

COVID-19 Campus Response Plan

While we look forward to safely welcoming our college family back to campus for the fall semester, we are closely monitoring the ongoing COVID-19 situation to ensure the safety of our College communities and to maintain the continuity of our mission during this unprecedented time.

“In these times of what feels like utmost uncertainty, BridgeValley is united in supporting our students, faculty, staff, and community as we navigate our way through reopening our college and moving education forward.”

- Dr. Eunice Bellinger



Your health and safety are our top priority and are the principle drivers of our decision making. We value your input and have established a task force to review our COVID-related actions and to provide inclusive feedback from our constituents.

We expect every member of our College community to commit to the safety regulations outlined in this plan; they are intended to protect you and others. We know you'll have questions, and we'll work together to address them and get through this situation. If we as a collective can commit to these actions, we can help reduce the spread of COVID-19 and facilitate the on-campus experience that our College community desires.

Essential Safety Regulations and Expectations

Maintain social distancing of at least 6 feet

- **All College community members should strive to maintain physical distancing of at least 6 feet of separation.**
- This may include working or learning on a remote basis, conducting meetings via a virtual method, postponing non-essential meetings and events, reducing building occupancy through staggered schedules, removing seats from shared spaces, modifying circulation patterns, and using alternative venues instead of indoor facilities.

Wear required face coverings

- **All College community members must wear, at minimum, cloth face coverings while on campus in order to protect others and yourself.** Following CDC guidance, cloth face coverings must cover both your nose and mouth and should fit snugly on the sides of your face. The cloth face covering must not be made of mesh or other fabric with holes. The cloth face covering should not be removed during conversation.
- A cloth face covering for each student and employee is available. If needed, arrangements for pick-up may be made through the Office of Student Affairs for students or the Office of Human Resources (HR) for employees.
- While not the case for most classes, some courses require specific protective equipment during identified lab sessions and clinicals; discuss these requirements with your instructors.
- Depending on an employee's work assignments, additional protective equipment may be required. Please work with your Supervisor and HR to determine needs.
- Failure to comply with the College's Student Responsibilities regarding these safety regulations will result in one or more of the following measures: written warning, removal from class, probation, suspension, and/or expulsion from the College.
- Students who are unable to wear a cloth face covering for medical reasons, which will be the only exemptions allowed, should contact the Director of Accessibility via email at spencer.poling@bridgevalley.edu for possible arrangements.
- Failure to comply with the employee and guest Code of Conduct regarding these safety regulations will result in one or more of the following measures: written warning, suspension, and/or separation from the College.
- Faculty and staff who want to seek a medical accommodation should contact hr@bridgevalley.edu to discuss their needs.

Practice good hygiene

- All College community members must maintain responsible hygiene requirements.
- To protect yourself, wash your hands for at least 20 seconds with soap and water, or use hand sanitizer when touching public surfaces.
- Do not touch your mouth, nose, or eyes, which can introduce the virus.
- Cover your face when sneezing or coughing (even when wearing a face covering).
- Limit touching shared surfaces to reduce the spread of the virus.

Monitor for illness

- To help prevent the spread of COVID-19 and reduce the risk of exposure, you must regularly monitor your personal health status. Prior to coming to campus, you should screen for the following COVID-19 symptoms and exposure (note that this list may change as the Centers for Disease Control (CDC) identifies further symptoms):
 - Fever or chills
 - Cough
 - Headache
 - Muscle aches
 - Nausea, vomiting or diarrhea
 - Close contact with a person with COVID-19 in the last 14 days
 - New loss of taste or smell
 - New runny nose or congestion
 - Shortness of breath or difficulty breathing
 - Sore throat
- You should not come to campus if you are ill or are experiencing ANY COVID-19 symptoms. You should notify your instructor/supervisor.
- Some departments with unique risks associated with their activities may establish more stringent access controls, including daily temperature checks before reporting to class or work.
- Students, faculty, or staff who become ill while on campus should return to their residence, self-isolate and avoid further contact with others. You should use a cloth face covering and follow CDC and Health Department guidelines.
- In accordance with the College's Communicable Disease policy, students should communicate diagnosis of COVID-19 to the Office of the Vice President of Student Affairs. Employees should communicate diagnosis of COVID-19 to the Office of Human Resources. These communications will be kept secure and will be used to assist the local health department with campus contact tracing if applicable. According to CDC guidance:
 - Individuals diagnosed with COVID-19, either by a laboratory test or based on their symptoms, may return to campus when the individual is at least 10 days from symptom onset, has had three days with no fever, and has improving symptoms.
 - Individuals with a known close contact with COVID-19 should stay home for 14 days after exposure.

Limit travel where possible

- College travel, including domestic and international, for students and employees will be extremely limited and require prior approval by the area's Vice President.
- Individuals who are returning to the College from any international travel are subject to a 14-day self-isolation period and should make arrangements in advance with their instructor/supervisor.
- Individuals are to follow the WVDHHR Guidance for Vacation Travel issued on 6-19-20 and may be subject to a 14-day self-isolation period. Arrangements should be made in advance with their instructor/supervisor.
- The College strongly discourages any student or employee from personal travel to locations other than their home and campus. We also strongly discourage students and employees from hosting visitors from other locations.

Fall 2020 Semester Courses

We note that some of our classes, particularly in our Allied Health and Technical Studies programs, require additional opportunities in hands-on learning environments. To best accommodate this, we are focusing our on-campus instruction to facilitate these experiences and reducing other typical campus occupancies where possible to mitigate interpersonal contact.

If faculty should need to conduct a course activity on campus, they must email a request detailing the need, the requested space, and the number of people to their Division Dean. Upon approval, the Dean will forward the request to the Vice President of Academic Affairs and the Academic Affairs Administrative Secretary. Upon the Vice President's approval, the Administrative Secretary will create a Helpdesk ticket with the request.

Delivery Modalities/Formats

- Online courses that were already scheduled have not changed.
- Our regular classroom-based courses are still going to meet at regular times, like usual, just not in a traditional classroom. These courses will meet virtually at the designated course times.
- Courses that require clinical rotations, labs, and hands-on learning will be scheduled as safely as possible.
 - Instructors may determine staggered schedules to accommodate social distancing as needed.
 - No more than six individuals (including the instructor) should be in a classroom at the same time. These restrictions are subject to further modifications in the future.
 - Individuals should follow any building flow instructions or restrictions as provided.
 - Individuals are expected to follow all safety regulations while on campus or in an arranged clinical setting.

Fall Academic Dates

- August 10, 2020: Classes Begin
- November 12, 2020: Last day of Classes
- November 14 - 20, 2020: Finals Week
- November 23, 2020: Grades Due

For the complete Fall 2020 Academic Calendar, visit:

<https://www.bridgevalley.edu/registrar-calendars-schedules-and-important-dates>

Space and Sanitization

Sanitization

The College's facilities staff will operate in accordance with cleaning and disinfection protocols recommended by the Centers for Disease Control. Personnel will disinfect high-touch surfaces, including, but not limited to, doorknobs, water fountains, elevator panels/call buttons, stairwell handrails, and restroom fixtures. The methods in the facilities department protocols will be modified based on the specific conditions at impacted buildings, and as recommendations are revised by the CDC and public health agencies. Facilities personnel are required to wear appropriate protective equipment while using sanitizing supplies.

Hand sanitizing stations will be located at key areas within campus buildings.

Classrooms/Lab Space

Class sizes may be modified and arranged to create additional distancing between students. No more than six individuals, including the instructor, should be in a room at the same time (these restrictions are subject to further modifications in the future). Do not rearrange classroom space to reduce proper social distancing.

When going to the classroom, use doors marked as entrances and exits appropriately. Follow any building flow arrows in the proper direction.

Elevators

Due to social distancing requirements, the number of elevator occupants is limited to two (2) in most cases. Elevators that can accommodate more than 2 people will be marked with signage. Please use the stairs whenever possible. If you are using the elevator, wear a cloth face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Maintain social distancing of at least 6 feet from other occupants. Wash your hands or use alcohol-based hand sanitizer upon exiting the elevator.

Meetings & Events

Where possible, individuals are encouraged to hold meetings and gatherings via an online method and postpone non-essential in-person meetings.

Large events significantly increase the risk of transmission of COVID-19. Therefore, decisions that would involve large gatherings must be approved by Administration in advance and will be carefully evaluated.

Public Space/Common Areas

- Lobby and common area furnishings will be modified for appropriate social distancing.
- All individuals should wear a cloth face covering and maintain social distance while sharing space in a common area.
- Hand sanitizers are installed in hallways and corridors. All water fountains are covered and not in use.

Outdoor Parking Areas

In some instances where in-person items are necessary, such as some forms that require physical signatures, pre-approved arrangements may be made for the individual to meet an employee in the College parking lot to complete the necessary information. The arrangements must be approved by the appropriate Vice President. Both individuals are expected to wear cloth face coverings while on College property.

Outside Contractors and Guests

Contractors and guests shall be required to follow the same standards applied to College students and employees and are required to follow safety regulations, including the wearing of cloth face coverings while on campus and social distancing.

Outdoor WiFi Hotspots

For students and employees without broadband internet connectivity, the College is offering WiFi access in specific parking lot areas. Spaces in the parking lots of the Advanced Technology Center (ATC) in South Charleston and Pathfinder Hall in Montgomery will have signs indicating which spots have access to WiFi. To login, students and employees should use their normal login credentials. If there are any issues accessing WiFi, email helpdesk@bridgevalley.edu with your contact information.

Resources

Student Life

The Office of Student Life and the Student Government Association will continue to plan activities and ways to connect over the course of the semester, utilizing social media and virtual methods. Check your college email to stay up to date on activities.

Mental and Emotional Well-being

Students:

If you are experiencing any personal problems or just need someone caring to talk to, the College offers short-term counseling and referral services. You can contact Counseling Services at 304-205-6706. All services are free to registered students and are confidential.

Employees:

Optum, part of UnitedHealth Group, operates an Emotional-Support Help Line. Professionally trained, mental health staff are there to support people who may be suffering from fear or stress created by COVID-19. Optum's Emotional-Support Help Line number is 866-342-6892 and will be open 24 hours a day, seven days a week. The service is free of charge and open to all PEIA members.

Additional Information

For details about the College's ongoing response to the COVID-19 pandemic, visit:
<https://www.bridgevalley.edu/coronavirus>

For information about the State of West Virginia's response, call the West Virginia Department of Health and Human Resources information hotline at 1-800-887- 4304 or visit their website:
<https://dhhr.wv.gov/COVID-19/Pages/default.aspx>

For federal guidance from the Centers for Disease Control and Prevention (CDC), visit:
<https://www.cdc.gov/coronavirus/2019-ncov>

For directions for making, wearing, and cleaning cloth face coverings, see the CDC's "Use of Cloth Face Coverings to Help Slow the Spread of COVID-19:"
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>