will be able to resume attending in-person classes, programs, and events. When possible, rooms will be left vacant for a minimum of 72 hours to allow further virus decay before cleaning begins. Should circumstances require an expedited timeline, facilities staff will evaluate the circumstances on a case-by-case basis.

## 7.5    CASE MANAGEMENT

Virginia Tech has established a Case Management Team and a case management system to track, provide service to, and support affected community members. The case management system provides a single point of information shared across key university points of contact to minimize the burden on those seeking support from the university across multiple areas. This access-controlled system will support community members, inform monitoring, and eliminate duplication of efforts for those in isolation or quarantine, provided they seek support from the university.

# 8   ACCOMMODATIONS AND SUPPORT

## 8.1   COVID-19 AND THE ADA

The Americans with Disabilities Act (ADA) provides protection from discrimination for individuals on the basis of disability. During the COVID-19 pandemic, individuals with disabilities have the same civil rights protection to access employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunications services. Virginia Tech is, and will be, compliant with the Americans with Disabilities Act in any application of the law to COVID-19 challenges. Virginia Tech's Office of Equity and Accessibility and the Office of Services for Students with Disabilities will work with community members requesting accommodations to support any additional needs relative to the COVID-19 pandemic.

## 8.2   WHAT WE ARE DOING:

The Office of Equity and Accessibility's ADA and Accessibility Services have streamlined processes for employees with disabilities requesting accommodation in the workplace. The CDC has identified high-risk populations; however, it is important to note that only some individuals within the high-risk populations can utilize protections under ADA to obtain a workplace accommodation. Listed below are examples of those populations:

- Asthma
- Chronic kidney disease being treated with dialysis
- Chronic lung disease
- Diabetes
- Hemoglobin disorders
- Immunocompromised
- Liver disease
- Serious heart conditions

## 8.3   TELEWORK/REMOTE WORK

Virginia Tech supports the use of appropriate flexible and alternative work options for employees. This includes leveraging telework/remote work options as employees return to the workplace and continue to address work and life issues throughout the COVID-19 pandemic.

## 8.4   LEAVE

Virginia Tech offers a variety of leave benefits to allow time off from work for employees to address various needs. In addition, the following leave programs are available as a result of the impact of COVID-19:

- Public Health and Emergency Leave (PHEL) is a benefit activated by the Commonwealth of Virginia for state employees as a result of the impact of COVID-19 and when remote work options are not available. This benefit is available to Virginia Tech full- and part-time faculty and staff and many wage employees who are impacted by the virus.
- The Families First Coronavirus Response Act (FFCRA) is an act of Congress drafted to respond to the economic impacts of the ongoing coronavirus pandemic. The legislation has two components that provide the following leave benefits: Federal Emergency Sick Leave (FESL/FMES) and Expanded Federal Family and Medical Leave (FFML). FFCRA is available to Virginia Tech full- and part-time faculty and staff and many wage employees who are impacted by the virus. FFCRA does allow exclusions for certain groups of employees from eligibility, such

as health care providers and emergency responders. While FFCRA leave provisions were scheduled to end on Dec. 31, 2020, Virginia Tech will seek to implement any future leave options for employees that may be provided by federal or state legislation or executive orders.

## 8.5    POST-ILLNESS

Employees and students who test positive will be allowed to return to their normal schedules and activities on campus after they have been cleared by their primary care physician, Schiffert Health Center, and/or New River Health District. Employees are expected to engage with the university Case Management Team to communicate and verify completion of isolation and return to work dates. The Case Management Team will proactively contact individuals completing their isolation based on cases reported to the university for this purpose. The Virginia Tech Case Management Team will also continue to work with, and support, individuals in quarantine. All community members are encouraged to report their cases to the Case Management Team for support and resources.

# 9    HEALTH AND WELL-BEING

## 9.1    HOKIE WELLNESS

Disease outbreaks such as the current coronavirus pandemic can aggravate stress and levels of fear and anxiety. Any member of the community experiencing a crisis or medical emergency is encouraged to dial 911 immediately. Employees are provided the following university, state, and other resources available to provide emotional support during this difficult time:

- Employee Assistance Program (EAP) is available to offer emotional support to employees.
- Anthem at 855-223-9277
- Aetna at 888-238-6232
- Kaiser Permanente at 866-517-7042
- Optima Health Vantage HMO at 866-846-2682
- Hokie Wellness for employees: hokiewellness@vt.edu, 540-231-8878.
- Employee Wellness at Home site for additional information and resources.
- The Centers for Disease Control and Prevention has created this resource related to mental health and coping during COVID-19.

In addition, Cook Counseling Center provides mental and emotional well-being resources for students.

**Anyone concerned about a Virginia Tech student being (or becoming) suicidal** is instructed to call Cook Counseling Center at 540-231-6557 or one of these other resources. The Cook Counseling Center number can be used during regular office hours or after hours to speak with a counselor.

## 9.2    SCHIFFERT HEALTH CENTER

### 9.2.1    HEALTH CARE PROVIDERS

All health care providers within Schiffert are required to wear masks and to maintain physical distancing whenever possible. All providers are required to wash their hands prior to and after all interactions with patients. In addition, Schiffert will maintain a supply of medical-grade PPE for required use. Providers performing aerosol-generating procedures will be in full PPE and utilize the negative pressure room. Schiffert will coordinate submission of N95 respirators for decontamination with Environmental Health and Safety. Plexiglas barriers are installed in areas where there are face-to-face interactions with patients. Those staff who are high-risk are limited to seeing non-sick patients.

### 9.2.2   PATIENTS

All patients entering the health center are required to wear a face covering/mask. A face covering/mask will be provided if the patient does not have one, and face coverings/masks are available for purchase in the health center pharmacy. Public health announcements regarding COVID-19 are posted prominently in the front foyer, on television screens, and throughout the health center facility. Handwashing reminders are also posted throughout the health center. Hand-sanitizer dispensers are located throughout the health center, in every exam room, and in all provider offices. Visitors coming with patients will not be permitted to be present in the exam room or clinic area; they will be required to wait outside.

### 9.2.3   WAITING AREAS

There are separate waiting areas for sick and well patients, seating will be arranged to maximize distancing, and pagers will be used for patients waiting to pick up prescriptions.

### 9.2.4   EXAM ROOMS

Exams rooms are separated for sick and well patients, and there are policies in place for the cleaning of exam rooms between patients and at the end of day; EPA-registered disinfectants are utilized in addition to an electrostatic sprayer.

### 9.2.5   PATIENT CARE CONSIDERATIONS

- Students are encouraged to call the health center if they are ill.
- Mobile check-in will be available.
- All patients will have their temperature taken.

### 9.2.6   GENERAL OPERATIONS

Schiffert Health Center will operate normal hours (Monday through Thursday, 8 a.m. – 5 p.m.; Friday, 9 a.m. – 5 p.m.; and Saturday, 9 a.m. – 12 p.m.), all staff will be on site, and all services will be available. Any changes or updates to operations will be communicated using, at minimum, the Schiffert Health Center and Virginia Tech websites.

### 9.2.7   ACTIVE COVID/PRESUMPTIVE COVID ACTIONS FOR SPACE, NOTIFICATION, COVERAGE

Once notification of a symptomatic or positive COVID-19 case for an on-campus student has been received, Housing and Residence Life will make contact with the student and provide the student of concern with instructions on how to retrieve items needed for isolation from their regularly assigned space. The student's access to their current space will be turned off three hours after the student receives instructions. As part of these instructions, Housing and Residence Life will relay that linens and basic necessities (i.e., plates, silverware, cleaning supplies, paper products, etc.) will be provided in the isolation space. Students will be required to bring clothing, medication, toiletries, hair dryers, and other needed personal items to the isolation space with them. Student Affairs' facilities staff will perform enhanced cleaning on all common pathways, common spaces, and bathrooms of the residence hall where the student resided pre-isolation.

#### Food

Students will place their orders using the GrubHub app, and staff will deliver meals to student rooms. Staff will knock, place meals outside students' doors, and walk away. There will be no contact with the students in isolation. Staff will wear appropriate PPE and be trained on appropriate cleaning protocols following delivery. Meal plans will be used for payment.

### Trash Removal

Trash bags are provided to students in the emergency kit in their room. Students should place trash bags outside their doors for removal by 8 a.m. on Monday and Friday mornings. Student Affairs' facilities staff will collect and dispose of the bags during regular cleaning.

### Laundry

Residents are provided a small bottle of laundry detergent in their emergency go-kit. To the extent possible, we encourage residents to use this detergent to wash necessary items in their sinks and air-dry them during the isolation period. If it is necessary for laundry to be removed from the isolation space to be washed, residents should reach out to Housing and Residence Life via email to coordinate.

### Continued Student Contact

Housing and Residence Life will work with the Dean of Students Office to check in with the student regularly for the duration of the isolation period. Schiffert Health Center will call patients in isolation daily and patients in quarantine every other day to evaluate their health and symptoms.

## 9.3 COOK COUNSELING

The Cook Counseling Center will be operational during the spring semester, to include crisis on-call services, individual counseling, group counseling, psychiatry services, and resource workshops. All counseling offerings related to individual counseling, group counseling, and resource workshops will continue as tele-therapy during the spring semester. All crisis services will be in-person.

# 10 COMMUNICATIONS

## 10.1 RETURN TO CAMPUS

University Relations has the lead for communications and has a coordinated and aligned effort that includes university leadership, all administrative areas, colleges, institutes, centers, locations, and units. All central platforms and tools are being leveraged to communicate all information related to the pandemic and the spring semester.

University Relations is informing and educating the campus and community by providing updates on policies, procedures, public health guidelines, and wellness information for the return to campus in January and for instruction and operations for the spring 2021 semester. This effort is coordinated through the IMT and a centralized communications team. Strategic communications are regularly reviewed by the President's Cabinet.

All official communications are published to the vt.edu/ready website, which launched with the first set of plans and resources on June 8. An earlier iteration of this website that focused on the outbreak of the COVID-19 pandemic was launched in mid-March.

Information for different audience segments – employees, faculty, students, researchers — was created and is regularly updated as details emerge. Frequently asked questions provide helpful, quickly accessible, predetermined responses to questions from employees, students, parents, and the community. Videos provide education on the use of face coverings and other public health guidance. A page created on the Ready site features helpful resources. Print-on-demand resources include signage for face coverings, locations to wash hands, separate entrances and exits, and guidance for physical distancing. Updates and new materials will be added.

Every weekday morning, an email, which includes campus updates, is distributed to all faculty and staff members (roughly 11,500 recipients). Additionally, a public subscriber base of 13,000 readers also receives the daily email. In addition to the regular communications to students from Student Affairs,

University Relations also sends an email regularly to inform students and parents of updates and information. All official social media accounts, central and campus-wide, are leveraged to communicate updates and public health guidance. Senior leadership and president-level communications are regularly used for updates and to reinforce policies and distributed by email.

Town halls, expert panels, and presentations are scheduled as needed to help inform the community. These communications are offered virtually but may start to be offered with an in-person option as well, as CDC and VDH guidelines permit. The video recordings of the events are available on the ready.vt.edu website. University relations maintains a close working relationship with the Town of Blacksburg to ensure consistent communication and messaging.

### 10.1.1  OBJECTIVE OF COMMUNICATIONS

The primary objectives for communications are to (1) inform campus, providing transparency and clarity for the campus and community regarding fall plans; and (2) educate on public health, policy, and operational changes by communicating key decisions and changes with a coordinated effort on outreach and education. We strive for transparency and communicate through the ready.vt.edu site and as new data is available, it is shared on the COVID-19 dashboard (https://ready.vt.edu/dashboard.html).

### 10.1.2  COMMUNICATIONS STAKEHOLDERS

• Virginia Tech Board of Visitors
• Blacksburg and the New River Valley
• Governor's office
• VDH and Joint Command Center
• University leadership

### 10.1.3  COORDINATED MESSAGES AT CAMPUS LOCATIONS

### 10.2  CRISIS COMMUNICATIONS

Virginia Tech's Crisis Communication Plan will serve as the primary plan to manage communications in response to changes in the pandemic status that are significant enough to warrant modifications to planned operations. Management of any crisis or emergency event is a complicated and multi-faceted task. Virginia Tech recognizes many different audiences must be reached with information specific to their interests and needs. In an emergency or other crisis, effective and timely communication helps to mitigate risks to life, public safety, and property, and upholds the long-term integrity of Virginia Tech.

In addition to the Virginia Tech Crisis Communications Plan, University Relations uses the Crisis and Emergency Management Plan to support the university's overall response to a campus emergency, specifically, the Emergency Support Function #14: Media Relations and Community Outreach and Annex A: Emergency Notification System Protocols. The senior associate vice president for University Relations, with the support of the assistant vice president for University Relations and other communicators as needed, work to provide an orderly and accurate flow of information.

# CONTINGENCY PLANNING

## PUBLIC HEALTH LAWS, RULES, AND GUIDANCE

### Executive Orders

Executive order requirements issued by the governor of the Commonwealth of Virginia can apply to the university and impact operations. Virginia Tech's government relations personnel will support identification, interpretation, and rapid dissemination of information to appropriate internal stakeholders. An executive order that precludes the operation of the university as intended will prompt a COVID Leadership Team meeting to determine immediate impacts and any needed changes to institutional operations.

### Virginia Department of Health

Changes to public health requirements, guidance, or recommendations from the pertinent Virginia Department of Health district may require the activation of additional university incident management assets or a refocusing of emplaced operations. Both the COVID leadership team and the Virginia Tech Incident Management Team may be tasked with strategic and tactical adaptation for operational continuity.

### Centers for Disease Control and Prevention

Changes to public health requirements, guidance, or recommendations from the Centers for Disease Control and Prevention may require the activation of additional university incident management assets or a refocusing of emplaced operations. Both the COVID Leadership Team and the Virginia Tech Incident Management Team may be tasked with strategic and tactical adaptation for operational continuity.

## COVID-19 RATES

### Prevalence

Virginia Tech's student prevalence rate by November 2020 had reduced to less than 2 percent. Prevalence was determined by PCR testing of randomly selected on-and off-campus Blacksburg students. Virginia Tech will continue the prevalence testing program in spring 2021.

Should prevalence positivity rate exceed 5 percent over a 14-day period and/or become greater than the community positivity rate, Virginia Tech incident management assets will be tasked with reviewing data and determining an appropriate course of action to reduce spread, potentially including: public outreach, increased testing, changes to engagement programming, or other mitigation strategies.

### Surveillance

Virginia Tech will also continue surveillance testing during the spring 2021 semester. Surveillance testing includes PCR testing for individuals determined to be working in a high-contact setting where they may be at increased risk of exposure. The results of surveillance testing in the fall 2020 suggest very little to no transmission in the workplace setting of the SARS-CoV-2 virus. Virginia Tech will require the COVID Leadership Team and/or Virginia Tech Incident Management Team to review, recommend, and implement additional COVID mitigation strategies when the positivity rate for surveillance testing exceeds the community positivity rate over a 7-day period.

### Impact of Hospital/Medical Facility Operations

Virginia Tech continues to coordinate with the New River Public Health Task Force, which includes local hospitals and medical facilities. In concert with both Lewis Gale Hospital Montgomery and the Carilion New River Valley Medical Center, Virginia Tech will monitor both university community impact to hospitalizations and hospital capacity to support Virginia Tech community needs. Should any of the health care institutions determine a potential, or actual, limitation to capacity and medical services, Virginia Tech will work with the area hospitals and the health district to identify and implement commensurate mitigation strategies designed to further limit disease spread and reduce demand and/or provide alternate delivery of services.

### STAFFING LIMITATIONS

### Workforce Impact Assessment

Through the use of consistent workforce impact assessments, in concert with case management, and other disease surveillance mechanisms, Virginia Tech will continuously monitor staffing levels and disease impact during the spring 2021 semester. The weekly Workforce Impact Assessment Report (WIAR) prepared by Virginia Tech Human Resources provides a senior management area (SMA) view of the university's ability to maintain operations considering employee shortages due to the effects of COVID-19. The WIAR reports status in one of three levels for each SMA on a weekly basis. The criteria for each level provide insight into the ability for each SMA to continue operations consistent with university expectations.

Each case affecting an employee will be investigated through the case management process to the extent necessary to support the employee and minimize the impact to university operations. Virginia Tech will take action to further investigate staffing shortages when five or more SMAs are at a yellow status or two or more SMAs are a red status for a 7-day period. Additionally, any HR or management recognition of staffing shortages affecting operations at a department or SMA level will be brought to the attention of the Virginia Tech Incident Management Team and/or COVID Leadership Team. The assistant vice president for emergency management, as the university COVID emergency response director, has been delegated authority to work with individual departments to address workforce disruption and approve a department transitioning to essential operations, if required.

### ISOLATION/QUARANTINE SPACE

### Thresholds for opening additional space

Consistent with fall 2020, Virginia Tech will operate on-campus isolation and quarantine space. Currently this space consists of 212 rooms with 513 beds across three buildings. Virginia Tech peaked at nearly 70 percent of available beds occupied during the month of September 2020. Through load balancing and intelligent space management, space and services were maintained at designed levels throughout the fall semester. In a similar manner, Virginia Tech will make use of this space through the spring 2021 semester.

Virginia Tech will take additional action through the focused activation of the COVID Leadership Team and Virginia Tech Incident Management Team to coordinate a solution when greater than 75 percent of rooms, or greater than 80 percent of beds, are occupied with students isolating or quarantining. Primary options for consideration include doubling occupancy in isolation rooms, where allowed by medical professionals and when appropriate based on signs and symptoms of disease, mental health, and

individuals (maximizing the occupancy to 513 beds within the dedicated space). Alternative quarantine space configurations will be considered if there is a need for additional isolation space.

### Thresholds for external or alternate space

Virginia Tech may exceed the thresholds for additional isolation and quarantine space, requiring acquisition and implementation of space not reserved for isolation and quarantine. Should space reserved for isolation and quarantine exceed 90 percent of rooms or beds, then Virginia Tech will evaluate the use of non-reserved university space and additional available space in the immediate campus area.

### TESTING

Virginia Tech will continue to operate both a COVID-19 dedicated testing clinic capable of sampling approximately 1,000 individuals per day and the testing capabilities of the Schiffert Health Center. This is in addition to Schiffert's normal operations, which will also continue as an essential operation for the Virginia Tech community.

Virginia Tech will take a medically guided, needs-based approach to testing should any disruption occur, precluding continued implementation of the full-scale testing program. The Virginia Tech Incident Management Team and COVID Leadership Team, in concert with Schiffert Health Center, will adapt to any disruption in testing capabilities in a manner consistent with COVID-19 public health prioritization. In addition, Virginia Tech will evaluate the feasibility to acquire external testing and analysis services, or contract with an external vendor for sampling and laboratory services to supplement testing capabilities while internal capabilities are limited.

### ESSENTIAL OPERATIONS POLICY MECHANISMS

### Risk Reduction

Virginia Tech can respond to increasing disease spread and/or increasing staffing outages through the use of several mechanisms designed to limit exposure while balancing essential operations for the university. Three primary concepts may be implemented across the enterprise to achieve further reduction of risk at the cost of limited operations:

- Shift Work
- Workflow Adjustments
- Alternate Workspaces

Shift work may be implemented within certain university departments, offices, and business units to limit the potential exposure for employees by reducing physical interaction. Through the use of management strategies and technology, Virginia Tech business units can maintain at least essential operations with reduced exposure risk to employees who require some access to a centralized work location. Not all university departments, offices, and business units can function in this manner, and only those where essential operations are necessary and can be managed successfully through shift work will be considered for this approach.

Moreover, through the use of adjusted workflows, Virginia Tech may have opportunity to further reduce risk of exposure for employees. The cost of operational effectiveness and efficiency will be balanced through implementation of this approach where possible as determined by the specific business units.

There may also be opportunity to leverage available space to establish alternate workspaces where reduction in personnel or changes in workflow may be ineffective. Larger alternate space may offer a reduced risk of exposure while maintaining necessary business functions.

**Presidential Policy Memorandum 309**

Virginia Tech's primary objectives are instruction, learning, research, service, and outreach across the institution. If necessary in response to increased disease spread, Virginia Tech may further limit operations to only those essential to accomplishing the university mission. Presidential Policy Memorandum 309 guides the decision and appropriate steps to achieve minimally essential operations as may be required. Virginia Tech used this approach during the spring 2020 semester to achieve the desired risk tolerance in response to COVID-19.

**Timothy D. Sands, President**

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# PRESIDENTIAL POLICY MEMORANDUM NO. 309

**To:**            Virginia Tech Faculty, Staff, and Students

**From:**        Timothy D. Sands

**Date:**        March 25, 2020

**Subject:**    Process for Reducing On-Site Staff in Response to COVID-19 Emergency

The purpose of this memorandum is to provide a framework and process for decisions needed in the event of a "stay at home" directive by the commonwealth or a need to further scale back on-site operations in response to the COVID-19 emergency.

Under such a directive or condition, the goal of Virginia Tech will be to continue the essential functions of life safety, online instruction, and essential research while reducing to the greatest extent possible the number of employees required to work on site at any university location. Reducing the number of people living and working on site will better enable us to monitor and protect the employees and students who do remain on site.

For purposes of this memorandum, *on-site* work means work performed in a university-owned building, university-owned land, or university-leased space in any location. *Off-site* work refers to work performed remotely, typically from home, using internet, telephone, email, and other remote work technologies.

In its initial response to the COVID-19 emergency, Virginia Tech has adopted and implemented a reduced operations level. If the emergency continues and if the need to reduce the number of people living and working on site increases, it may be necessary to move to higher levels of emergency operating conditions. In that event, the university may choose to operate under one of three possible *emergency condition levels*. These emergency condition levels supersede the operating conditions outlined in Policy 5600 – Authorized Closing Policy:

>    **1.        Reduced Operations**—Current conditions may not pose severe safety risks or logistical challenges, but a current or recent event has significant potential to, or is already, negatively affecting important campus services or the efficient functioning of

campus buildings and grounds. Certain non-essential functions and services may be reduced at one or more on-site locations.

**2.** **Essential Operations**—Current conditions pose a safety risk or logistical challenges that are more severe and necessitate having a limited number of individuals travel to or remain on site. Non-essential functions and services may be suspended at affected onsite locations. Essential functions continue on site where needed and off site where they can be supported through off-site work.

**3.** **Closure**—Current conditions pose a severe risk to health and safety or present difficult logistical challenges that will severely impede the efficient and effective functioning of operations. On-site facilities may be closed. Essential services may be reduced further across the university or at selected sites as necessary.

These emergency condition levels may be declared university-wide, affecting all locations of the institution, as in the current COVID-19 emergency, or the levels may be set site by site as needed.

In response to the COVID-19 emergency, the university will prioritize limited resources toward functions and services that are deemed essential. ***Essential functions and services*** are those that must continue in order to ensure the health and safety of the campus community, the operation of essential facilities and infrastructure, and the support of critical technological capabilities and programs, or are those activities that support the future reopening of the university after an emergency. Administrative, operational, and student support services that support essential functions are also deemed essential services.

In order to carry out essential functions and services, certain employees must continue their work, even in the emergency condition. A designation is needed to identify these employees as distinct from those who may continue to work off site in non-essential functions or may be placed in an "on-call" designation as needed. For purposes of this policy memorandum, a ***designated employee*** is a person required to report to or remain at work with responsibilities involving an essential function or service or otherwise support an essential function.

In an emergency condition level, on-site housing and dining services will be prioritized for ***students*** who meet the following criteria:

1. Students, including international students, whose health, safety, or access to food and shelter would be at risk unless they are housed on campus.

2. Students who would lose access to health care and mental health care.

3. Students who can only access online learning through university infrastructure.

4. Students employed in an essential function or the support of an essential function.

The application of these criteria may be used to request that students return in the event of a

stay-at-home order or another need to reduce on-site populations.

**The Process:** The process that Virginia Tech will follow to reduce the number of people on site consists of three steps:

1. **Identifying essential functions and the units that must operate to complete those functions.**

   Table 1 of the memorandum lists the essential functions by broad area and the specific organizational units that are involved in providing essential functions under the three emergency condition levels. This list of essential functions and units is subject to expansion or reduction by request of a dean, vice president, or institute director, subject to the concurrence of the Incident Response Team (IRT). Table 1 also describes criteria for scaling that will be applied under each emergency condition level, and includes links to supporting documents for broad areas of essential functions and services.

2. **Identifying, informing, and supporting designated employees who are needed to carry out essential functions.**

The vice president for human resources has requested that all colleges, VPs, and institute directors report the status of all full-time employees as follows:

1. On campus and needed on site even in the event of "stay at home"
2. On campus but not needed on site in the event of "stay at home"
3. Teleworking
4. On call
5. On leave

Designated employees are those who are reported in categories 1, 2, or 3, <u>and</u> are associated with an essential function as described in Table 1.

Designated employees who need to continue working on site will be given a letter of designation as an essential employee and provided protective equipment as needed, training, and support to work safely and productively on site in the emergency condition level.

Designated employees who are able to continue working off site will be provided a letter of designation as an essential employee, technology, training, and support to work safely and productively off site in the emergency condition level.

Non-designated employees may continue to work in functions that do not impact other support services or may be placed on standby. Employees on call (category 4) are subject to recall and should be available for recall to work on short notice unless using an approved form of leave (annual, sick, family sick, or Public Health Emergency Leave).

3. **Scaling activities, both on site and off site, to accomplish essential activities and reduce the number of students and employees who remain on site.**

Virginia Tech will reduce the number of students and employees working on site in each emergency condition level by:

Suspending non-essential functions and activities and informing employees of their status as a designated or non-designated employee: Using the scaling criteria in Table 1, as many designated employees as feasible will be asked to continue performing their work remotely. Non-essential employees will also be asked to continue appropriate work remotely or will be placed in on-call status.

Reducing face-to-face and other in-person services: If Virginia Tech moves from reduced operations to essential operations, face-to-face interactions for continuing essential services and functions will be reduced. Where possible, those services will be continued through online, phone, email, and other methods that comply with social distancing expectations.

Securing additional sites from public access and limiting on-site work to only designated employees.

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# PRESIDENTIAL POLICY MEMORANDUM NO. 309

Table 1 – Essential Functions by Broad Area, Organizational Unit, and Emergency Condition Level.

|  | Emergency Condition Level Essential Functions | | |
| --- | --- | --- | --- |
| **Broad Area** | **Reduced Operations** | **Essential Operations** | **Closure** |
| **Instruction** | Organizational Units<br>All colleges and the faculty involved directly in online instruction and the associated support staff.<br><br>Technology Enhanced Learning and Online Systems<br><br>College Advising<br><br>Criteria for Scaling<br>Continue as much instruction as possible through means of online delivery. | Organizational Units<br>All colleges and the faculty involved directly in online instruction and the associated support staff.<br><br>Technology Enhanced Learning and Online Systems<br><br>College Advising<br><br>Criteria for Scaling<br>Potential need to differentially scale back or defer instruction if access to facilities is limited. | Organizational Units<br>Essential faculty and instructional support scaled to any remaining instructional activity.<br><br>Instruction reduced or ended.<br><br><br>Criteria for Scaling<br>Continue only instruction that can be feasibly completed with minimal access to facilities and reduced support services. |
| **Student Housing and Dining** | Organizational Units<br>Housing and Residence Life<br><br>Select Residence Halls<br>Select Dining Halls | Organizational Units<br>Housing and Residence Life<br><br>Select Residence Halls<br>Select Dining Halls | Organizational Units<br>Housing and Residence Life<br><br>Select Residence Halls |

| Broad Area | Emergency Condition Level Essential Functions | | |
|---|---|---|---|
| | **Reduced Operations** | **Essential Operations** | **Closure** |
| | Criteria for Scaling<br>Elective choice for students to remain in on-campus housing.<br><br>Food service provided for on- and off-campus students. | Criteria for Scaling<br>Apply categories 1 to 4 for students who are supported with on-campus housing.<br><br>Food service provided for on-campus students only. | Criteria for Scaling<br>Apply categories 1 and 2 to determine students who are supported with on campus housing and dining.<br><br>No other housing or dining services. except for life/safety needs. |
| Research | Organizational Units | Organizational Units | Organizational Units |

| | | | |
|---|---|---|---|
| | Those with research activities deemed by the dean, vice president, or institute director as viable and necessary to continue in the emergency condition level. | Those with research activities that meet the criteria below will be listed by the OVPRI as approved for continued operation.<br><br>Criteria for Scaling<br>● Is associated with human or animal care and well-being.<br>● If discontinued would pose a safety hazard.<br>● Is related to COVID-19 research with a timeline for deployment to support the current crisis.<br>● Is necessary to maintain key equipment, facilities, data, samples, materials, or other basic capacities that will be needed quickly upon change of operational status back to normal.<br>● Involves an activity that has U.S. or Virginia government-mandated security and access | Those with research activities that meet the criteria below will be listed by the OVPRI as approved for continued operation.<br><br>Criteria for Scaling<br>• Is associated with human or animal care and well-being.<br>• If discontinued would pose a safety hazard.<br>• Is related to COVID-19 research with a timeline for deployment to support the current crisis.<br>• Minimal maintenance of equipment and facilities.<br>• Involves an activity that has U.S. or Virginia government-mandated security and access requirements, cannot be performed |

| | Emergency Condition Level Essential Functions | | |
|---|---|---|---|
| **Broad Area** | **Reduced Operations** | **Essential Operations** | **Closure** |

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|---|---|---|---|
| | | requirements, cannot be performed remotely, and is deemed essential by the U.S. or Virginia government.<br>● Can be performed off site with little or no significant impact on support services as they are delivered in the emergency condition level.<br>● Is deemed otherwise essential or able to continue by the dean, VP, or institute director with the concurrence of the VPRI.<br><br>OVPRI and related subunits | remotely, and is deemed essential by the U.S. or Virginia government.<br>• Can be performed off site with little or no significant impact on support services as they are delivered in the emergency condition.<br>• Is deemed otherwise essential or able to continue by the dean, VP, or institute director with the concurrence of the VPRI.<br><br>OVPRI and related subunits |
| Public Safety | Organizational Units<br>VT Police Department<br>VT Rescue Squad<br>Emergency Management<br>Environmental Health and Safety<br><br>Criteria for Scaling<br>All services, including customer-facing services remain operational in all conditions. | Organizational Units<br>VT Police Department<br>VT Rescue Squad<br>Emergency Management<br>Environmental Health and Safety<br><br>Criteria for Scaling<br>All services, including customer-facing services remain operational in all conditions. | Organizational Units<br>VT Police Department<br>VT Rescue Squad<br>Emergency Management<br>Environmental Health and Safety<br><br><br>Criteria for Scaling<br>All services, including customer-facing services remain operational in all conditions. |
| Health Care | Organizational Units<br>Schiffert Health Center<br>Cook Counseling Center<br><br>Criteria for Scaling | Organizational Units<br>Schiffert Health Center<br>Cook Counseling Center<br><br>Criteria for Scaling | Organizational Units<br>Schiffert Health Center<br>Cook Counseling Center |

| | Emergency Condition Level Essential Functions |
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| Broad Area | Reduced Operations | Essential Operations | Closure |
|---|---|---|---|
| | On- and off-campus students | On- and off-campus students | <u>Criteria for Scaling</u><br>On- and off-campus students |
| Animal Care | <u>Organizational Units</u><br>Office of University Veterinarian and Animal Resources<br><br>Animal Care Units in Colleges<br><br>Veterinary Teaching Hospital<br><br>Equine Medical Center<br><br><br><u>Criteria for Scaling</u><br>Care for all laboratory, teaching, and production animals with community services provided through teaching hospitals. | <u>Organizational Units</u><br>Office of University Veterinarian and Animal Resources<br><br>Animal Care Units in Colleges<br><br>Veterinary Teaching Hospital<br><br>Equine Medical Center<br><br><br><u>Criteria for Scaling</u><br>Care for all laboratory, teaching, and production animals with community services provided through teaching hospitals for emergency cases only. | <u>Organizational Units</u><br>Office of University Veterinarian and Animal Resources<br><br>Animal Care Units in Colleges<br><br>Veterinary Teaching Hospital<br><br>Equine Medical Center<br><br><br><u>Criteria for Scaling</u><br>Care for all laboratory, teaching, and production, and already hospitalized animals, but limit the acceptance of additional community animals into the teaching hospitals. |

| | Emergency Condition Level Essential Functions | | |
|---|---|---|---|
| Broad Area | Reduced Operations | Essential Operations | Closure |

| Utility and Technology Infrastructure and Maintenance of Buildings | Organizational Units<br>VP CPIF and VPIT<br>Building Maintenance (Electrical, Elevator, Fire, Mechanical, Plumbing, Trades)<br>Chiller Plants<br>Electric Service<br>Housekeeping<br>IT Infrastructure<br>Power Plant<br>Utility Distribution  Grounds Services<br>Waste Management<br><br>Criteria for Scaling<br>Scale operations to number and types of facilities that remain operational in this emergency condition level. | Organizational Units<br>VP CPIF and VPIT<br>Building Maintenance (Electrical, Elevator, Fire, Mechanical, Plumbing, Trades)<br>Chiller Plants<br>Electric Service<br>Housekeeping<br>IT Infrastructure<br>Power Plant<br>Utility Distribution  Grounds Services<br>Waste Management<br><br>Criteria for Scaling<br>Scale operations to number and types of facilities that remain operational in this emergency condition level. | Organizational Units<br>VP CPIF and VPIT<br>Building Maintenance (Electrical, Elevator, Fire, Mechanical, Plumbing, Trades)<br>Chiller Plants<br>Electric Service<br>Housekeeping<br>IT Infrastructure<br>Power Plant<br>Utility Distribution<br>Grounds Services<br>Waste Management<br><br>Criteria for Scaling<br>Scale operations to number and types of facilities that remain operational in this emergency condition level. |
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| Academic and Student Support Services | Organizational Units<br>VP Dean Libraries<br>Dean of Students<br>Div. of Student Affairs<br>Undergraduate Academic Affairs<br>VP Dean of Graduate School<br>VP Enrollment Management<br>Bursar as subunit of VP Finance<br>VP OIA/Study Abroad<br><br>Criteria for Scaling | Organizational Units<br>VP Dean Libraries<br>Dean of Students<br>Div. of Student Affairs<br>Undergraduate Academic Affairs<br>VP Dean of Graduate School<br>VP Enrollment Management<br>Bursar as subunit of VP Finance<br>VP OIA/Study Abroad<br><br>Criteria for Scaling | Organizational Units<br>VP Dean Libraries<br>Dean of Students<br>Div. of Student Affairs<br>Undergraduate Academic Affairs<br>VP Dean of Graduate School<br>VP Enrollment Management<br>Bursar as subunit of VP Finance<br>VP OIA/Study Abroad<br><br>Criteria for Scaling |

| | **Emergency Condition Level Essential Functions** |
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| Broad Area | Reduced Operations | Essential Operations | Closure |
|---|---|---|---|
| | Services and space scaled to number of students and faculty continuing to need support in each emergency level.<br><br>Community spaces in library and student centers remain open.<br><br>Other student support services that can be performed on or off site with little or no significant draw upon other essential services. | Services and space scaled to number of students and faculty continuing to need support in each emergency level.<br><br>Community spaces in library and student centers closed.<br><br>Other student support services that can be performed off site with little or no significant draw upon other essential services. | Services and staffing essential and scaled to the life/safety requirements. |
| Administrative and Operational Support Services | Organizational Units<br>IRT and support staff<br>IMT and support staff<br>VP Finance<br>VP Human Resources<br>VP Business Affairs<br>VP Information Technology<br>VP Policy and<br>Governance Internal<br>Audit Legal Counsel<br>Equity and Accessibility<br><br>Criteria for Scaling<br>Services scaled to number of students and faculty continuing to need support in each emergency condition level.<br><br>Other administrative activities that can be | Organizational Units<br>IRT and support staff<br>IMT and support staff<br>VP Finance<br>VP Human Resources<br>VP Business Affairs<br>VP Information Technology<br>VP Policy and Governance<br>Internal Audit<br>Legal Counsel<br>Equity and Accessibility<br><br>Criteria for Scaling<br>Services scaled to number of students and faculty continuing to need support in each emergency condition level.<br><br>Other administrative activities that can be | Organizational Units<br>IRT and support staff<br>IMT and support staff<br>VP Finance<br>VP Human Resources<br>VP Business Affairs<br>VP Information Technology<br>VP Policy and Governance<br>Internal Audit<br>Legal Counsel<br>Equity and Accessibility<br><br><br>Criteria for Scaling<br>Services reduced to those needed for minimal operation. |

| Broad Area | Emergency Condition Level Essential Functions | | |
|---|---|---|---|
| | **Reduced Operations** | **Essential Operations** | **Closure** |
| | performed on or off site with little or no draw upon other support services may continue. | performed off site with little or no draw upon other support services may continue. | |
| Capital and Non-Capital Construction | Organizational Units<br>VP CPIF<br><br>Criteria for Scaling<br>The following functions will continue: design, engineering, procurement, contract management, construction, project management, and inspection/permitting, and any support services.<br><br>Construction support activities that can be performed off site with little or no significant impact on projects will be initiated. | Organizational Units<br>VP CPIF<br><br>Criteria for Scaling<br>If still permitted through order/regulations, the following functions will continue: design, engineering, procurement, contract management, construction, project management, and inspection/ permitting, and any support services.<br><br>Construction support activities that can be performed off site with little or no significant impact on projects will be initiated. | Organizational Units<br>VP CPIF<br>VP Finance<br><br>Criteria for Scaling<br>If a stop work order is issued, the "essential functions" to the left will all continue with the exception of physical construction.<br><br>Construction support activities that can be performed off site with little or no significant impact on projects will be initiated. |