

Transition from Essential-Only Operations to Modified Operations

Revised as of June 4, 2020

The purpose of this document is to provide a framework and process for scaling operations to be consistent with the governor on the easing of restrictions, and in accordance with university policy with public health guidelines in place. The goal is to move from essential operations to a modified operations mode that continues to recognize the importance of safety, to transition back to an in-person student learning experience, and to ramp up research programs. Bringing the workforce and the students we serve back on-site is critical to meeting the university's academic, research, and service mission. To aid the scaling to modified operations, the university has established three phases that align with the commonwealth's "Forward Virginia" plan. These guidelines are subject to change based on updated guidance from local, state, federal, or other public health directives.

Virginia Tech Phase 1

Current phase for university

The Commonwealth of Virginia removes/relaxes the stay-at-home order. Local indicators do not show an exponential increase in positive cases. Sufficient testing capability exists in the community. Sufficient personal protective equipment (PPE) and face coverings are available to the community. The local health care system can cope with a potential increase in COVID-19 patients. The public health system can identify and isolate infected individuals and identify and quarantine their contacts. Strict physical distancing measures are in effect. All instruction is fully online. Gatherings are limited to 10 or fewer individuals, in accordance with the governor's plan. Vulnerable individuals are encouraged to restrict activities as much as possible. Individuals wear face coverings when in public spaces or common areas. A face covering is required when individuals cannot maintain a minimum 6-foot separation distance. Exceptions to this requirement will be made if specific medical conditions are present. Employees are encouraged to work remotely as much as possible, recognizing that some work can only be done on-site. On-site employees are required to follow specific PPE, physical distancing, and other safety measures. Individuals who test positive for COVID-19 must remain in isolation for at least 10 days from symptom onset or until free from fever for 72 hours — unless superseded by current public health guidance.

Virginia Tech Phase 2

Effective date: June 8

The Commonwealth of Virginia continues to remove/relax restrictions. Local indicators of infection-spread show stable or decreasing community transmission. Clusters of cases are promptly identified and contained and do not spread within the community. The health care system and public health system can cope with the volume of current and potential cases. There are modified physical distancing restrictions according to CDC guidelines. All instruction is fully online. Gatherings are limited to 50 or fewer individuals and physical distancing is maintained in all gatherings. Vulnerable individuals are encouraged to restrict activities as much as possible. Individuals are encouraged to wear face coverings when in public spaces or common areas or in accordance with state directives. A face covering is required when individuals cannot maintain a minimum 6-foot separation distance. Exceptions to this requirement will be made if specific medical conditions are present. Employees are encouraged to work remotely as much as possible, recognizing that some work can only be done on-site. On-site employees are required to follow specific PPE, physical distancing, and other safety measures as identified by the Incident Management Team and endorsed by

the president's cabinet. Individuals who test positive for COVID-19 must remain in isolation for at least 10 days from symptom onset or until free from fever for 72 hours — unless superseded by current public health guidance. Business travel, aligned with federal and state regulations, is allowed with approval from the dean or vice president.

Virginia Tech Phase 3

Target date: Aug. 3

The Commonwealth of Virginia continues to remove/relax restrictions. Local indicators of infection-spread show a steady state or decreasing community transmission. Clusters of cases are promptly identified, contained, and do not spread within the community. The health care system and public health system can cope with the volume of current and potential cases. Physical distancing remains necessary in some situations and is followed in accordance with CDC guidance. The size of mass gatherings may need to be limited based on volume of meeting space. Vulnerable individuals are encouraged to restrict activities as much as possible. Individuals are encouraged to wear face coverings when in public spaces or common areas or in accordance with state directives. A face covering is required when individuals cannot maintain a minimum 6-foot separation distance. Employees may continue to work remotely as much as possible, recognizing that some work can only be done on-site. Limited on-site presence will likely be needed for these remote workers. Remote work agreements would be in progress through Phase 3 as longer-term remote work is identified. On-site employees are required to follow specific PPE, physical distancing, and other safety measures as identified by the Incident Management Team and endorsed by the president's cabinet. Individuals who test positive for COVID-19 must remain in isolation for at least 10 days from symptom onset or until free from fever for 72 hours — unless superseded by current public health guidance. Business travel, aligned with federal and state regulations, is allowed with approval from the department head.

Operational Plans:

The president, in consultation with the cabinet and the Incident Management Team, will provide final direction to move the institution between phases. University Relations will publish the operational and public safety intentions of the university for modified operational levels between phases of this plan. Senior management areas will also be informed of operational resources and public safety resources to be available for accomplishing these intents. Each dean and vice president will then develop operational plans by department (or other appropriate organizational unit). Leadership will set the example and expectations for their respective departments, including work site expectations (on-site or remote), protection of vulnerable populations, and maintaining continuity of the most critical operations.

Operational plans for colleges should address the plan for accomplishing their instructional missions during the fall 2020 semester. All operational plans should address expanded staffing needs, the ability to control and manage specific work environments, and the necessity to access on-site physical resources.

As on-site staffing and on-site learning increases and operations expand, leadership will closely monitor and assess the potential spread of the virus, as well as procedures and policies to mitigate it. Testing and continual symptom- and exposure-tracking will be critical parts of assessing the impact of increased populations. If outbreaks emerge, tighter restrictions, reduced staffing, and a reduction in on-site populations may need to be implemented again.

Campus buildings not open for public access during the essential operations period will remain locked until Aug. 3. Deans or vice presidents who require programs or services to have public access prior to Aug. 3 should submit a request to the chief facilities officer. These requests will be evaluated by senior leadership for their critical nature and impact on other service units of the university.

Support services will be scaled to according to campus activity.

Plan Development:

Each senior management area will be asked to submit a staffing operational plan to Human Resources for the remainder of the summer. During the summer, it is anticipated that operations remain in Phase 1 and 2, as described above and in the **Transition Period Plan** described below.

Then, each senior management area will prepare broader operational plans anticipating the move to Phase 3 operations for the fall 2020 semester. **Academic and Student Affairs Operational Plans** will identify the proposed methods for addressing instruction, research, student life, and other mission areas during the fall semester. These plans will then inform **Operational Support Plans**.

Plan Timeline:

Transition Period Plan – The Division of Human Resources will coordinate the summer (Phase 1 and 2) staffing and operating plans for colleges and units. The division will consolidate this information into a workforce summary document that will be shared with leadership and other departments that provide on-site services during the summer (e.g facilities, mail services). This will be completed by June 10.

Academic and Student Affairs Operational Plans – Each college dean and academic vice president will prepare an academic plan that will align specific plans around the university's fall semester programming that will be announced June 8. These plans will be due on June 30. The Office of the Provost, coordinating with the Division of Human Resources, will provide directions to senior management for preparing these plans.

Operational Support Plans – Each senior management area will develop an operational support plan that will detail specific unit planning to ensure the campus is fully operational by Aug. 3. These plans will be due by July 17.

Modified Operations

	Phase 1	Phase 2	Phase 3
Anticipated dates (subject to change)	May 15	June 8	Aug. 3
Instruction	All instruction delivered fully-on-line.	All instruction delivered fully on-line.	Classroom, instructional lab, and instructional studio occupancy will be reduced. Some instruction will be fully online. Some will be both in-person and on-line (hybrid), and some will continue in-person.
Research	Researchers are encouraged to telework whenever possible. Research previously deemed essential may continue in labs while using the appropriate PPE and maintaining proper safety/hygiene and physical distancing requirements. Additional research activity that is critical to current and future operations and that is desired to be continued by the principal investigator may commence with approval by the appropriate dean, vice president, or institute director, or their designee. Research with human subjects is permitted, but with high scrutiny and protective measures as identified by the IRB.	Researchers who can efficiently telework will still be encouraged to do so, particularly those persons in vulnerable groups. Additional research may now be performed in laboratories with appropriate use of PPE, with continued strict adherence to safety/hygiene and physical distancing requirements, and with approval by the appropriate dean, vice president, or institute director, or their designee. Research with human subjects may increase during this phase as permitted by the IRB. Larger gatherings may be permitted according to government mandates and guidance from health authorities.	Most laboratories will be open, as authorized by the appropriate department head or lab manager. The use of PPE, safety/hygiene requirements, and physical distancing will follow appropriate guidelines in place at the time.
Continuing Education	No in-person delivery of programs.	No in-person delivery of programs.	Events will be conducted in accordance with CDC guidelines and Commonwealth of Virginia and Virginia Tech requirements.

Study Abroad	No study abroad activity.	No study abroad activity.	Program will align with U.S. State Department and CDC guidelines and local travel advisories and will be dependent on the ability to secure travel visas.
Housing	Housing limited to pre-approved students. Housing operating under essential operations plan.	Housing limited to pre-approved students. Housing operating under essential operations plan.	On-campus housing limited to standard room occupancy with some rooms reduced to singles as needed; students required to commit to wellness agreement; first-year live-on-campus requirement waived; returning students who have a health reason to terminate housing contract can request a contract review.
Dining	Dining plan sales limited to on-campus residents; limited operations using online ordering and pick-up only. Dining operating under essential operations plan.	Dining plan sales limited to on-campus residents; limited operations using online ordering and pick-up only. Dining operating under essential operations plan..	Limited dining plan sales; limited seating capacity for dine-in options with appropriate distancing and public health protections; online ordering and pick-up options remain available. No dining contracts for off-campus students.
Student Community/ Informal Study Space	Community and informal study spaces closed with restricted access.	Community and informal study spaces closed with restricted access.	Spaces opened with reduced occupancy. Closures scheduled to allow more cleaning.

Student Health Services

Cook Counseling office in Oak Lane open for crisis appointments only. All other consultations and therapy delivered via teletherapy.

Schiffert Health Center open with scaled-back hours and staff rotations based on demand. Non-essential appointments may be delayed.

Hokie Wellness will provide a series of at-home/away-from-campus resources.

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Crisis appointments will be face-to-face with crisis coordinators in Cook Counseling office in Oak Lane; some counseling appointments will become a mix of in-person and teletherapy depending on desires of therapist and students.

Schiffert Health Center will remain open for appointments. Testing will be provided as needed.

Hokie Wellness will continue to provide a series of at-home/away-from-campus resources as well as in-person programs when possible.

Academic Support Services

Advising, academic support, and other student services provided virtually.

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Advising, academic support, and other student services provided virtually as much as possible with a return to in-person services as necessary with appropriate distancing and public health protections.

Infrastructure

Ventilation systems will be operated to increase the circulation of outside air as feasible.

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Facilities

Buildings not opened for public access remain locked. High-touch items, high-volume space, and public circulation areas will receive priority. As resources allow, after these prioritized areas are addressed, individual private offices and workstations can obtain some services. As such, care for these spaces (private offices and workstations) will be shared with the user(s). Grounds care will be scaled to match operational dynamics. Waste and recycling services will continue unimpacted.

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Students living on-campus for the summer will be allowed to use McComas Hall recreation facilities, in open recreation opportunities only, to help determine and test appropriate operational strategies. All public health guidelines will be enforced during this test phase (July 6-31, dependent upon decisions related to gyms).

Buildings will be opened for public access. In general, classrooms, labs, and common areas will be closed between 10 p.m. and 6 a.m. for disinfecting purposes. High-touch items, high-volume space, and public circulation areas will receive priority. As resources allow, after these prioritized areas are addressed, individual private offices and workstations can obtain some services. As such, care for these spaces (private offices and workstations) will be shared with the user(s). Grounds care will resume normal operations. Waste and recycling services will continue unimpacted.

Recreational facilities will open, adhering to all public health guidelines for open recreation usage. Programmatic offerings will be determined based on public health guidelines in place during this phase.

Student centers will open, adhering to all public health guidelines. Programmatic offerings will be determined based on public health guidelines in place during this phase.

Transportation

Parking management and air transportation stopped. BT in reduced operations mode.

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Parking management resumes. Air transportation modified based on customer needs. BT begins to ramp up service.

Admin & Operational Support Services (Finance, HR, IT etc.)

Administrative and operational support functions operating remotely. Services scaled to number of students, faculty, and staff for Phase 1 operations. Essential operations continue to operate on-site.

Administrative and operational support functions operating remotely. Services scaled to number of students, faculty, and staff for Phase 2 operations. Essential operations continue to operate on-site.

Administrative and operational support functions provided virtually as much as possible, with a return to in-person services as necessary with appropriate distancing and public health protections. Services scaled to number of students, faculty, and staff for Phase 3 operations.

Workforce

Telecommuting is recommended where possible, recognizing that on-site support will still be required to support essential operations.

Telecommuting is encouraged. Phased transition to begin to support limited summer programs and to prepare for fall operations.

Telecommuting is encouraged for those who can perform their duties remotely and after consultation with the department head or manager. More employees returning to support fall operations and instruction. Remote employees may be on-site, periodically, as needed.

Events, Programs

Fully online.

Fully online.

Events will be conducted in accordance with CDC guidelines and Commonwealth of Virginia and Virginia Tech requirements.

Athletics

Finalize plans for returning student-athletes to campus. Some student-athletes return and voluntary workouts may begin.

Return of additional fall-sport and some winter-sport student-athletes.

Operations will be conducted in accordance with CDC guidelines and the requirements of the Commonwealth of Virginia, Virginia Tech, the ACC, and the NCAA.