

Bluefield College
COVID-19 Protocols for Resuming
In-Person Instruction & On-campus Residences
Fall 2020

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General Protocols

Important Dates for Traditional Students

- Football reports – July 31
- Women's Volleyball & Women's Soccer reports – August 6
- Men's Soccer reports – August 7
- New Students report – August 15
- Other fall sports return – August 15
- Returning Students report – August 17
- First Day of Class – August 19

Important Dates for Employees

- Faculty Pro Days – August 11-12
- Employee Workshop – 13

Testing Protocol

- All students, athlete and non-athlete, will be tested for the COVID-19 virus upon their arrival to campus. (For more detailed information, please see the *Athletics Protocols*, *Resident Students Move-in Day Protocols*, and *Commuter Students Testing Protocol*)

Mask Protocol

- The proper use of face mask/coverings is required when entering and exiting campus buildings, or between offices and classrooms within buildings. Masks may be removed when seated, provided the individual is distanced at least six feet from others. Individuals are encouraged to continue the proper use of masks but are not required in large gathering spaces where effective social distancing can be practiced. Examples include: Chapel, Dome, Herb Sims Center, and the Dining Hall. Certain areas on campus may be deemed mask-only spaces. Masks should be worn when walking or sitting outdoors when social distancing is not possible. (For more detailed information, please see the *Face Mask Protocol*)

Academic Protocol

- Class sizes will be adjusted to allow for physical distancing by limiting most classes to 30 or fewer students and 50% occupancy.
- All on-campus class sessions will be delivered online synchronously and recorded with lecture-capture software.
- As needed, vary groups of students attending on different days by alternating attendance for in-class instruction; the goal is to provide safe learning environments.
- Monitor in-person attendance electronically in the event of the need to track attendance due to an infection. (For more detailed information about Academics and

Academic support services, please see the *Academics, Academic Center for Excellence & Easley Library Protocols*)

Student Spaces Protocols

(For more detailed information, please see the *Student Spaces Protocols*)

Residential

- All residence hall rooms will be limited to double or single occupancy.
- No more than four students will share a bathroom.
- Enhanced cleaning procedures.
- Quarantine rooms for those testing positive for the COVID-19 virus.

Dining Hall

- 50% reduced capacity.
- Extended hours.
- To-go boxes encouraged.
- No self-service options.

Chapel

- 50% reduced capacity.
- Frequent cleaning/sanitizing.
- Live stream and extra weekly chapel service offered.

Student Center

- Frequent cleaning/sanitizing.
- Temporary discontinuance of self-serve coffee.
- Reconfigure seating to encourage social distancing.
- No large gatherings greater than 50 per Governor's directive.

Athletics

- All student-athletes are required to turn in all athletic pre-participation paperwork inside of the Blue Ocean Sports Medicine Portal prior to move arriving to campus.
- Athletics will be following social distancing guidelines and added protocols for training, practices, and competitions. (For more detailed information, please see the *Athletics Protocols*)

Prospective Students, Families and Other Guests

- All campus visitors will go through a check-in process. Most check-ins will occur in Conference Area B in Shott Hall.
- All campus visitors will have temperatures checked and required to complete a questionnaire. (For more detailed information, please see the *Events and Visitors & Prospective Students Protocols*)

Academic Protocols

Traditional Students (Bluefield Campus)

- Adjust class size to allow for physical distancing by limiting most classes to 30 or fewer students and 50% occupancy.
- All on-campus class sessions will be delivered online synchronously and recorded with lecture-capture software.
- As needed, vary groups of students attending on different days by alternating attendance for in-class instruction; the goal is to have fewer students attending in-class sessions.
- When possible, adopt the “flipped-classroom” experience with online asynchronous lectures followed by in-class discussion or lab sessions.
- Face-to-face small groups should function as assigned cohorts that remain static throughout the semester or term.
- Monitor in person attendance electronically in the event of the need to track attendance due to an infection.
- Classrooms will be cleaned and disinfected by housekeeping and/or facilities staff throughout the day.
- Should a student contract the COVID-19 virus, the student will be quarantined for at least 14 days. During this time, the Academic Affairs team working with the faculty member will assist the affected student in accessing synchronous or asynchronous class sessions in order to stay current in the course. Should the student be unable to continue active participation remotely, a plan will be developed that permits the student to successfully complete the course requirements.

MABS Students (Blacksburg location)

- Lectures will be online, as voice-over PowerPoints.
- Classroom activities will include use of the anatomy lab, with no more than 50 students in the lab at any one time.
- Social distancing will be practiced, and a washable facemask will be supplied to all students.
- The lab and anatomy models will be disinfected between each session.
- Students will have the opportunity to sign up for proctored open lab time during the afternoons; the same safety protocols will be followed during open lab sessions.

Academic Center for Excellence Protocols

- Maintain social distancing guidelines for all group and individual tutorial sessions by using available classroom space for group sessions.

- Conduct mandatory study halls in larger classroom space with no more than 30 students present.
- Implement an appointment schedule for most one-on-one student appointments.
- Utilize technology (video conferencing, screen casting, etc.) to provide tutorial and academic coaching sessions.

Athletics Protocols

Mitigating the Risks

Risk Warning: The Director of Athletics should disseminate information to all staff, coaches, players, parents, and spectators about the coronavirus risk and practices that should be undertaken to mitigate risks. Information should be disseminated by way of email, social media, coach talks, and public announcements.

Policies set forth in this document will be updated pending changes within the federal, state, local and conference guidelines.

Summary of Procedures

The following procedures will be applied throughout all athletics activity (i.e. competition, practice, weight training, athletic training room visits, etc.) and will be further explained in policy and protocol later in the plan.

- **Social Distancing:** All players, coaches, staff, independent contractors, and spectators should practice social distancing of 6 ft. wherever possible, especially in common areas. Of course, this won't always apply to players while engaging in competition and practice.
- **Temperature Check:** Players and spectators should be asked to take their own temperature before leaving the house and they should stay at home with any reading of 100.4 Fahrenheit or higher according to CDC definitions of reportable illnesses for contagious disease. The sports organization can assign a staff member to use an infrared non-contact forehead thermometer to take the temperature of all players and spectators before they enter the field/facility. Any reading of 100.4 or higher should result in a denial of entry.
- **Personal Protective Equipment (PPE):** All coaches, staff, and independent contractors should wear PPE such as facemasks and gloves whenever applicable. Players should wear face-masks in close contact areas and situations where applicable.
- **Spacing of Player Equipment:** Player equipment should be spaced accordingly to prevent close contact.
- **Limit Team Shared Equipment:** The use of team shared equipment should be limited whenever possible and should be sanitized after each use.
- **Water Fountains:** Should be closed with tape and signage stating that they are not to be used.
- **Concessions:** Concessions should be discontinued unless the volunteer organization is in a position to strictly enforce precautions. Precautions include 6 ft spacing markers in concession lines between customers; staff instructed to not report to duty if they don't feel

- well, have symptoms, or have a temperature; staff required to wear gloves and face masks; steps taken to prevent cross contamination; and frequent sanitation of all surfaces.
- **Rest Rooms:** Rest rooms should limit occupancy to one person at a time.
 - **Spread Out Scheduling of Practice and Games:** There should be enough time between practices and games to allow one group to vacate the premises before the next group enters.
 - **Hygiene/Hand Washing/Touching Face/Laundering:** Players and coaches should practice proper hygiene, wash hands frequently with soap and water for at least 20 seconds, use alcohol-based hand sanitizer (with at least 60% alcohol), abstain from touching their face (mouth, eyes, or nose), and cover their cough or sneeze with a tissue and throw tissue in the trash. Facilities at BC should provide hand washing and hand sanitizer stations and should schedule mandatory use at breaks. Carry small bottles of alcohol-based disinfectant when hand washing facilities are not available. Clothes should be laundered after all workouts.
 - **Healthy Practices:** All players and coaches should practice healthy habits including adequate hydration to keep mucous membranes moist, consume a varied, vitamin-rich diet with sufficient vegetables and fruits, and get adequate sleep.
 - **Cleaning/Disinfecting:** Sports Facility managers/operators and team staff should use disposable disinfectant wipes on all training areas, equipment, common areas, door handles, water fountains and bathrooms, etc. on a regular basis.
 - **Self-quarantine:** Players, coaches, parents, or spectators with any symptoms should not attend any training sessions or competitions.
 - **Water Bottles:** Water and sports drink jugs should no longer be provided by sports facilities or sports organizations. Athletes and coaches should bring their own water bottles to all team activities to help to reduce transmission risk. Individuals should take their own water bottles home each night for cleaning and sanitation. Visiting teams should also bring their own water bottles.
 - **No Handshakes/Celebrations:** Obviously with social distancing practices, players and coaches should refrain from handshakes, high fives, fist/elbow bumps, chest bumps, group celebrations, etc.
 - **Sports Organization Staff:** Many sports organizations are limiting staff exposure by limiting working at the office and non-essential travel. Staff is encouraged not to come into the office if they are not feeling well. Remote working from home is promoted as an alternative.
 - **Returning From Out of Country:** Those returning from a country with ongoing COVID-19 infections should monitor their health and follow the instructions from public health officials.
 - **Meetings:** Team meetings should be by virtual means or conferencing by telephone.
 - **Limiting Spectator Attendance:** BC may choose to limit spectator risk by limiting attendance to essential staff and limited family members.
 - **Coronavirus Warning Signage:** Post conspicuous signage at sports facility warning of coronavirus risks and what steps can be taken to reduce such risks. Here is some sample language that should be reviewed by local legal counsel:

- **Coronavirus Risk Warning**
 - It is suggested that seniors or others with compromised immune systems not participate in or attend this event due to risk of infection.
 - Do not enter if you are exhibiting any signs of illness such as sneezing, coughing, sniffles, have fever, or don't feel well.
 - If you are repeatedly sneezing or coughing, you may be asked to immediately leave the premises.
 - All players, staff, and spectators should practice responsible social distancing by remaining at least 6 ft apart whenever possible.
 - All players, staff, and spectators should wear PPE such as face masks whenever applicable.
 - Wash your hands and/or use hand sanitizer upon entrance, during the event, before and after you eat, and as you leave. Hand washing and hand sanitizer stations are provided.
 - Avoid touching your face including your eyes, nose, and mouth.
 - Public restrooms should limit occupancy to one person at a time.
- **Education and Training:** All student-athletes and athletics staff will undergo extensive training. Training will be administered to student-athletes both virtually (prior to their arrival to campus) and also in person during individual team meetings, upon their return to campus. Staff will be educated and trained throughout the summer months in preparation for the 2020-21 athletic season.
- **Waiver/Release:** Waiver/release agreement forms should be updated to address the risk of communicable diseases such as COVID-19 in addition to injury. See our updated waiver/release agreements for minors and adults. In addition, we have a new, standalone COVID-19 waiver/release for those sports organizations that already collected their normal waiver/release forms for the season.

Sports Medicine Considerations

- Return of Student-Athletes:
 - Student-athletes are required to return on the assigned dates listed below as guided by the first practice dates permitted by the AAC and MSC.
 - Return Dates:
 - Football – July 31st
 - Women's Volleyball – August 6th
 - Women's Soccer – August 6th
 - Men's Soccer – August 7th
 - Other fall sports return – August 15th
 - All other sports will return according to the general student population return dates
 - International Student Return: International student return will be governed by Federal travel regulations and available flights. Currently F-1 visa international

students are not being quarantined by the Federal Government athlete, they will be COVID-19 tested, and quarantined 14 days before any participation in athletics. Upon arrival to Bluefield College, these students will follow all policies discussed herein.

- Student-athletes will be COVID-19 tested upon check in to the college.
 - Students will only be permitted to bring up to 2 additional individuals to aid in the move in process.
- Athletic Pre-participation paperwork: All student-athletes are required to turn in all athletic pre-participation paperwork inside of the Blue Ocean Sports Medicine Portal prior to move in day. Each team has due date for paperwork that will be established and communicated to student-athletes through their coaches.
 - **COVID-19 Disclaimer:** A COVID-19 Disclaimer has been added to athletic pre-participation paperwork in Blue Ocean.
 - **COVID-19 History Questionnaire:** A COVID-19 History Questionnaire has been added to the athletic participation paperwork in Blue Ocean.
- Pre-Physicals and COVID-19 Long Questionnaire: Will be conducted on all student-athletes. The COVID Questionnaire will need to be completed during move in day activities. Pre-physical screens will be completed in groups of 10 or less in order to maintain social distancing. The Bluefield College Sports Medicine staff will conduct these screenings and review all questionnaires.
- Physicals: Physicals will be conducted by the Bluefield College team physician. Outside physicals will not be accepted as per college policy.
 - EKGs will be required of all student-athletes as part of the physical for both returning and new student-athletes.
 - COVID-19 Testing will be required of all student-athletes as part of the physical for clearance. Based on COVID questionnaire responses, medical history, and or physical exam additional testing may be required for medical clearance for athletic participation.
- Immunocompromised Student-athletes: Vulnerable populations include individuals with serious underlying health conditions such as high blood pressure, chronic lung disease, diabetes, obesity and asthma, and those whose immune system is compromised, such as by chemotherapy. One can also be deemed immunocompromised by the Bluefield College Sports Medicine Team.
 - The Team Physician maintains all approval/denial to sport participation based on immunocompromised conditions.
 - No immunocompromised athlete will be allowed to attend any athletic team events in person until cleared by the team physician to do so.

- If a member of the Bluefield College Sports Medicine Team determines that an athlete is at an increased risk of having a severe response to COVID-19 due to current conditions, that athlete, athletic trainer, and their Coach will try to devise a plan that allows that athlete to maintain sport conditioning while complying with the Team Physician's directives. not limited to all testing and treatment of any illnesses. The student-athlete and or their parents/guardians will be responsible for any out of pocket medical costs regarding any illness.
- Telehealth: Every effort will be made to utilize telemedicine when possible through team athletic trainers and physicians.
 - Any student-athletes-athlete that is experiencing symptoms and is uncomfortable reporting in person to the athletic training room should contact their team and arrange a telemedicine meeting to discuss further evaluation.
 - A HIPPA compliant video method will be used to check on student-athletes-athletes in quarantine.

Athletic Training Room Protocols

Capacity/Restrictions

- The athletic training rooms will be limited based on Virginia and West Virginia policies as well as governing bodies per state over athletic trainers. This may mean some treatments will not be available during this time.
- Capacity of the Dome Athletic Training Room to maintain proper social distancing is 22 persons including staff.
 - Staff and a student-athlete in the doctor office will not count toward this limit.
- Capacity of the Sims Athletic Training Room to maintain proper social distancing is 17 persons including staff.
- No one will be allowed to use any athletic training room to pass through the building or to a locker room. No exceptions.
 - Entry to the Dome Athletic Training Room should take place at the side entry way door.
 - All immunocompromised athletes will meet with the team physician, and Director of Sports Medicine to make sure they understand the risks of participating in athletics and they will sign an additional waiver.
- Temperature Checks: Temperature checks will be conducted by the Athletic Training staff for all athletic events to include games, practices, rehabilitation appointments, travel, etc. See policy details in respective sections of the plan.
 - Insurance: Bluefield College Secondary Athletic Insurance has no illness benefits. It is a sports accident policy only. Therefore, any illnesses including COVID-19 will

not be covered by the Bluefield College secondary insurance policy. The mandatory student accident policy only covers accidents and has no illness benefits. Student-athletes will need to utilize their primary insurance for all illnesses. Including but Entry to the Sims Athletic Training Room for Football will be from the exterior room door

- Entry to the Sims Athletic Training Room for those with practice at the facility should be from the interior door. (I.e. wrestling)

Athletic Training Room Hours and Appointments

- Hours will be modified as necessary to aid in keeping the Athletic Training Room properly socially distanced and under capacity.
- Unless it is pre-practice preparation, student-athletes must have an appointment to be seen (taping, stretching etc.).
 - Emergencies are an exception.
 - If a student-athlete believes they have an illness or have COVID-19 symptoms they must contact their team athletic trainer or the athletic training room by phone if their athletic trainer is unavailable. At that point the athlete will be given instructions on what procedures to follow.
- Student-athlete rehabs will be by appointment only for both post-operative and non-operative cases. Post-Operative appointments will be given 1st priority to ensure proper healing and management of those cases.
 - Rehab only post-operative student-athlete patients will be treated in another space on campus to limit contact with other student-athletes.
- At least one athletic trainer will remain in the athletic training room during team practices to take temperatures in a controlled facility.
- During preseason, all participating sports will have designated times in which they will report before or after practice for temperature checks, weigh ins/outs and any other pre or post practice treatments. Teams will NOT be permitted in the athletic training room during respective practice times that are not designated for them to decrease the risk of exposure.
 - Emergencies are an exception.

Temperature Checks/Daily COVID Questionnaire

- All student-athletes must complete a daily COVID-19 signs and symptoms questionnaire. This questionnaire must be completed prior to the daily temperature check. It may be completed no more than 12 hours prior to practice/game/departure.
- Temperature Checks will be completed upon arrival to the athletic training room for an appointment.

- Exception is for an appointment immediately following a practice when the temperature and COVID-19 questionnaire has already been completed.
- Temperature Checks will be completed daily before all practices or sanctioned athletic related activity.
 - Temperature checks must be completed in a facility-controlled setting. It may not be done outside at the practice field.
 - Temperatures may be taken by trained coaches or athletic trainers for practice or other official team activities such as lifting or conditioning. They must be documented. If taken by a coach, documentation must be turned in to that respective sport's athletic trainer by end of day.
- Temperature checks are required by the conference prior to all games and competitions.
 - Temperature checks must be completed in a facility-controlled setting. It may not be done outside at the competition field.
 - Temperature checks must be completed with the designated conference approved thermometer prior to all games and competitions.
 - Bluefield College Sports Medicine will establish a temperature check designated area in a facility-controlled space for each sport. That information will be communicated to visiting teams and their respective athletic trainer.
 - If traveling with an athletic trainer to an away game they will conduct the pregame/competition temperatures and will communicate with the home team's athletic trainer on protocol of pregame temperature checks.
 - If the team is not traveling with an athletic trainer to an away game the home team's athletic trainer should communicate with the visiting school and their athletic training staff to establish an itinerary that will include time and location of pregame/competition temperature check.
 - Teams not traveling with an athletic trainer will continue to take a travel kit, but that kit will also need to be fully stocked with PPE in the event a visiting student-athlete has a temperature of 100.4 F or higher. The travel kit must have taping supplies, PPE, and the agreed upon conference prescreening temperature document.
 - There may be instances in which an athletic trainer is not directly available on-site. In this case, team temperature checks may be held at a different location from the place of competition. Please understand that all institutions are deeming what they feel is necessary. Please respect other institutions decisions and understand each school has its own

institutional policy in addition to conference policies that must be followed.

- If a Bluefield College student-athlete is deemed ineligible to play at an away competition, because they have a temperature of 100.4 F or higher and are symptomatic, a Bluefield College representative will take the student-athlete to seek medical attention.
- If a Bluefield College student-athlete is deemed ineligible to play at an away competition, because they have a temperature of 100.4 F or higher and are otherwise asymptomatic treatment will be at the athletic training staff's discretion. The student-athlete will be quarantined and may return to Bluefield College. Upon return they will follow up with team physician for diagnosis.
 - If an athletic trainer is not traveling with the team the coach should contact their respective sport athletic trainer in conjunction with the home team's athletic trainer to determine a plan of care for the student-athlete.
- Any athlete who has a temperature of 100.4 F or higher will be required to leave the facility once they are deemed "red status". It will be the traveling institution's decision on what to do with their student-athlete once they have left the facility.
- All game day personnel will be required to go through the COVID-19 questionnaire and temperature check process. This includes but is not limited to officials, coaches, athletic trainers, anyone sitting at the scoring table or box, managers, and designated individuals working the event. (I.e. ball boys, chain gang, line judges etc.)
- All student-athletes and game day personnel traveling to an away competition must report 1 hour prior to departure to the established controlled facility setting for temperature checks and to ensure their daily COVID-19 questionnaire is completed before departure. No student-athlete or personnel may travel without completing this.
- For a home competition all student-athletes involved in the competition should report no more than 2 hours prior to a contest for Temperature Check Protocol.
 - It is highly suggested student-athletes arrive at least one hour prior to contest time as they may not clear temperature check in time to compete and warm up properly.

- If given “green status” a student-athlete may move forward with pre practice treatment, taping, and enter the team locker room.
- Temperature Check Protocol
 - During temperature check, athletes and game personnel will be deemed one of the following:
 - Green Status
 - Temperature <100.4°F
 - 2 or less symptoms
 - Green status deems the Student-Athlete eligible for full participation in athletic events without any restrictions.
 - Yellow Status
 - Temperature <100.4°F
 - 3-5 symptoms
 - Yellow status deems the student-athlete able to participate in a closely monitored non-contact practice. For a competition, the athletic trainer, and team physician will have the final say on whether the student-athlete will be available to participate.
 - Red Status
 - Temperature $\geq 100.4^{\circ}\text{F}$ (and/or)
 - 6 or more symptoms
 - Red Status deems a student-athlete unable to participate in ANY athletic related events (i.e.: Standing at practice, sitting on the team bench, being in the weight room or watching film with the team). Necessary Bluefield College personnel will be notified, and precautions taken to ensure the safety of the student-athlete and campus community.
 - The status ruling of all student-athletes and game personnel is at the discretion of the athletic trainer. The team physician may also be included in this process. This will not be negotiated by student-athletes, parents, or coaches.
 - Temperature will be taken with a non-contact infrared thermometer and documented. The student-athlete or game personnel will then be labeled green, yellow, or red status as appropriate.
 - If the temperature is above 100.4 F and the student-athlete or personnel has no symptoms. The person will sit 20 minutes in an isolated area in a facility-controlled setting. After 20 minutes, they will have their temperature taken again to reduce the chance of a false positive.
 - Re-check with non-contact infrared thermometer.
 - If still above 100.4 F The person will have their temperature confirmed with another method. Bluefield College Sports

Medicine will utilize temporal or oral thermometers to confirm the temperature.

- If the temperature is confirmed with the second method to be above 100.4 F the student-athlete or staff member will be quarantined and labeled “red status”. The student-athlete will be withheld from practice and competition until they can be tested for COVID-19 and results of the testing can be obtained. A staff member who athletic department for positive test results
 - Asymptomatic for 72 hours without the help of anti-pyretic medications
 - Coach/Staff will undergo retesting until negative
 - Clearance to return start protocol from team physician and those involved in care.
 - Pending severity of the illness other testing may be required for clearance to start the COVID-19 Return to Play Protocol
 - EKG, Echocardiogram, etc.

Infection Control and Cleaning Protocol

- General Precautions
 - Follow standard universal precautions to mitigate risk exposure
 - Frequent hand washing and use of hand sanitizer that is at least 60% ethanol or 70% isopropanol
 - Disinfect high touch surfaces frequently with disinfectant
 - Use EPA-approved disinfectants or alternate disinfectants if commercial disinfectant is unavailable.
 - Athletes entering the athletic training room should use hand sanitizer before entering and after exiting the athletic training room. Sanitizer stations should be located outside of the athletic training room door.
 - The outside use of travel medical kits should be cleaned upon return. The inside should be inspected by the team athletic trainer and cleaned as appropriate based on inspection.
 - DME equipment must be cleaned before it is dispensed. DME equipment must be cleaned before the return process is completed and signed for by the athletic trainer taking the return.
- Utilize appropriate PPE with any potentially infectious patient
- Athletic training room equipment and tables will be cleaned after each use.
 - Treatment tables will be left wet with cleaner 2 minutes before being wiped down.
 - Cleaning towels will be kept separate from treatment towels

- **Coolers**
 - Each team will have an assigned water cooler. The athletic trainer responsible for that team will oversee the cleaning of that team's cooler. Teams will not share water coolers to help reduce the spread of viruses between teams.
 - Watering systems will not be able to be utilized at this time. For games, the home team is responsible to make sure the visiting team has enough water and or coolers of water to last the entire game.
 - In cases of multiple games that are being played back to back water coolers should be changed in preparation for the next team's competition before next teams \ competition.
 - Water coolers and their spigots will be cleaned daily.
 - Conference policies regarding water coolers in addition to those already listed will be adhered to.
- **Whirlpools**
 - Whirlpool use is by appointment only
 - No team mandated whirlpools
 - Only 1 occupant per whirlpool at a time
 - Whirlpools must be inspected by a staff member between uses and areas of high contact should be wiped down.
 - Whirlpools must be sanitized using Gordo Pool to disinfect the water every 3 uses.
 - Whirlpools must be disinfected, drained, and cleaned at the end of each day regardless of use or not.

Facemasks

- Facemasks will be required in the athletic training room spaces.
 - Exception will be vigorous exercise
- Facemasks will be required during the temperature check process daily.
 - Regardless of designated area of temperature checks facemasks will be required.
- Facemasks may be cloth, disposable, surgical or homemade for student-athletes.

Student-Athlete Reports Feeling Sick/Ill

- Student-athlete contacts their team athletic trainer or visits the athletic training room
- Student-athlete completes COVID-19 questionnaire remotely
- Screening form is reviewed by Bluefield College sports medicine staff member
 - Staff member will consult with team physician remotely
- Classification of athletes (Green, Yellow, Red)

- Green Status - continue to monitor
- Yellow Status - continue to monitor symptoms; consider other diagnoses
- Red Status - COVID-19 Testing; Quarantine; depending on severity of symptoms possible hospitalization.
- Based on COVID-19 questionnaire screening tool and team physician consultation student-athlete will be further instructed.
 - Temperature Check in a designated location
 - Pulse Ox check in a designated location
- Based on findings will determine next steps
 - Monitor symptoms
 - COVID-19 Testing
 - Seeking outside medical attention

Precautions for Positive Testing

- Quarantine
 - Student-athlete will be required to quarantine themselves for a period of 14 days after a COVID-19 diagnosis is made by a physician.
 - Any student-athlete directly exposed to the positive COVID-19 case will also be quarantined until COVID-19 tested. (I.e. roommates, position groups)
 - Student-athlete will be sent to the designated COVID-19 quarantine area as designated by student development.
 - Any student-athlete in quarantine will be required to check in multiple times daily with members of the Bluefield College Sports Medicine Department to monitor symptoms and ensure the designated action plan is being executed.
- Any changes in symptoms and the team physician should be notified immediately. If any emergency arises 911 should be called, and the team physician should be notified, as well as the Director of Sports Medicine.
- Contact Tracing
 - Obtain documentation of everyone the student-athlete has encountered in the last 72 hours. Continue to trace until source is identified.
 - Roommates and suite mates
 - Athletic training appointments
 - Team and position roster (practice/games)
 - Movements on campus
 - Class schedule
 - Student activities
 - Obtain documentation of student-athletes temperature and symptoms.

- COVID-19 questionnaire history
- Student-athlete temperature check history
- Underlying health conditions/medical history
- Contacting Pertinent Individuals
 - Notify the student-athlete's team
 - Notify Erika Bell the Director of Sports Medicine
 - Notify Dr. Shan Fairbanks Team Physician
 - Notify student-athlete's coaching staff
 - Notify Tonia Walker the Director of Athletics
 - Notify Jess Smith the Director of Residence Life
 - Notify anyone the athlete has been in contact with over the last 48 hours.
(This could include other schools)
 - Notify Josh Cline
 - Notify the CDC

COVID-19 Return to Play Protocol

- Purpose
 - Safely Recondition and Reintegrate the student-athlete to sport specific levels
 - Monitor for COVID-19 complications
- Requirements for Protocol Initiation
 - Asymptomatic for 72 hours without the help of anti-pyretic medications
 - Student-athletes will undergo retesting until negative
 - Clearance to start protocol from team physician and those involved in care.
 - Pending severity of the illness other testing may be required for clearance to start the COVID-19 Return to Play Protocol
 1. EKG, Echocardiogram, etc.
- Stages of Protocol
 - Reconditioning
 - Reintegration
 - Clearance

Preseason

- Acclimation Transition
 - Follow Interassociation Recommendations: Prevention of Catastrophic Injury and Death in Collegiate Athletes.
 - Hydration Assessment will take place during fall sports preseason

- Loss of 2% body weight will be followed this year to prevent dehydration, heat illnesses and other associated hydration injuries.
- Hydration assessment may take place in other sports beginning their training when the conference allows them to practice and they are clear from the Sports Medicine Department to practice. This process will continue until deemed no longer necessary and athletes have acclimated well. Team athletic trainers and team physicians will deem when this is no longer necessary.
- As per normal Bluefield College Sports Medicine Hydration Protocol Loss of 1% body weight will apply for high risk student-athletes.

Strength and Conditioning Considerations

General Guidelines

- A member of the coaching staff of the respective team is required to attend their team workouts. Coaches are to adhere to all temperature check protocol so not to place the institution in a place of liability.
 - Team lifting MUST be scheduled with the strength and conditioning coach.
 - Times must be strictly adhered to.
 - Cancellations must be communicated.
- During team lifting sessions, a 5-minute sanitation break should be implemented mid way through the workout to clean equipment.
 - Lifting sessions should be structured to include sanitation breaks.
- Effective, September 8, 2020 hours of non-team individual lifting hours of operation shall be 10am – 2pm.
- Temperature checks will be completed daily before all practices or sanctioned athletic related activity.
 - Temperature checks must be completed in a facility-controlled setting. It may not be done outside at the practice field.
 - Temperatures may be taken by trained coaches or athletic trainers for practice or other official team activities such as lifting or conditioning. They must be documented. If taken by a coach, documentation must be turned in to that respective sports ATC by end of day.
 - See above temperature protocol listed under Sports Medicine Considerations

Phase 1

- No more than 50% capacity in the weight room at a time.
- Entrances will be altered to prevent student-athletes entering and exiting of through the same door.

- All who enter the facility must wash or sanitize their hands upon entering and exiting the facility.
- Establish an EPA approved disinfection routine for staff at regular intervals.
- Shoes should always be worn inside facility.
- 6 ft. social distancing requirements will be monitored by staff at all times
- Locker rooms and showers will remain locked. Student-athletes will use the hall bathrooms or come dressed to workout.
- Student-athletes must bring you're their own water bottle. Water fountains will be turned off.
- Wipe down upholstery and bars after every lift using spray bottles and paper towels.
- Athletes must be in same groups through the lifting sessions.
- Provide hand washing stations at the front of the facility or alternatively, hand sanitizer if not feasible.
- Sanitize weight room after every session.
- Disinfect everything that has been touched or handled.

Face masks will be required for both lift and spotter for all who need spot. To mitigate risk, it is recommended that athletes lift at 50% - 75% of max to eliminate the requirement of a spot.

Phase 2

- Policies may be altered by federal, state, local and institutional guidelines.
- Face mask protocols will be eliminated.

Practice Considerations

- Practice approvals: A team will be allowed to practice once all athletic training protocols have been completed.
- Recruits: All recruits are subject to the Bluefield College Campus Visit Policy and completion of the Bluefield College Athletics screening questionnaire and temperature check protocol.
- Use of facility: Practices will be scheduled in advance with the manager of each respective facility to include ample time to sanitize in between each practice.
 - It is the responsibility of the team to properly sanitize equipment, floor and other furnishing touched during the practice upon completion of their session.
 - All practices will be closed to individuals that are not a part of the team roster or support staff. The facility is only open to those with proper permission to be in attendance.
- Temperature checks and approvals: it is required for each coach, support staff, and student-athlete to have their temperature checked one hour prior to the start of scheduled practice. A COVID-19 screening form will be completed within 12 hours of the start of each practice. This form will be made available electronically.
 - Reference the above temperature check policy under Sports Medicine Considerations.

- No student-athlete or practice personnel may enter the locker room or practice without having been cleared with the sports medicine staff to do so.
- Social distancing: Social distancing guidelines will be followed where applicable and are governed by the local state guidelines. Bluefield College will take a conservative approach in following the stricter of Virginia and West Virginia protocols.
 - Coaches should be mindful and prepared to modify normal practice routines as it may require smaller group sessions and/or additional practices.
- Fueling Stations: Cups will be made available during practices. Cups will be utilized when possible in lieu of water bottles for all practice. Identified personnel will be assigned to utilize team coolers and distribute water.
- Individual workouts: shall follow team workout guidelines above.
- Post-practice protocol: Each member of the team is required to shower at the conclusion of practice prior to departing the athletic facility. All team practice gear shall be collected at the conclusion of practice, remain on campus and be laundered by the team manager or coach.

Competition Considerations

The athletic department must demonstrate having PPE, Cleaning Supplies, Medical Protocols, and Facility / Operational Guidelines in Place.

- Temperature Checks: Student-athletes, coaches, and support staff will be required to have their temperature checked prior to competition, as in the “Sports Medicine Considerations” section.
- The game shall commence and conclude with no handshakes, fist bumps or co-team huddles for prayer.
- Water break procedures: See aforementioned “Event Game Day Management” protocol.
- Teams are to go to locker rooms immediately following contest to shower.
- Visiting team practice accommodation: Visiting teams will be given accommodations for team practice prior to a contest for those sports that allow it. The following guidelines are in place for those events:
 - Temperature Checks will be required for visiting team athletes.
 - Teams will arrive and depart dressed. A locker room will not be provided.
 - Power breezer of the bathrooms to be sanitized prior to team practice.
 - Bathroom, Gym floor, pertinent equipment, needs to be sanitized
 - Athletic department staff member will be available during designated times to admit and close facilities.

Game Day Management Considerations, Education and Training

- Cash Transactions: Cash transactions will be limited to include tickets, limited concessions and college merchandise sales. A single individual will be designated to assume the responsibility of handling cash transactions in order to reduce exposure opportunities. Transactions will be encouraged to occur electronically and prior to contest date/time. There will be onsite options to pay via credit/debit card.

- Entry Check Protocol: All game spectators must complete a COVID-19 signs and symptoms screening questionnaire and have temperature checks. Anyone who has a temperature of 100.4 F or higher and are symptomatic will be confirmed by a member of the athletic training staff. Those who fail the recheck will not be permitted access to the game.
- Social Distancing: Fans and game day staff will be required to respect the recommendations for social distance by limiting face-to-face contact with others and staying consistent with the 6 feet distancing requirement.
- Security: Will be utilized at athletic events to help ensure COVID-19 guidelines and policies for all student-athletes, game personnel, and spectators are adhered to.
 - Security should arrive no later than 1 hour prior to covered games.
 - Football security should be stationed at gates to ensure only game personnel and participating student-athletes are on the sidelines/and or field.
 - Basketball security should be stationed on the lower level near the main entrance.
- Facility Admissions: Re-entry to a contest is discouraged as the individual will have to repeat the admissions checkpoint protocols. Credentials must be provided for all game day staff and home and visitor sideline personnel.
- Concessions: Only bottled drinks will be available for purchase at athletic competitions. Canned drinks and food products will not be sold. However not encouraged, fans will be allowed to bring their own prepackaged food products.
- Gatorade/Water Coolers: Water coolers are to be utilized by assigned personnel only. Cups will be available in lieu of water bottles. Personnel will be identified prior to the contest in the game day operations assignments.
- Game Program Sales: Programs will not be available for purchase onsite of a contest. Roster documents will be made available for pickup. Electronic programs are permitted for distribution if desired.
 - Football games will utilize the video board for departmental advertisements.
- Game Day Staff: Game day staff will be educated on the Bluefield College policies and procedures regarding COVID-19. Bluefield College will practice social distancing in all possible aspects of game day management. Game day staff will be required to complete the following:
 - Temperature check prior to entrance of the facility
 - Adhere to any face coverings that may be required for the assigned task
 - Complete COVID-19 screening questionnaire no more than 24 hours prior to competition

- Officials: Officials will follow the same policies and procedures as “Game Day Staff” identified above.
 - Officials will be required to bring and handle their own towels, hygiene products, etc.
 - Officials will have the ability to shower following completion of contest
- Statistical services: Statistical service personnel will follow the same policies and procedures as “Game Day Staff” identified above.
- Education and Training Procedures: Training will be provided to all game day staff. All staff will have the COVID-19 plan made available to them through the bcrams.com website.

Travel Considerations

- Sanitation of leased vehicles and charters: A member of the athletic department will sanitize any leased vehicle to include seats, handles, seat belts, doors, windows, etc. prior to and at the conclusion of travel. Once the vehicle has been sanitized an indicator will be placed in the vehicle to identify the vehicle as sanitized for the next driver.
 - Sanitation of school bus will be completed by using Power Breezer.
- Vehicle capacity:
 - 5 passengers – maximum capacity of 4 people to allow the center bench seat to remain open.
 - 7 passengers – maximum capacity of 6 people to allow the center bench seat to remain open.
 - 15 passengers – a seat or space must be between each individual. Maximum capacity is 7 or 8 depending on the type of 15 passengers.
 - Bus – one person per row or 50% of capacity not to include the driver.
- Additional Trail Car: an additional trail car will accompany team travel when possible in the event of a possible COVID-19 exposure.
- Hotel procedures: A hotel room will have a maximum of one individual per sleeping space at a maximum of two per room. Suite style rooms may provide exceptions to the two-person standard.
- Team meals: will be governed by what is permissible in the state the travel occurs.
 - It is highly encouraged that coaches schedule team meals to be delivered or picked up instead of dining in at restaurants to mitigate risk of exposures.
- Student-athletes will be expected to travel with a face mask.
 - Student-athletes must exit school vehicle wearing their mask and enter the facility-controlled area designated for temperature checks.
 - Student-athletes must adhere to the facemask guidelines set forth by the institution they are traveling to.

Campus Store Protocols

Fall 2020

- Operating hours 8:30 AM-4:00 PM, with contactless service option (see below).
- Hand sanitizer station placed out in the hall of Shott that will be accessible for Campus Store, Shott A & B, and RAM CARES Pantry.
- Sneeze guard installed in store.
- Face masks required by customers (signage with all Campus Store guidelines will be placed in the hall).
- Limit capacity to 50% of square footage which is 9 people at a time.
- Door must always remain open during public operational hours to allow for air flow.
- Floor will be marked for social distancing with “Stand with Victor” decals.
- Contactless POS system implemented for check out.
- To limit contact, bins will be placed at the back door of the Campus Store for outgoing mail. Employees and students will need to place outgoing mail in those bins and ring the bell. Staff of store will then collect mail items for processing.
- Use of Ram Dash to promote and encourage contactless order through mobile sales.
 - Customers order their BC items from the Campus Store online.
 - Each customer is assigned an order number.
 - When the order is filled it is placed in a container (for contactless delivery).
 - The customer is emailed or texted that the order is ready for pick up.
 - The order can be picked up at the back door of the Campus Store upon ringing the bell and providing order number documentation.

Communication Protocols

Bluefield College will seek to communicate clearly and effectively to the campus community, local community, and respective partners during a COVID outbreak. This communication will take place in the event the College is affected by an outbreak, is preparing to be affected by an outbreak of one or more cases of COVID, the local community in which Bluefield College is located is preparing or affected by an outbreak, or is deemed necessary by College leadership. Communication will be driven by the actions of the Office of the President, the Crisis Management Team, the Public Relations Office of Bluefield College, and other departments deemed necessary by College leadership. Official communication from College leadership will be logged on the College’s official coronavirus page, available to the public at: www.bluefield.edu/covid-19. Press releases, social media posts, and other communication will link to this page as the official communication from Bluefield College.

College leadership will communicate with a list of essential health care partners as situations arise. College leadership will communicate with members of the local media through press release, live press conferences streamed on College communication platforms, and other outlets deemed necessary by College leadership.

In the event the main campus of Bluefield College requires being shut down and/or students dismissed from campus, College leadership will: 1) post instructions on the official coronavirus webpage, 2) send an email to all members of the campus community, 3) post an emergency alert directing the campus community to the official coronavirus webpage, 4) contact essential local health officials as identified, and 5) post to social media channels informing the College's audiences of the official communication.

The College's COVID-19 Coordinating Team is composed of:

- Judy Pedneau, Director of Human Resources – 276-326-4461, jpedneau@bluefield.edu
- Josh Arnold, Assoc. VP for Student Development – 276-326-4206, jarnold@bluefield.edu
- Joshua Cline, VP for Institutional Advancement – 276-326-4208, jcline@bluefield.edu

Local Health Officials to Be Notified During COVID-19 are:

- Princeton Community Hospital - Emergency Department/Coronavirus Intake
Phone: 304-487-7000
- Mercer County Health Department
Phyllis Kadar
Office: 304-324-8851
- Tazewell County Health Department
Robin Jackson
Office: 276-988-5585
- Cumberland Plateau Health District
Paige Lucas, MPH, CHES
Epidemiologist
Mobile: 276-701-7325
Office: 276-988-5585
Fax: 276-988-5471
Email: paige.lucas@vdh.virginia.gov

Commuter Students COVID-19 Testing Protocol

Testing Dates

August 14 (9am-1pm) New commuter students

August 17 (9am-4pm) Returning commuter students

COVID-19 Testing Procedure

- Students will begin their check-in in the parking lot behind Shott Hall.
 - They will register with an admissions personnel member and will be sent to Shott Hall Conference Areas A/B once staff is ready to test them for Coronavirus.
 - Students will receive a “COVID-CLEARED” lanyard to wear during week one of classes to indicate that they completed a mandatory COVID-19 test and tested negative upon arrival/check-in. It is NOT intended to indicate that the wearer of the lanyard is currently free of the COVID-19 virus, since the virus can still be contracted after check-in. The purpose of the lanyard is to aid in ensuring that all students have completed a COVID-19 test before participating in campus-based activities.
-

Dismissal Protocols

Any decision about class dismissal or cancellation of events will be made in coordination with local health officials.

Short-term Dismissal

The College may temporarily dismiss school for 2-5 days should someone on campus be diagnosed with COVID-19. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the College and for facilities and housekeeping staff to clean and disinfect the affected facilities. The College will work with local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

Long-term Dismissal

If there is substantial transmission in the local community, The Governor or local health officials may suggest extended school dismissals, such as experienced this past spring. This longer-term, and likely broader-reaching, dismissal strategy is intended to slow transmission rates of COVID-19 in the community or throughout the Commonwealth.

Employee Protocols: Return to Campus Considerations

Summer 2020

Bluefield College’s goal is for our employees to return to campus following the COVID-19 disruption to carry on business with as much normalcy as possible.

Below are some key issues that we will need to address and adhere to and start preparing for now.

Workplace safety

Bluefield College wants to ensure our campus is as safe as possible during these unusual times. Employees may have fears of returning to business as usual so preparing for and communicating how safety is a top priority will hopefully allay some of these concerns. To help with these fears an individual may seek to participate in the Employee Assistance Program. All employees and their family members are eligible for free services through the College's EAP program with Anthem Blue Cross Blue Shield.

Safety measures to consider:

- Screening: employees should self-check their temperatures, and the College may randomly screen for thermal temperature checks. Should someone be exposed to the virus:
 - Isolation, containment and contact tracking procedures.
 - Stay-at-home requirements.
 - Exposure communications to affected staff.
- Provide personal protective equipment (PPE) such as:
 - Masks and gloves will be available in the Office of Human Resources.
 - Personal hand sanitizer will be available and 20 hand sanitizer stations will be disbursed throughout campus.
- Increased cleaning protocol will be put in place by National. If employees wish to have additional supplies for their workspace, they can be provided through the Office of Human Resources.
- Establishing physical distancing measures within the workplace established by ELT member:
 - Possible Staggered shifts and lunch/rest breaks.
 - Possible rotating days in the office and working remotely.
 - Reviewing workstations to increase separation distance.
- Restricting business travel as determined by ELT member:
 - Start with essential travel only and define what that is.
 - Follow government guidance to ease restrictions over time.
- Defining employee contact protocols as determined by ELT member:
 - Limiting the number of employees in any area at one time.
 - No handshake greetings, remain 3-6 ft. apart.
 - Using video or telephone conferencing instead of in-person meetings.
- Identify positions and areas with the highest risk of potential exposure to virus.

Recall to campus procedures

Plan for how and when employees will return to work on campus to create an organized and controlled approach as determined by ELT member.

Things to consider include:

- Phasing-in employees returning to work:
 - Use seniority or other nondiscriminatory factors for selection – or possibly return staff first, then faculty.

- Determine schedule changes to provide the greatest protection to workers – possibly stagger hours if necessary – or flex time.
- Create a non-discriminatory plan for employees in high-risk categories for infection to return to work:
 - Determine increased measures to protect them when working onsite, including isolated workstations, additional PPE as requested, fewer days in the office, etc.
 - Consider allowing them to work from home or remain on leave until they feel comfortable to return or until protection measure can be completed.
- Determine how to handle employees who are unable or unwilling to return to work.
 - Employees who are fearful of returning to work.
 - Employees who have family obligations that interfere with the ability to return to work.
 - Employees who remain under quarantine due to exposure to COVID-19.

Remote work

Telecommuting may have proven to work well during the pandemic. Continuing usage may be considered to promote work/life balance and cost-saving measures at least for the short term as determined by ELT member.

Actions to consider include:

- Possibly continuing to allow remote work where possible to keep employees safe.
- Staggering weeks in office and at home among team members, or part-time remote work on alternate weekdays.
- Responding to employee requests to continue to work from home, including long-term arrangements.
- Updating technology to support virtual workers.
- Consider the long-term cost savings or impact of offering permanent remote work.

Employee Protocols: FMLA Leave Expansion and Emergency Paid Sick Leave Policy

Purpose

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and pay, where applicable. This policy will be in effect from April 1, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other FMLA-qualifying reasons for leave outside of this policy.

Expanded FMLA Leave

Employee Eligibility

All current employees who have been employed with Bluefield College for at least 30 days and are actively scheduled for work are eligible for leave under this policy.

Employees laid off or otherwise terminated on or after March 1, 2020, who are rehired on or before December 31, 2020, are eligible for leave upon reinstatement if they had previously been employed with Bluefield College for 30 or more of the 60 calendar days prior to their layoff or termination.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when a school or place of care has been closed, or when the regular child care provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- Under 18 years of age.
- 18 or older and incapable of self-care because of a mental or physical disability.

“Child care provider” means a provider who receives compensation for providing child care services on a regular basis, including:

- A center-based child care provider.
- A group home child care provider.
- A family child care provider (one individual who provides child care services for fewer than 24 hours per day, as the sole caregiver, and in a private residence).
- Other licensed provider of childcare services for compensation.
- A childcare provider that is 18 years of age or older who provides child care services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

Increments & Intermittent Use of Leave

Employees may take expanded FMLA leave intermittently and in any increment agreed to with their manager. For example, an employee may only need 4 hours per day of leave to care for his or her child or may only need to do so on Tuesdays and Thursdays. Managers and employees are expected to be flexible in scheduling wherever possible.

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use accrued paid vacation or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below.

After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day and \$10,000 in total, or \$12,000 in total if using emergency paid sick leave for the first two weeks. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employee Status and Benefits During Leave

While an employee is on leave, the Bluefield College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Procedure for Requesting Leave

All employees requesting FMLA leave must provide written notice of the need for leave to the HR manager as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided.

Notice of the need for leave must include:

- The name and age of the child or children being care for.
- The name of the school, place of care, or child care provider that closed or became unavailable due to COVID-19 reasons.
- A statement representing that no other suitable person is available to care for the child or children during the period of requested leave. For children over the age of 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After Leave

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. Bluefield College may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of their status as a key employee.

Please contact the HR department with any questions.

Emergency Paid Sick Leave

Eligibility

All current full- and part-time employees' scheduled but unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the child care provider of such child is unavailable, due to COVID-19 precautions.

6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- Under 18 years of age.
- 18 or older and incapable of self-care because of a mental or physical disability.

“Individual” means an immediate family member, roommate or similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined. Additionally, the individual being cared for must: a) be subject to a federal, state or local quarantine or isolation order as described above; or b) have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19 or is particularly vulnerable to COVID-19.

Furloughed employees are not eligible as there is no work available from which to take leave.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Increments and Intermittent Use of Leave

When working from home, employees may take emergency paid sick leave intermittently and in any increment agreed to with their manager. As in the example for FMLA leave, an employee may only need 4 hours per day of leave to care for his or her child or may only need to do so on Tuesdays and Thursdays. Managers and employees are expected to be flexible in scheduling wherever possible.

For those not teleworking and currently working onsite, an employee may only take intermittent leave for reason 5 above, to care for his or her child when the school or place of care is closed, or the caregiver is unavailable due to COVID-19-related reasons. Per the regulations, as all other reasons for emergency paid sick leave could potentially expose an employee or others in the workplace to the virus, employees must either use the full amount of

paid sick leave or use it in full-day increments until the reason for leave is over and it is safe for the employee to return to work.

Rate of Pay

Emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above.
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave concurrently with that leave. Emergency paid sick leave may also be used when an employee is on leave under traditional FMLA for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition.

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their manager or the HR manager of the need and specific reason for leave under this policy. A form will be provided to all employees on the company intranet and/or in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice.

Documentation supporting the need for leave must be included with the leave request form, such as:

- A copy of the federal, state or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the government entity that issued the order.
- Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 or the name of the provider who advised the employee.
- The name and relation of the individual the employee is taking leave to care for who is subject to a quarantine or isolation order or is advised to self-quarantine.
- The name and age of the child or children being cared for; the name of the school, place of care, or child care provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave.
 - For children over age 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Please contact the HR department with any questions.

Employee Protocols: Infectious Disease Policy

Bluefield College will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Bluefield College during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Bluefield College is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

Bluefield College will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also disburse free standing alcohol-based hand sanitizers stations throughout the workplace and in common areas. Individual containers of alcohol-based hand sanitizers will also be available for individual work areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans.

For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

Telecommuting

Telework requests will be handled on a case-by-case basis and in accordance with the Bluefield College Telecommuting Policy. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your supervisor and departmental Vice President for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick days and vacation to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent for more than 3 consecutive days, to show whether and how an absence relates to the infection, and to know when it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Bluefield College may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and via phone and e-mail in order to minimize person-to-person contact.

Outside activities

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car).
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Employee Protocols: Telecommuting Policy

Objective

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Bluefield College.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the College. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with Bluefield College for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the department Vice President and the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree, and the departmental Vice President concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence. A copy of the agreement will be placed on file in the human resources department.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office

in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, Bluefield College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Bluefield College accepts no responsibility for damage or repairs to employee-owned equipment. Bluefield College reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Bluefield College property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Bluefield College will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Bluefield College will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. Bluefield College will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with

his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Bluefield College's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Face Mask Protocol

By Virginia state order, all individuals are required to wear face coverings (masks) in public, including at their place of work, to help prevent the spread of COVID-19. In addition, the Center for Disease Control and Prevention (CDC) and World Health Organization recommend that everyone wear face masks in public, especially where other social distancing measures are difficult to maintain. Washable cloth masks meet this requirement. To further protect yourselves, your families, and one another, we urge all members of the Bluefield College (BC) community to follow these guidelines.

- All BC employees and students are required to wear a face mask/covering on campus, unless one of the following exceptions applies: If there is a compelling reason for not

wearing a face mask (such as if the mask inhibited communication in a way that could create a hazardous situation).

- Under strict guidance of athletic personnel during a monitored practice session or athletic competition.

The proper use of face mask/coverings is required when entering and exiting campus buildings, or between offices and classrooms within buildings. Masks may be removed when seated, provided the individual is distanced at least six feet from others. Individuals are encouraged to continue the proper use of masks but are not required in large gathering spaces where effective social distancing can be practiced. Examples include: Chapel, Dome, Herb Sims Center, and the Dining Hall. Certain areas on campus may be deemed mask-only spaces. Masks should be worn when walking or sitting outdoors when social distancing is not possible.

Employees who are unable to wear a face mask/covering for any of these reasons should consult right away with their supervisor, and students should contact the Office of Student Development to discuss possible alternative protective measures.

All employees and students will be issued two cloth face masks (one to wear/one to wash) and are expected to follow proper sanitation guidelines, outlined below. Replacement masks are available at Office of Human Resources (employees) or Student Development (students).

Frequently Asked Questions

- If a regular or student employee is prohibited by law or regulation from wearing a face covering while performing a job duty; if wearing a face covering while performing a job duty is against documented industry best practices; or if wearing a face covering is a violation of a workplace safety policy.
- If wearing a face mask is not advisable due to personal health reasons.
- If an employee is alone in an enclosed workspace.
- If a student is within the confines of their personal residence hall room (masks must be worn in lobbies).

How do I properly use and care for my face mask?

- Thoroughly wash your hands before and after putting on and taking off your face mask/covering, and don't touch your eyes, nose, or mouth when taking it off
- Masks/coverings should fit snugly, but comfortably, and allow for breathing without restriction. They should cover the chin, mouth and nose and be secured with ties or ear loops.
- Avoid touching the part of the face mask/covering that covers the nose and mouth. Only make contact with the sides of the mask, straps, or ties when putting on, taking off, or adjusting the mask.
- Do not use a face mask/covering if it is wet.
- Launder the mask regularly and ensure that it has not been damaged or altered in the washing or drying process. The CDC has confirmed that washing a cloth mask with (with or without other clothing) in a traditional washing and/or drying machine is sufficient.

Can I wear my own face mask?

Yes, you may wear a purchased or homemade face mask/covering. The face mask/covering should be multiple layers, fit snugly but comfortably, and cover the chin, mouth, and nose.

Can I reuse a disposable face mask?

The best practice with a disposable mask is single use. But if disposable masks are necessary but in limited supply, or if disposable mask is the only available option and extended use is needed, a disposable mask can be deployed safely for extended use. However, it must be discarded if it becomes soiled or wet and all of the guidelines for properly putting it on and off should be followed.

What if I have difficulty breathing when wearing a face mask?

If you are having trouble breathing, remove the face mask/covering. If you continue to have difficulty breathing, call 911 or Campus Safety for emergency medical response.

Can I refuse to wear a face mask?

No. All BC employees and students are required to wear a face mask/covering when on campus. Individuals that do not meet an authorized exception may be subject to discipline or removal from the campus environment for refusal to wear a face mask under required circumstances. It is incumbent on all members of the BC community to take health and safety precautions seriously, including the wearing of masks.

What should I do if I see someone not wearing a face mask in a required space on campus?

Remind the individual that it is required to use a face mask/covering while at work and that masks are available at Office of Human Resources (employees) or Student Development (students). If the individual does not comply, s/he may be reported to the Office of Human Resources (employees) or Student Development (students).

Facilities Protocols

Dining Hall

- Maximum 50% capacity allowed in the cafeteria. Overflow into the Marcom Student Center and Shott Hall Conference Area A will be utilized as needed.
- All tables have been spaced 6 feet apart.
- Sneeze guards will be installed on the register and other areas of the bar that do not currently have them.
- No Wednesday public option at this time.

Residence Halls

- Residents will be provided disinfectants and other cleaning supplies.

- Housekeeping will clean and sanitize the common areas multiple times a day, depending on usage.

Overall Campus

- Generally, high-touch areas (i.e., door handles, door pushes, etc.) across campus will be cleaned throughout the day.
- Classrooms will be cleaned daily, with desks and other high-touch areas cleaned multiple times a day.
- High-traffic spaces (i.e., Marcom Activity Center, Dining Hall, etc.) will be cleaned multiple times throughout the day.
- 15 additional hand sanitizers will be placed across campus, including residence hall entrances (except for Commons and Alumni).
- Masks and gloves for faculty, staff, and students have been secured and will be distributed.
- Additional thermal thermometers have been purchased for faculty/staff/student checks.

Athletics Areas

- Power Breeze machines will be purchased for each athletic training room, as well as the football locker rooms, Herb Sims locker rooms, Dome locker rooms, and Ram bus.
- Carpet has been removed from all areas of the Dome and replaced with epoxy. In the athletic training room, rubberized tiles have been added to ensure stability for trainers.
- Athletic training will have 20 thermal thermometers on hand to constantly monitor temperatures.
- Assistant coaches, coaches, and graduate assistants will clean athletic areas between games and practice. Disinfectant supplies will be provided by National.
- Offices will be disinfected during normal cleaning procedures.

International Travel Quarantine Protocol

Per Center for Disease Control and Prevention guidelines, all students will be required to complete an intake form indicating if they have traveled outside of the Contiguous United States, including cruise travel, within 14 days of their scheduled arrival date at Bluefield College. If the student answers “yes,” she or he will be subject to a 14-day quarantine period before they may participate in any campus-based activities.^{i ii iii}

Students are encouraged to quarantine at home (provided they live within the Contiguous United States). Quarantined students will be required to provide documentation of their last international travel date and will be subject to COVID-19 testing upon campus arrival.

Students who arrive at Bluefield College within 14 days of international travel who cannot quarantine off-campus will be required to quarantine on-campus in their assigned residence

hall room and will be subject to COVID-19 testing upon arrival, at day 7, day 9, and day 14 of their quarantine. Students will not be permitted to leave their room except for COVID-19 testing. Meal service will be provided.

Students who cannot quarantine off-campus must plan to arrive on July 31st or August 3rd to complete their 14-day quarantine prior to the start of classes. Student-athletes who are required to quarantine must arrive on July 31st to complete the required 14-day quarantine before their first practice date. All others may arrive on either July 31st or August 3rd.

All students will be required to complete a COVID-19 test upon arrival. If a student tests positive for COVID-19, she or he will be required to quarantine for at least 14 days and will be subject to additional testing at days 7, 9, and 14. Meal service will be provided if quarantined on-campus and, if classes have begun, students will be able to participate in classes virtually.

Students are discouraged from participating in international travel during the Fall 2020 semester; however, should a student need to travel outside the country, she or he will be required to quarantine upon return to the Contiguous United States.

ⁱ Student leaders may return on July 31st if preferred

ⁱⁱ <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

ⁱⁱⁱ <https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-cruise-ship>

Library Protocols

The following operating protocols are adopted by Easley Library for library operations during all times that BC is conducting face-to-face classes, for the duration of the present pandemic situation. These guidelines are not intended to be exhaustive and may be modified in the future in response to changing conditions. Protocols in place at the start of the Fall 2020 semester will be posted in print and online.

1. All library staff and patrons will abide by the College's face mask protocol.
2. Hand sanitizer is provided next to the library's inner front doors. Signage will be posted asking all persons entering the library to use it.
3. Public-access computers will be designated by "Sit by Victor" decals on adjacent chairs.
4. In the public areas, no more than two people may sit at a round table, and no more than three at a long table.
5. In the lounge/reading area of the main room, no more than two people at a time may sit on the couch. The single-occupant upholstered chairs have been separated by putting a low table between them.
6. No more than two people may use the C. S. Lewis Room at one time, and no more than five people may use the Tolkien room at one time.

7. Library patrons will not be allowed behind the circulation desk. A “Stand with Victor” decal will be provided to indicate where a person should stand to wait at the circulation desk.
 8. Patrons are asked to return books via the book return in the library’s front entryway (signs will be posted).
 9. Patrons needing extensive reference assistance, as opposed to help with casual or directional questions, from a librarian should make an appointment in advance. These conferences will take place in the Lewis Room.
 10. At the beginning of each day, the handles and crash bars of the library’s inner and outer front doors, the computer keyboards/mouses, the public area carrels and desks, and the printer/copier will be sterilized with antiseptic wipes. Insofar as possible, the computers, carrels, desks and tables will be sterilized after each use. The doors and printer/copier will be sterilized every two hours.
 11. At the request of VIVA, all new ILL loans of books/DVDs to and from other VIVA libraries remain suspended. However, all other ILL services will continue as before.
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Monitoring Protocol

- The College will partner with the Virginia Department of Health to implement COVID-WISE, an app that aids in digital contact tracing. All students will be encouraged to download the mobile app, and students who test positive for COVID-19 can utilize the app to notify those who were in close proximity to them.
- All students are encouraged to self-check their temperatures daily, and the College may randomly screen for thermal temperature checks. Should a student have a temperature over 100 degrees, s/he should adhere to the following procedures:
 - Immediately self-isolate. Staying at home or in residence hall room except to seek medical care. Residents can contact RD to request meal delivery.
 - Student-athletes should notify their coach immediately to arrange for testing. Non-athletes should contact their doctor or the local MedExpress clinic.
 - Avoid contact with others. Wear a face covering and practice enhanced hygiene (washing hands often, clean high-touch surfaces daily).
 - Do not return to seated classes or enter campus facilities other than your assigned residence hall (or training room to receive medical care) until tested and cleared of COVID-19.
 - If you test positive for COVID-19, use the COVID-WISE app to activate digital contact tracing. If a resident student, notify RD to be moved to a quarantine room.

All students who test positive for COVID-19 should notify the Office of Academics to receive information on transitioning to online instruction while in quarantine.

Prospective Student Campus Visit and BC Preview Day Protocols

Campus Visits

- Campus Visits will continue Monday-Friday at four specific time frames (10:00, 11:00, 2:00, and 3:00) and Saturdays (9:00, 10:00 and 11:00).
- Student Visitors will be asked to complete the campus visit request form on www.bluefield.edu/visit to schedule a designated time.
- Jordan Dillon and student assistant, Brooke Osborne, will coordinate the visit with the prospective student and staff/faculty members, as well as communicating with the visiting student all COVID-19 protocols that are in place.
- Campus visitors will be limited to (2) guests per student visitor, reaching a max capacity of 10 for each visit time frame.
- Visitor parking will be reserved behind Shott Hall with appropriate signage.
- Visitors will be asked to call Jordan Dillon's phone extension upon arrival and will be told where to meet for the COVID-19 screening.
 - If the student or family member does not pass the COVID-19 screening, s/he will be asked to reschedule.
- Jordan or an Admissions representative will greet the family and proceed with the visit after the screening.
- Shott B will be reserved for visiting students and families to meet with admissions staff, faculty, and coaching staff. Due to the close proximity of one another, families will be asked to wear masks while walking campus but will have the ability to not be masked while meeting with campus personnel.
- Student ambassadors will continue to give campus tours, as well as show all areas of campus while touring.

BC Preview Day

- The enrollment office will continue to host 6 BC Preview Days within the 2020-2021 academic year.
- Visitors will be asked to register for the event through www.bluefield.edu/visit.
- All registrants will be communicated with about schedule and COVID-19 precautions upon arrival through Jordan Dillon and student assistant, Brooke Osborne.
- Registration will cut off at 20 students, with the anticipation of breaking out into 2 groups of ten.
- Drive-through COVID-19 Screenings will occur in VanDyke Circle roundabout beside Lansdell Hall (this will include Admissions staff and student ambassadors).
- Once the prospective student and families have cleared the screening, they will be given a ticket for registration and given parking instructions.
 - If an individual did not complete the screening, they will be asked to do so prior to meeting at registration.

- Event Schedule will be modified to accommodate the number of guests and available conference spaces on campus.

Resident Students Move-In / COVID-19 Testing Protocols

Move-In Dates

July 31	Football, international travel quarantine
August 3	Student leaders, international travel quarantine
August 6	Women's Soccer and Women's Volleyball
August 7	Men's Soccer, Marching Band & Chapel Worship Teams
August 14	New student commuters (4-hour window)
August 15	New student residents
August 17	All remaining returning students

Airport pick-up dates for international students will be as follows:

July 30th, August 5th, August 14th

Move-In / COVID-19 Testing Procedure

- Move-in will occur from 9am – 4pm.
- Students will be assigned to a 30-minute time slot for their check-in time.
- 10 students will be assigned per slot, meaning the max is 140 students per move-in day.
- Students will be permitted 2 guests (maximum).
- Students will begin their check-in in the parking lot behind Shott Hall.
- They will register with an admissions or athletics personnel member and will be sent to Shott Hall Conference Areas A/B once athletics staff is ready to test them for Coronavirus.
- Guests attending with the student will be temperature checked inside Shott Hall and then sent back to their vehicles until the COVID-19 test results come back.
- Guests will receive a green sticker indicating passing temperature check.
- Once test confirms negative, students will be given a pass to move to Harman Chapel for check-in (check-in may be skipped if the student attended the pre-check-in – pending confirmation that this can occur).
- Students will receive a "COVID-CLEARED" lanyard to wear during week one of classes to indicate that they completed a mandatory COVID-19 test and tested negative upon arrival/check-in. It is NOT intended to indicate that the wearer of the lanyard is currently free of the COVID-19 virus, since the virus can still be contracted after check-in. The purpose of the lanyard is to aid in ensuring that all students have completed a COVID-19 test before participating in campus-based activities.
- After student completes check-in, s/he will drive over to the assigned residence hall.
- Day will conclude with a closing session outdoors or, pending inclement weather, streamed to different locations indoors.

Student Health Services

Health Services at Bluefield College is staffed by Student Development personnel. Free student services include health information, minor first-aid treatment, and seasonal flu vaccinations (at designated times) administered by county health provider(s). Students with health issues should visit MedExpress (in the Walmart plaza), Princeton Community Hospital Emergency Room, or other health provider for medical treatment. Student athletes may also contact an Athletic Trainer for advice and/or assistance.

The College also offers Counseling Services with the primary purpose to assist students in overcoming emotional, spiritual, and relationship barriers in order to create and maintain a Christian environment that fosters the well-being and personal development of its members.

Student Spaces Protocols

Residence Halls

- All residence hall rooms will be limited to double or single occupancy.
- No more than four students will share a bathroom.
- Enhanced cleaning procedures.
 - BC to provide a care package with requisite cleaning supplies in each room/suite upon move-in.
 - Facilities & Residence Life personnel to offer mandatory tutorials to residents on safe and proper cleaning methods to mitigate risk.
 - Laminated template in bathrooms with cleaning instructions and schedules. RAs to check compliance during weekly health and safety checks.
 - Housekeeping will clean and sanitize the common areas multiple times a day, depending on usage.
- Approximately 5% of total housing capacity will be left offline as quarantine rooms.
 - Positive cases will trigger quarantine procedures.
 - Relocation to quarantine room
 - Meal delivery
 - No access to public areas on campus; must remain in room
 - Teammates will be roomed, when possible, in shared suites/apartments to mitigate spread of virus if there is an outbreak within an athletic team.
 - Quarantine students to receive meal delivery from cafeteria to their rooms.
 - No external guests in residence halls except official campus visitors (prospective students/vendors/etc.). Visitation policies suspended except in common areas (no more than groups of 10).
 - Sign-out if students return home (outside Bluefield) to aid in contact tracing.

Dining Center

- 50% reduced capacity. Extended hours. To-go boxes encouraged.
- Adjacent room (Shott Hall Conference Area A) available for overflow seating.
- Directional stickers and spacing on the floor.
- All food will be handed out by Aladdin staff with the exception of pre-packaged items such as salads, desserts, etc.
- All utensils, plates, napkins and condiments will be handed out by Aladdin employees.
- All tables spaced 6 feet apart.
- All Aladdin employees will be required to wear masks.
- Sneeze guards will be installed on the register and other areas of the bar that do not currently have them.
- Ice cream will continue to be serve via individually wrapped items such as ice cream sandwiches, cups, etc.
- Aladdin employees will hand out drinks, no self-serve for the drink stations.
- An Aladdin employee will walk the dining area and be cleaning the tables as customers leave.
- No Wednesday public option.

Chapel

- 50% reduced capacity.
- Spacing marked on floors.
- Frequent cleaning/sanitizing.
- Live stream all chapels.
- Extra opportunities to count as chapel credit (Elevate Service and 3.0 Prayer Time).

Student Center

- Frequent cleaning/sanitizing.
- Temporary discontinuance of self-serve coffee.
- Reconfigure seating to encourage social distancing.
- No large gatherings greater than 50 per Governor's directive.

Technology Protocols

Classrooms

- All classrooms containing a SMART or ClearTouch board will have a 4k webcam installed.
- Classrooms will be wiped down multiple times throughout the day.
- Desks will be designated with a Victor E. Ram decal to indicate social distancing seating.
- Classes that do not require technology could be held in areas such as Shott A&B. The Chapel has projector technology.
- In the event of streaming lectures, faculty will use Microsoft Teams to conduct their lectures. Every faculty member has their own Teams account so this will eliminate

overlapping accounts, enhance security and be easier for the faculty and students to utilize.

- IST will work with Academics to ensure proper training for faculty on using this technology.

Overall Technology

- Bandwidth has been analyzed, and we have maxed out at around 1/3 of our capability. Infrastructure will support all 20 tech enabled classrooms to stream at one time.
- To ensure the above operates appropriately, Quality of Service (QoS) measures will be enabled on the campus network to give bandwidth preference to streaming video over other sources of traffic.
- A redundant fiber link is being priced. This will allow internet service to remain operational in the event of an outage from our existing ISP (Segra).

Training Protocol

All students will receive general Coronavirus awareness and anti-bias training via Safe Colleges, a virtual training provider. Students will be required to complete the modules within 30 days of arrival to campus.

Visitors and Events Protocols

Employee Invited Guests

Bluefield College hosts a number of visitors to campus as part of its normal day-to-day operations. When possible, employees are encouraged to complete meetings virtually or over the phone. Employees hosting visitors to campus should identify visitors ahead of time and record answers to questions on the form below. Please make every effort to complete the form two (2) days before the visit. It is the responsibility of each employee hosting a visitor to campus during restricted access and travel periods to complete this form as the College official. If a visitor declines to comply with intake protocol(s), it will result in immediate denial of access to campus until campus restrictions are lifted. Visitor intake forms will be logged with Jordan Dillon, Executive Assistant to the President & Campus Visits and Events Coordinator.

Other Guests

All other guests to campus will use a central check-in station located in Shott Hall, Conference Area B.

The recommended process is:

- 1) Visitor arrives on campus and follows instructions on temporary signage which will direct the visitor to the check-in location.
- 2) A visitor intake form will be completed (see below) and temperature taken.
- 3) If the visitor has a temperature above 100.4 degrees or higher, or the visitor answers “yes” to an intake form question, the visitor will not be permitted to enter campus.
- 4) If the individual clears the check-in process, a guest pass will be provided with a clear timeline and location s/he is allowed to be on campus. Guests will not be required to check out but should not visit other locations on campus, if at all possible.
- 5) Visitor intake forms will be logged with Jordan Dillon, Campus Visits and Events Coordinator.
- 6) If the unscheduled visitor to campus declines to comply with intake protocol(s), please contact Campus Safety at 304.887.1795 for immediate assistance.

Events

Events on campus are wide-ranging from small gatherings to large events. Events must follow guidelines from the respective state the property sits on. For main campus, the Commonwealth of Virginia and for the Herb Sims Center, the State of West Virginia. This will dictate size of gatherings that are permitted. Guests must follow visitor protocols. All event spaces should be reserved through RecDesk (<https://bluefield.recdesk.com/Community/Home>). Confirmation will be made by Jordan Dillon, Campus Visits and Events Coordinator, or Rodney Kasey, Sims Center Coordinator. These individuals will be made aware of state protocols as they change.

At all events, attendees will be encouraged to socially distance and wear masks per the College’s face mask protocols. A cleaning by staff will occur prior to the event and following the event.

Homecoming

Homecoming, for alumni and friends, will be a more low-key affair this year. The tentative schedule has been reduced to the following in-person events: football tailgate, football game, and Highlands Fellowship worship service. The Golden Graduate Society dinner and Alumni Awards Luncheon will be completed in September. Members of the Golden Graduate Society will receive home deliveries of their medallions, while award recipients will be invited to a private dinner(s) with President Olive and their acceptance speeches will be filmed at that time. The PR Office will compile the clips into professional-quality videos. The Alumni Association meeting will be held on a conference call at a date TBD. Guests will be expected to follow the check-in protocols outlined above.

Form follows on next page.



Campus Visitor Intake Protocol During COVID-19 Pandemic



Visitor Name: _____

Visit Date: _____

Visit Purpose: _____

- 1) Have you or a member of your immediate circle been in contact with anyone with COVID-19?

Answer: _____

If yes: Please postpone visit for 14 days to campus.

If no: Please continue with questionnaire.

- 2) Are you or a member of your immediate circle presenting any flu-like symptoms (i.e., elevated temperature, flu-like symptoms, etc.) at this time? If so, please elaborate in your answer.

Answer: _____

If yes: Please postpone visit for 14 days to campus.

If no: Please continue with questionnaire.

- 3) Have you or a member of your immediate circle traveled to an area that has been affected by COVID-19 (CDC Level 2 and Level 3 areas)?

Answer: _____

(Please utilize <https://wwwnc.cdc.gov/travel/notices> to review areas)

If yes: Please postpone visit for 14 days to campus.

If no: Please share with visitor that we look forward to their visit and encourage them to follow CDC guidelines on hygiene.

Please send a copy of the completed questionnaire to Jordan Dillon at jdillon@bluefield.edu to be recorded.