Keeping Campus SAFE

Overview

Shaw University’s first and highest priority is the safety and security of every member of the Shaw community – students, faculty, staff, vendors, visitors and community partners. We look forward to welcoming the community back to campus as we prepare for the Fall 2020 semester. This document outlines the protocols and procedures that have been put in place to facilitate a safe return to campus.

On May 14, 2020, President Paulette Dillard commissioned a committee to develop a campus reopening plan for Fall 2020. To prepare the campus for returning students in August, Shaw University has designed a COVID-19 Plan for Returning to Campus to ensure that the University continues to be a safe and healthy place to learn, live, work and visit. The plan is guided by recommendations from the Centers for Disease Control and Prevention (CDC) and the North Carolina Division of Public Health and is consistent with local orders and ordinances of the City of Raleigh and Wake County Department of Public Health and the State of North Carolina.

COVID-19 is a novel and challenging experience for our country, state, and university. Therefore, Shaw University policies and procedures will continue to evolve as new information becomes available.
Returning to Campus

Proposed Timeline: Phased Return to Campus

North Carolina Governor Roy Cooper’s Executive Order 141, issued May 20, lifted the Stay at Home Order and moved the state to a Safer at Home recommendation as outlined here https://governor.nc.gov/news/key-indicators-remain-stable-north-carolina-moves-safer-home-phase-2:

- Shaw University implemented a phased return to campus at the beginning of July. The return-to-campus guidelines are detailed in this document. Anyone who feels ill should stay at home and not report to campus. Anyone who reports to campus and becomes ill should follow the reporting and quarantine guidelines detailed in this document.
- All persons will wear face coverings while on Shaw University premises.
- All persons will conduct the self-monitoring health check every day upon entering Shaw’s campus.
- Employees will be provided work schedules to ensure adherence to social distancing standards.
- All persons will practice enhanced hygiene, including frequent handwashing and use of hand sanitizer.
- Protocols for students are detailed later in this document.
- Employees who are at high risk for developing illness from COVID-19 and who have concerns regarding a return to work should contact Human Resources.

The University’s campus reopening plans will be aligned and consistent with local orders and ordinances as well as the State of North Carolina’s Phased Reopening Model. Shaw’s plan will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, NC Department of Public Health, and the internal reopening planning committee.
Phased Timetable

**JULY: Staff** returned to campus on a staggered work schedule beginning July 1. Vice Presidents, Deans and unit supervisors will work with their respective teams to confirm specific arrival plans and work schedules.

A virtual New Student Orientation session was held on July 16.

**Student(s)**
- As of July 9, fall sports have been canceled for all CIAA-member institutions. Student-athletes will report according to the currently schedule dates for new and returning students.
- Band Camp has been canceled. Marching Band members will report according to the currently scheduled dates for new and returning students.
- Student Leaders (Student Government Association, Student Activities Board, Royal Court) will report to campus on a date to be determined by the Office of Student Affairs.

**AUGUST: Faculty** will report to work on August 5.
- New students will report to campus beginning August 7 and returning students will report beginning August 9.
- Fall semester classes will begin on August 12.

**Academic Calendar:** Adjustments to the Fall 2020 Academic Calendar reflect a schedule designed to enhance students’ ability to enjoy a safe and fulfilling campus experience, in part by minimizing student travel during the semester. Classes will be held on Labor Day; Fall Break has been eliminated in order to end the fall semester at the Thanksgiving Break.

https://www.shawu.edu/calendars/

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Health and Safety Guidance

**Health Monitoring**
All faculty, staff, and students are encouraged to monitor their body temperature and review the CDC’s recommended screening questions each day prior to joining others on campus.

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The below symptoms indicate you may have COVID-19. You should contact a medical professional and stay at home.

- Fever (100.4° F or more, orally)
- Chills
- Shortness of breath
- Repeated shaking with chills
- Cough
- Muscle Pain
- Headache
- Sudden loss of taste or smell

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**Personal Health and Safety Practices**

**Social Distancing**
Keeping physical space between individuals -- at least six feet or two arms lengths -- is recommended as one of the best tools for avoiding contracting COVID-19 and helping to slow the spread of the virus. Health researchers have found that COVID-19 can be spread by infected individuals before they display symptoms and even people who never display...
symptoms. Protect yourself and others by leaving lengths between yourself and others on campus and avoid gathering in groups of 10 or more.

Personal Protective Equipment

Face Coverings or Masks


All persons will be required to wear face coverings while on campus. A face covering is not a replacement for physical distancing and other safe hygiene practices. However, masks and face coverings help contain respiratory emissions and may protect others from you if you are ill, and you from others.

Guidelines for using a face covering

• Wash hands or use hand sanitizer before applying the face covering
• Avoid touching the front of the face covering or handling the face covering
• Ensure that the face covering fits snugly
• If equipped with a nose wire, ensure that the wire is molded snugly around the nose.
• Tie straps behind the head and neck or loop them around the ears.
• Do not touch your eyes, nose or mouth when removing the face covering or a disposable mask.
• Wash your hands immediately after removing and storing or disposing of the face covering.

To properly maintain face coverings, store them in a paper bag when not in use. Launder cloth face coverings on a regular basis and dispose of paper masks at the end of each day. Replace face coverings that become soiled or damaged.

Risk assessment data show that other types of personal protective equipment (PPE) such as face shields, gloves, aprons, etc., is warranted only for those who have an elevated risk for exposure to COVID-19. On Shaw University’s campus, these groups include employees in Student Health and Housekeeping, among others. These groups will develop specific PPE requirements for their areas.

Eye protection using goggles or face shields is not required as part of general activity on campus. Good hand hygiene and efforts to avoid face touching are considered generally sufficient for the general population in non-healthcare settings, according to the CDC. Also, gloves are not considered necessary for general use, and they are not a substitute for good hand hygiene. Washing hands is considered the best practice for common everyday tasks.

High Traffic Areas and Forming of Lines

High-traffic areas represent a unique challenge to physical distancing and disinfection. The following measures are being adopted to facilitate health and safety in areas where students, faculty and staff gather or work.

• Visual cues, such as floor decals and signs, will be placed to indicate directional movement and properly spaced distancing.
• Furniture and equipment will be arranged to encourage physical distancing.
• When feasible, stairwells will be designated exclusively for up or down traffic.
• Temperature checks may be required to enter certain spaces, at the administration’s discretion.
• Signs spelling out distancing requirements, personal protective equipment required, and other measures will be posted at building entrances.
• Extra housekeeping attention will be directed to high-traffic areas based on use patterns within the space.
• Surface disinfectant will be dispersed throughout campus to allow faculty, staff and others to disinfect items in common-use areas.
• Elevators will be limited to a maximum of two passengers, with riders urged to use face coverings and apply hand sanitizer prior to entering the elevator, and to avoid touching surfaces, including buttons, with bare hands.
• Drinking fountains will be disabled, except for those designed for bottles only.
Handwashing
Guidelines for hand washing call for at least 20 seconds of scrubbing with soap and water. Wash hands often, especially while in public or after coughing, sneezing, or touching your face, including putting on and taking off face coverings.

A hand sanitizer that contains at least 60% alcohol is recommended in the absence of soap and water. Apply the sanitizer to all surfaces of your hands and rub them together until they feel dry. Hand-sanitizer will be made available at building entrances, elevators, classrooms and high-traffic areas.

Cleaning and Disinfection
Housekeeping teams will be assigned to clean academic, office and common residential spaces based on CDC guidelines for disinfection.

Commonly used items are to be wiped down with disinfectant before and after use, especially those involving high-touch surfaces, such as copiers, printers, computers, A/V and other electrical equipment, desks, tables, light switches and doorknobs.

Mental Health and Emotional Well-Being

Student Counseling Services:
The Counseling Center is available virtually. Students will be seen in person by appointment only. To make a counseling appointment, please call 919-546-8525/8283. For immediate assistance, call Campus Police and Security at 919-546-8249.

Employee Assistance Program:
The Employee Assistance Program is designed to provide short-term counseling services for employees and their dependents. Resources are available for issues, such as marital conflict, relationship and family problems; stress, anxiety and depression; grief and loss; job pressures; and substance abuse. Employees can contact Human Resources for more information concerning the Employee Assistant Program.

Student Health Center

Students who are exhibiting symptoms of COVID-19 should be referred immediately to the University doctors/nurses, who will arrange a COVID-19 screening. Students who are immunosuppressed or who have other conditions that heighten their risk for contracting COVID-19 should submit this information to Student Health for review and recommendations by no later than July 24.

The Student Health Center will continue to provide regular services, with certain modifications, including:

- Students will be seen by appointment only.
- Initial nurse triage via phone for students seeking medical care
- Prescreening via 919-719-6324 or 919-546-8286 for COVID-19 symptoms
- Telehealth visits for evaluation of acute respiratory illnesses
- Contactless check-in
- Separate clinic for Wellness, Women's Health and Immunization Program

Student Health Screening
- The Student Health Center will collaborate with health care partners, including the Wake County Department of Public Health to assist students that request health screenings.
- Students who have tested positive for COVID-19, or who suspect they have come in contact with someone who has tested positive, should contact the Student Health Center immediately as well as your Resident Manager while maintaining social distancing guidelines.
- The Health center will assist in setting up an appointment for testing. If there are charges that are not covered by a student’s insurance, the student is responsible for payment. Options for billing can be discussed with your health care provider.
The Student Health Center will develop a supplemental campaign for flu vaccination for students on campus.

Quarantine Accommodations
Non-residential students are asked to quarantine in their own homes and notify the campus health center immediately when they suspect or have symptoms indicating possible exposure to the COVID-19 virus. The campus health center will assist off campus students in identifying and directing the necessary resources to support their safe recovery. Students living on campus will be encouraged to return to their permanent homes, if possible. Additional isolation and quarantine requirements for residential students include:

- Students exhibiting signs and symptoms of COVID-19 will be isolated on campus and have all meals delivered.
- Students identified as being in close contact with a known or suspected COVID-19 positive person are subject to quarantine for 14 days or until their contact has had a negative COVID-19 test result.
- Residence halls will have thermometers, sanitizing wipes, tissues, soap, and hand sanitizer and toiletries.
- Rooms occupied by isolated or quarantined students will be labeled as “Authorized Personnel Only.” The reason for restricted access will not be stated due to concerns over stigma and FERPA/HIPAA violations. A small number of people will be aware of the rooms designated as quarantine/isolation on a need-to-know basis.
- Students in isolation or quarantine will receive daily telephone checks from Student Health and Residence Life staff.
- Campus health services will contact all local and appropriate federal/local health agencies when a student is quarantined and follow all CDC and other regulations in monitoring the student's health status.

Residence Halls
Guidance from the CDC Guidance Document for Shared or Congregate Housing will be followed, as outlined below:

Note: The Office of Student Affairs - Residence Life will notify students regarding rooming arrangements.

- Residents should practice social distancing and wear required face coverings in shared spaces, including lobby, elevators, computer labs, hallways, and restrooms.
- No visitors will be allowed within the residence halls unless authorized for specific activities, such as help with move-in. Residential students are only permitted entrance to their own residence hall.
- Staff entry into private rooms will be limited to situations in which provisions are in place to protect both staff and students.
- Limitations on elevator capacity/occupancy will be enforced to maintain safety guidelines.
- Common areas, computer labs, and laundry rooms capacity will be limited to ensure compliance with safety gathering guidelines.
- All students should bring gloves, masks, sanitizing wipes, and personal protective gear to maintain and ensure their personal space is constantly cleaned and sanitized.
- Hand sanitizer will be provided at all entrances and outside elevators.
- All community bathrooms will be sanitized and cleaned daily.
- There will be single rooms available for students with pre-existing medical conditions and have immunocompromised conditions.
Guidance for On-Campus Interaction

Working in the Office
Office environments on campus will be arranged to conform to appropriate social distancing standards. Conference rooms and other common areas will also be rearranged accordingly. Staff will return to campus beginning July 1 using staggered schedules to avoid multiple employees entering buildings together and occupying common spaces. Supervisors will determine how best to implement the return-to-work plan for their area and notify HR if an employee does not feel safe returning to campus.

Meetings
Where feasible, meetings should be held using the extensive range of online collaboration tools, such as Microsoft Teams or Zoom. The size of all in-person meetings or gatherings should be limited based on the current restrictions of local, state and federal mandates to fewer than 10 persons. General guidelines include:

1. Meetings or events exceeding attendance limits or when social distancing requirements cannot be maintained should be canceled.
2. Attendees at in-person meetings should wear a face covering. Hand-sanitizer stations should be available at all entrances.
3. High-use rooms will be cleaned and disinfected daily, with signs indicating that disinfection has occurred to be left in the space after it has been cleaned.
4. Room configurations will be oriented to allow between 3- and 6-feet of space between attendees.
5. Disinfectant wipes will be placed in each room.
6. Rooms and meeting spaces will be configured to adhere to social distancing standards.
7. Attendance and seating arrangements will be recorded to facilitate contact tracing in the event of an exposure.
Classrooms and Laboratories
Shaw University is committed to a balance of online education and in-person classes. Where in-person classes are offered, the following safety measures will be in place:

1. All in person classes will be taught to ensure 6 ft distancing between seats.
2. Hand sanitizer stations will be available at all entrances to academic buildings.
3. All attendees are required to wear a face covering while in class.
4. Rooms will be cleaned and disinfected at the end of each day.
5. Disinfectant wipes will be available for faculty and students to clean desks, podiums, chairs, and other high touch areas, before and after each use.
6. Doors should remain open wherever possible to limit air movement throughout the room from individual entries and exits.
7. Attendance and seating arrangements are to be recorded to facilitate contact tracing in the event of an exposure.

Shared Equipment
1. Students, faculty and staff should use the equipment closest to their workstation or as specifically assigned. Equipment should be decontaminated frequently with an EPA approved disinfectant.
2. Printers, copiers and similar equipment may be moved to separate locations or to a larger room with social distancing space.
3. Reduce the number of shared office supplies.

Common Areas
Access to and utilization of common areas should follow social distancing and cleaning and hygiene guidelines.
Human Resources

Workplace Expectations and Guidelines
Shaw University values the health and safety of its employees; therefore, all employees are expected to fully comply with the COVID-19-related policies and protocols outlined in this document. Prior to bringing employees back to campus, a return to work checklist should be completed by the employee. In addition to the checklist, supervisors are required to:

1. Review their work areas to ensure they are conducive to allowing employees to work and maintain the appropriate social-distancing requirements (6 feet apart in all directions).
2. Implement the return-to-work plan for their area (e.g., stagger employee schedules, such as how often to report to work each week and if multiple employees reporting on the same day, staggering their times to work to avoid multiple employees entering buildings together), or if they want to delay having employees report and continue to have them work remotely.

Employees should conduct the Employee Health Questionnaire before arriving at work each day. Employees will have access to the Health Questionnaire to ensure they communicate any concerns/symptoms they have to their supervisor, who will direct them on any actions to take, such as ensuring any employee who shows symptoms or reports symptoms outlined in the Questionnaire to go or to remain at home. The complete guidelines for Human Resources are online at www.shawu.edu//uploadedFiles/Documents/Covid19-HR.pdf.

Staffing Options
Guidelines for High-Risk Employees
Employees who have been instructed to return to work on-site and have concerns about doing so may request a flexible work arrangement. If those concerns are related to an underlying health condition, the employee may be entitled to a reasonable accommodation under the ADA, depending on the employee’s circumstances. Prior to returning to the workplace, any employee who has questions or concerns should contact their direct supervisor or the appropriate institutional office as specified in the institution’s plan.

According to the latest guidance from the Centers for Disease Control and Prevention (CDC), based on early information on COVID-19, those at higher risk of getting very sick from this illness include older adults and people who have serious chronic medical conditions like: age, 65 and older; HIV; asthma, moderate to severe; chronic lung disease; Diabetes; serious heart conditions; chronic kidney disease treated with dialysis; severe obesity; and compromised immune system.

On-campus/Remote Work Schedules
Based on committee recommendations, employees will return to on-site work on a staggered schedule. This coordinated process balances operational needs against the risk of an employee contracting COVID-19 or exposing others to the illness.
As employees gradually begin to return to the worksite, Shaw University may continue to utilize any of the following options to maintain required social distancing measures and reduce population density within buildings and workspaces.

- **Remote Work**: Those who can work remotely to fulfill a portion, or all their work responsibilities may continue to do so to reduce the number of individuals on-site and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor can be done in on a full or partial day/week schedule as appropriate.

- **Alternating Schedules**: To limit the number of individuals and interactions among those on site, departments should schedule partial staffing on alternating schedules to the extent possible. Such schedules will help enable social distancing, especially in areas with large common workspaces.

- **Staggered Reporting/Departing**: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes, where possible, will reduce traffic in common areas and help meet social distancing requirements.

### Leave Policies

**Family Medical Leave Act**
The Family and Medical Leave Act of 1993 was passed by Congress to balance the demands of the workplace with the needs of families.

**Family First Coronavirus Response Act, Emergency Paid Sick Leave**
The Families First Coronavirus Response Act includes the time-limited allocation of emergency paid sick leave and expanded family and medical leave coverage for employees who cannot work as a result of the COVID-19 pandemic.

**Sick Leave**
Sick leave is granted to paid employees working half-time or more during the pay period. For more information, please review the Employee Handbook.

**Vacation Leave**
Vacation leave is credited to paid employees working half-time or more in accordance with the provisions outlined below. For more information, please review the Employee Handbook.

**Short-Term Disability**
For employees who are medically approved to be away from work for 14 consecutive days or more, short term disability may apply. Employees can contact Human Resources for more information.

**Communication Plan**
Communications will be sent to all employees notifying them of the return to work plan and date, to include providing the Employee Health Questionnaire, Employee Return to Work FAQs, Shaw Return to Work Guide and the COVID-19: Self-Quarantine, Self-Isolation, and Self-Monitoring Guidance. All of these will also be available on the HR Intranet for reference. In addition, we can make available the Training on Demand course, “COVID-19: What Employees Need to Know,” which would require HR to enroll each participant individually.

Supervisors will be required to monitor the return to work plan for their department daily, ensuring employees complete the Health Questionnaire, employees are practicing sanitizing procedures (frequent hand washing/use of hand sanitizer) and social distancing, and if employees are wearing face coverings, to ensure they are worn properly. Supervisors should notify HR immediately if any employees are showing symptoms and must be sent home, or if employees call out of work due to sickness. HR will follow-up for any COVID-19 related concerns.

Weekly Campus Communications will include reminders about COVID-19 safety measures (social distancing, hand washing, use of health questionnaire, etc.). Updates on COVID-19 safety prevention should be a weekly topic discussed during Cabinet meetings.
Area Specific Information

Child Development Center
The Shaw University Child Development Center will follow the COVID-19 related health safety protocols established by Shaw University, Wake County Public Schools (https://www.wcpss.net/) and those established by the Child Development Center and North Carolina Division of Child Development and Early Education.

University Operations
Procedures will be implemented and followed by departments within University Operations (Dining Services, Bookstore, and Student ID Card Office, Mailroom) in executing safe daily operations. Please check the website for information regarding these services. These procedures are based on current information that is available from local, state and federal health authorities, and therefore may be revised to comply with applicable laws and recommended best practices, as needed.

All persons are responsible for familiarizing themselves with the proper use Personal Protective equipment.

Department of Athletics
The health and safety of student-athletes, coaches, staff, recruits, donors and fans, remains a top priority. For this reason, safety protocols have been developed for returning to campus, as well as detailed guidelines for the start of athletic training and competition.

The protocols and guidelines, which are specific to Athletics, its constituents, facilities and events, will focus on screening, social distancing and sanitizing. They are designed to help prevent the spread of infection, and will be executed, adjusted and strictly enforced in concert with university, local, state, NCAA, CIAA, FDA, CDC and other national governing body policies and orders.

Coaches, Staff and External Athletics Constituents
Athletics staff and coaches (out of season) will work on a staggered schedule, allowing for optimal adherence to social distancing guidelines, until the University mandates all employees back to work full time. The use of Zoom, Microsoft Teams or other approved virtual meeting platforms for staff meetings will be strongly recommended. If in-person meetings are needed, these meetings will take place in venues that will enable social distancing protocols (i.e., conference room for small meetings, or other options on campus).
During this time, visitors in the building is discouraged unless their presence is essential. However, when visitors such as donors, season ticket holders, vendors and prospective student-athletes (recruits) need to enter the facilities they will need to:

- Report to the Campus Police & Security Office for clearance.
- Adhere to all University and Athletics Department Traffic Flow and Screening Protocols during the visit to campus.
- All PSAs must have been pre-approved to visit campus (Unofficial and Official NCAA Recruiting Visits) by the Shaw Office of Compliance and notified of all campus and athletics guidelines regarding COVID-19 protocols.

Student-Athletes’ Return to Campus and Athletics Activities
The University’s plan for all students will be used as a foundation for this plan. However, due to specific needs and activities for which student-athletes engage, the return to campus and participation will begin in phases. There will be a screening phase of the processes outlined in this document in preparation for the full return of all student-athletes. We will use recommendations from the CDC, NCAA, CIAA, FDA, the university and from the National Strength and Conditioning Association (NCSA).

Student-athletes and parents will receive communications notifying them of our action plan and protocols to mitigate risks. This letter will provide clear guidelines regarding their son’s/daughter’s participation, insurance information specific to COVID-19 coverage, and include the Informed Consent Form for Participation. Upon arrival to campus, all student-athletes will complete the COVID-19 screening questionnaire and the Informed Consent Waiver.

In addition to the above, all student-athletes will self-monitor for symptoms of COVID-19 twice daily. If any signs or symptoms of infection are present, the participant will not be permitted to attend the training session/practice and will notify their athletic trainer immediately. If not allowed, testing should be considered and performed on campus or an outside lab. If a student-athlete is symptomatic or tests positive, the Athletics Department will follow the policies outlined by the University and in the Action Plan for Student-Athlete Guidelines for Reporting Illness & COVID 19 and student will be required to complete the Contact Tracing Questionnaire.

The complete guidelines for the Athletics Department are online at www.shawu.edu/documents/uploadedfiles/Covid19-Athletics.pdf.

Daily Operations
Prior to the start of business, employees, students, vendors and campus visitors are required to:

1. Ensure that they meet general health requirements regarding body temperature and flu-like symptoms and feel healthy overall by conducting the Health Questionnaire daily
2. Wear face coverings
3. Follow handwashing and sanitation guidelines as outlined by the CDC.

Campus Visitors
It is Shaw University’s policy that all who come to campus, including visitors, contractors and vendors, follow the guidelines established to protect the health and safety of all which includes:

- Checking in with Campus Police and Security prior to accessing other areas on campus
- Wear protective face coverings
- Practice additional safety measures such as hand hygiene and temperature checks
- Visitors, vendors, and contractors with access to building interiors should be escorted to all times to ensure they comply with Shaw University safety precautions.