StayHealthy@GuilfordCollege: Reopening Campus 2020
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Executive Summary</td>
<td>7</td>
</tr>
<tr>
<td>COVID-19 Hazard Identification</td>
<td>8</td>
</tr>
<tr>
<td>Key Measures</td>
<td>15</td>
</tr>
<tr>
<td>Phases of Reopening Operations</td>
<td>17</td>
</tr>
<tr>
<td>Phases of Reopening Operations (cont.)</td>
<td></td>
</tr>
<tr>
<td>Thresholds and Triggers</td>
<td>18</td>
</tr>
<tr>
<td>Operational Guidelines</td>
<td>19</td>
</tr>
<tr>
<td>Instruction</td>
<td>23</td>
</tr>
<tr>
<td>Student Return</td>
<td>25</td>
</tr>
<tr>
<td>Return to work for employees</td>
<td>31</td>
</tr>
<tr>
<td>Guiding Principles</td>
<td>31</td>
</tr>
<tr>
<td>Returning to the Workplace</td>
<td>31</td>
</tr>
<tr>
<td>Personal Health and Safety Requirements</td>
<td>31</td>
</tr>
<tr>
<td>Symptom Monitoring Requirement</td>
<td>32</td>
</tr>
<tr>
<td>Temporary Modified Work Arrangement For</td>
<td>32</td>
</tr>
<tr>
<td>Employees In a High Risk Category</td>
<td></td>
</tr>
<tr>
<td>Phased Staffing</td>
<td>33</td>
</tr>
<tr>
<td>Staffing</td>
<td>34</td>
</tr>
<tr>
<td>Staffing (cont.)</td>
<td></td>
</tr>
<tr>
<td>Offices and Workstations</td>
<td>34</td>
</tr>
<tr>
<td>Remote Work</td>
<td>35</td>
</tr>
<tr>
<td>Alternating Days</td>
<td>35</td>
</tr>
<tr>
<td>Staggered Reporting/Departing</td>
<td>35</td>
</tr>
<tr>
<td>Personal Safety Practices</td>
<td>35</td>
</tr>
<tr>
<td>Personal Safety Practices (cont.)</td>
<td></td>
</tr>
<tr>
<td>Social Distancing</td>
<td>35</td>
</tr>
<tr>
<td>Handwashing</td>
<td>36</td>
</tr>
<tr>
<td>Gloves</td>
<td>36</td>
</tr>
<tr>
<td>Goggles/Face Shields</td>
<td>36</td>
</tr>
<tr>
<td>Personal Disinfection</td>
<td>36</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Additional Hygiene</td>
<td>36</td>
</tr>
<tr>
<td>Face Masks/Cloth Face Coverings</td>
<td>37</td>
</tr>
<tr>
<td><strong>Use and Care of Face Coverings</strong></td>
<td>37</td>
</tr>
<tr>
<td>Putting on the Face Covering and/or Mask</td>
<td>37</td>
</tr>
<tr>
<td>Removing the Face Covering/ Mask</td>
<td>37</td>
</tr>
<tr>
<td>Care, Storage and Laundering</td>
<td>37</td>
</tr>
<tr>
<td><strong>Guidance for Specific Workplace Scenarios</strong></td>
<td>38</td>
</tr>
<tr>
<td>Public Transportation/GTA</td>
<td>38</td>
</tr>
<tr>
<td>Travel</td>
<td>38</td>
</tr>
<tr>
<td>Office Environments</td>
<td>38</td>
</tr>
<tr>
<td>Classrooms and Laboratories</td>
<td>39</td>
</tr>
<tr>
<td>Using Restrooms</td>
<td>39</td>
</tr>
<tr>
<td>Using Elevators</td>
<td>39</td>
</tr>
<tr>
<td>Meetings</td>
<td>39</td>
</tr>
<tr>
<td>Meals</td>
<td>40</td>
</tr>
<tr>
<td><strong>Mental and Emotional Wellbeing</strong></td>
<td>40</td>
</tr>
<tr>
<td>Employee Assistance Program (EAP)</td>
<td>40</td>
</tr>
<tr>
<td><strong>Entry and Exit Control</strong></td>
<td>40</td>
</tr>
<tr>
<td><strong>Campus Preparations</strong></td>
<td>42</td>
</tr>
<tr>
<td><strong>Health and Safety</strong></td>
<td>45</td>
</tr>
<tr>
<td>Personal protective equipment</td>
<td>45</td>
</tr>
<tr>
<td>Face Coverings</td>
<td>45</td>
</tr>
<tr>
<td>Hand Sanitizers</td>
<td>47</td>
</tr>
<tr>
<td>Acrylic Screens</td>
<td>47</td>
</tr>
<tr>
<td>Social Distancing</td>
<td>47</td>
</tr>
<tr>
<td>Testing and Symptom Screening</td>
<td>47</td>
</tr>
<tr>
<td>Contact Tracing</td>
<td>51</td>
</tr>
<tr>
<td>Isolation and Quarantine</td>
<td>51</td>
</tr>
<tr>
<td><strong>Community Standards</strong></td>
<td>54</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>54</td>
</tr>
</tbody>
</table>
Introduction

On April 22nd, 2020, President Jane Fernandes, established a Health and Safety Task Force charged with developing a strategic plan for reopening Guilford College for the Fall 2020 semester.

The Health and Safety Task Force includes campus-wide professionals who are actively engaged in collaborative consultation with community partners and health experts to build a robust plan. Task Force members were selected based on their critical roles in various campus operations to ensure the development of thorough and broadly informed recommendations.

Health and Safety Task Force Members
Chair: Jermaine Thomas, Director of Public Safety
Suzanne Bartels, Director of Hege Library and Learning Technologies
Frank Boyd, former Provost and Academic Dean, current Professor of Political Science
Erin Brownlee Dell, Chief of Staff
Roger Degerman, Vice President of Marketing and Enrollment
Kyle Dell, Associate Academic Dean/Associate Professor of Political Science
Ben Durant, CFO and VP of Administration
Stephanie Flamini, Assistant Athletic Director/Senior Women's Administrator
Brett Hacker, Associate Vice President of Facilities Management
Shmeika King, Office Administrator
Abby Langston, Director of Marketing
Barbara Lawrence, Vice President for Diversity, Equity, and Inclusion/Title IX Coordinator
Michele Malotky, Professor of Biology/Director of Public Health
Steve Mencarini, Dean of Students
Alfred Moore, Registrar
Alisa Quick, Director of Human Resources and Payroll
Ara Serjoie, Vice President for Advancement
Kathryn Shields, Associate Professor of Art/Associate Academic Dean
Jarrett Stull, Associate Vice President for Philanthropy
Gloria Thornton, Interim Director of IT&S
Kristie Wyatt, Assistant Director of Accessibility Resource Center

The Task Force identified five areas essential for reopening the campus safely:

1. Campus Preparation
2. Academic Instruction
3. Student Return
4. Staff Return
5. Campus Health and Safety

The Task Force established working groups to serve each of these key areas:

Campus Preparation
*Brett Hacker*
Bryan Brendley
Everett Deloney
Jim Hood
Melanie Lee-Brown
Brian Wenger
Susanna Westberg

Academic Instruction
*Kyle Dell*
*Kathryn Shields*
Suzanne Bartels
Frank Boyd
Michele Malotky
Alfred Moore
Don Smith

Student Return
*Steve Mencarini*
Shelley Ewing
Krishauna Hines-Gaither
Terra Roane
Susanna Westberg

Staff Return
*Alisa Quick*
Amy Barnes
Erin Brownlee Dell
Guilford College is committed to ensuring precautions, protocols, and guidelines are in place that promote the health and safety of the members of the campus community.
Executive Summary

Guilford College has engaged in an intensive planning effort aimed at resuming on-campus activities to the greatest extent possible, as quickly as is prudent, in light of the ongoing COVID-19 pandemic. This document contains recommended health and safety protocols to put in place when the College begins its gradual, multiphase resumption of on-campus activities. It is intended to apply to all members of our campus community—faculty, staff, students, and affiliates, as well as contractors, vendors, visitors and guests—while on campus or in college facilities.

This document outlines Guilford’s reopening plans, and describes the four (4) phases of reopening the College. Also included are highlights of plans that departments across the College will put in place during each reopening phase. It should be noted that the plans included in this document are subject to change based on epidemiologic data trends and further guidance from the College’s Health and Safety Task Force and external sources, such as the Guilford County Department of Health, the Guilford County Emergency Management Teams, the State of North Carolina and the Centers for Disease Control and Prevention (CDC).

A healthy campus environment begins with a shared commitment to the health and safety of all College community members. The College will implement mitigation measures and make changes to campus operations to promote healthy practices and will remind all community members that health and wellness is a shared responsibility. All persons on campus will be subject to new policies, procedures and oversight designed to promote a safer and healthier environment for teaching, learning and working, including strategies to protect individuals at higher risk for developing adverse outcomes of COVID-19. These changes align with the College’s commitment to community.

Resources used to complete this plan include the Centers for Disease Control and Prevention, the State of North Carolina and the Guilford County Department of Health in addition to other College and university planning documents.

While it is our intention to update this plan on a regular basis, please refer to the above links for the most up-to-date information related to COVID-19.
COVID-19 Hazard Identification

Hazard
COVID-19 is an infectious disease caused by a novel coronavirus, SARS Cov2, which has not been previously identified in humans.

Transmission
The disease can spread from person to person through respiratory droplets issuing from the nose or mouth when a person talks, coughs or sneezes. The virus can enter the body through the membranes of the eyes, nose or throat when in close contact with an infected person. The virus cannot pass through intact skin. It is yet to be determined whether the virus can also be transmitted by aerosols (small particles floating in the air).

Recent evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:

1. Have not yet developed symptoms (pre-symptomatic); and
2. Never develop symptoms (asymptomatic).

Symptoms
COVID symptoms are similar to those for influenza or other respiratory illnesses. The most common symptoms include:

1. Fever and cough
2. Sore throat
3. Runny nose
4. Nasal congestion
5. Shortness of breath
6. Difficulty breathing
7. New loss of taste or smell
8. Nausea or vomiting
9. Diarrhea
10. Muscle or body aches

Hierarchy of Controls
Controls chosen to mitigate identified risks will follow the CDC’s Hierarchy of Controls (Figure 1)
The following general prevention guidelines have been recommended by local, state and federal health authorities.

<table>
<thead>
<tr>
<th>Safe Interactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not come to campus if you are sick or exhibiting the symptoms of COVID-19. Screen for symptoms by completing the Guilford College COVID-19 Self-Assessment tool every day that you enter Guilford College’s campus of facilities.</td>
</tr>
<tr>
<td>Ensure that all spaces including classrooms/shops/labs are set up to allow proper physical distancing between all occupants</td>
</tr>
<tr>
<td>Cordon off demonstration/instruction areas to allow for students and staff to maintain proper physical distance with tape, chalk, etc</td>
</tr>
<tr>
<td>Set up physical distancing (with tape, decals, etc.) for the use of any shared tools/equipment for the class</td>
</tr>
<tr>
<td>Set up physical barriers when distancing is not an option</td>
</tr>
<tr>
<td>Post infection control practices and physical distancing posters.</td>
</tr>
<tr>
<td>Identify the nearest hand washing location to students and ensure it is stocked with soap and paper towel</td>
</tr>
</tbody>
</table>
Frequently remind students to avoid face touching during class and to wash/sanitize hands before and after class (and during when possible).

### Personal Hygiene

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advise staff and students to stay home if sick and ensure that accommodation measures are developed for students in isolation/quarantine.</td>
</tr>
<tr>
<td>Promote no eating during classes/in classrooms</td>
</tr>
<tr>
<td>Ensure all staff and students complete any general COVID-19 Awareness Training requirements.</td>
</tr>
<tr>
<td>Require the use of a non-medical mask or face covering even if physical distancing (6 feet) is possible</td>
</tr>
<tr>
<td>Ensure that proper PPE is used if physical distancing is not possible (i.e. the task is unsafe to do 6 feet apart).</td>
</tr>
</tbody>
</table>

### Environmental Hygiene

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not provide students with physical handout papers/forms or any pens, pencils, and other common writing/learning tools</td>
</tr>
<tr>
<td>Remove any unnecessary common touch points, objects, or selfserve items (i.e. hearing protection, gloves).</td>
</tr>
<tr>
<td>For any class-provided tools/equipment – if possible, ensure each student has their own dedicated items.</td>
</tr>
<tr>
<td>Identify all tools/equipment that must be shared by all students</td>
</tr>
<tr>
<td>Develop and post transmission prevention and/or sanitization procedures for all shared items and common classroom touch points. At minimum, any equipment that must be shared should be cleaned and disinfected before and after each use, and users should perform hand hygiene before and after each use.</td>
</tr>
<tr>
<td>Ensure that cleaning supplies are provided and that students are instructed on how to correctly clean/sanitize.</td>
</tr>
</tbody>
</table>

### Personal Protection Equipment (PPE)

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruct employees and students on how to safely use, maintain, and dispose of any required PPE for the class.</td>
</tr>
</tbody>
</table>

### COVID-19 Safe Practices

General guidance on public health COVID-19 Safe Practice controls have been identified to include the following:

1. Physical Distancing
2. Hand Hygiene
3. Use of non-medical face masks and coverings or “cloth masks.”
4. Moving around campus and navigating common spaces.
Physical Distancing

All faculty, staff, and students are required to practice physical distancing while on campus to help stop the spread of COVID-19. Physical distancing involves taking steps to limit the number of people you come into close contact with. It can help you reduce your risk of getting sick and help prevent spreading the virus to others.

To protect yourself and others:

1. Keep at least 6 feet from others when going out in public.
2. Avoid overcrowding in elevators or other enclosed spaces, as per the posted limits or guidelines.
3. Use the stairs, or alternative routes where possible.
4. Wash or sanitize your hands after touching communal surfaces.

Hand Hygiene

Hand washing, proper coughing and sneezing etiquette, and not touching your face are the keys to the prevention of transmission of COVID-19 and minimizing the likelihood of infection.

Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose, and mouth – or to other surfaces that are touched.

Wash your hands “often” and “well” with soap and warm water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer to clean your hands.

“Often” includes:

- Upon arriving and when leaving campus
- After coughing or sneezing
- After bathroom use
- When hands are visibly dirty
- Before, during, and after you prepare food
- Before eating any food (including snacks)
- Before and after using shared equipment

“Well” means:

- Wet hands with warm water and apply soap.
- Rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm), and wrists.
- Rinse hands thoroughly with warm water.
- Dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel.
Additionally, it is important to:

- Avoid touching your eyes, nose or mouth with unwashed hands.
- Use utensils: consider using forks, spoons, or toothpicks when eating and serving foods (especially snacks or “finger foods”).

Use of non-medical face masks and coverings or “cloth masks”

Wearing a homemade facial covering/non-medical mask in the community has not been proven to protect the person wearing it and is not a substitute for physical distancing and hand washing.

However, it can be an additional measure taken to protect others around you, even if you have no symptoms. It can be useful for short periods of time, when physical distancing is not possible in public settings, such as when grocery shopping or using public transit.

Appropriate use of non-medical mask or face covering
When worn properly, a person wearing a non-medical mask or face covering can reduce the spread of his or her own respiratory droplets (infectious or not).

Non-medical face masks or face coverings should:

- Allow for easy breathing.
- Fit securely to the head with ties or ear loops.
- Maintain their shape after washing and drying.
- Be changed as soon as possible if damp or dirty.
- Be comfortable and not require frequent adjustment.
- Be made of at least 2 layers of tightly woven material fabric (such as cotton or linen).
- Be large enough to completely and comfortably cover the nose and mouth without gaping, without impairing vision.
- Not be shared with others.
- Not be placed on anyone unable to remove them without assistance or anyone who has trouble breathing.

Limitations

Homemade masks are not medical devices and are not regulated like medical masks and respirators:

- They have not been tested to recognized standards;
- The fabrics are not the same as used in surgical masks or respirators;
- The edges are not designed to form a seal around the nose and mouth.

These types of masks may not be effective in blocking virus particles that may be transmitted by coughing, sneezing or certain medical procedures. They do not provide complete protection from virus particles because of a potential loose fit and the materials used.

Some commercially available masks have exhalation valves that make the mask more breathable for the person wearing it, but these valves also allow infectious respiratory droplets to spread outside the mask.

Masks with exhalation valves are not recommended because they don't protect others from COVID-19 and don't limit the spread of the virus.

Medical masks, including surgical, medical procedure face masks, and respirators (i.e., N95 masks) must be kept for health care workers and others providing direct care to COVID-19 patients.

Moving around campus and navigating common spaces
Follow signage that is posted. Walk on the right-hand side of the street/hallway wherever possible, creating one-way pedestrian traffic and minimizing contact with passersby. Keep to the right-hand side of sidewalks and pathways, allowing faster walkers to pass you.

**Elevators:** No more than one person may use an elevator at any time unless there is sufficient space for two people to stand diagonally 6 feet apart. Where possible, use an object to press elevator buttons. Use stairs whenever possible.

**Entry/exit:** Use automatic door buttons wherever possible to reduce touchpoints and use an object to press/push the door button where possible. Follow any “in” and “out” signs posted on building doors to allow people to keep their distance.

**Hallways and stairwells:** Walk on the right in stairwells and hallways. If there is not sufficient space to maintain a 6 foot distance, yield to oncoming traffic. Be sure to wash hands or use a hand sanitizer after touching handrails or other surfaces. Follow any directional tape or signage indicating traffic flow.

**Washrooms:** Follow all signage indicating sink and stall closures to maintain proper distancing.

Departments/Programs are responsible for printing and placing signs in their spaces.
Key Measures

The Health and Safety Task Force has identified 11 key measures to take in order to safely and prudently reopen our campus in the fall. These measures include:

1. **Create a Task Force.**
   
   The College created the Guilford College Health and Safety Task Force to help create and assess the progress and impact of the strategic plan to reopen the College. The Task Force includes leaders from the various areas around campus including: Student Affairs, Academic Affairs, IT&S, Athletics, Human Resources, the President’s Cabinet, the Faculty Senate, Public Safety, Marketing and Enrollment, Facilities, and the Office of Diversity, Inclusion and Equality. Together this group will advise the President on how quickly to move the College through the phases of transitioning our business operations.

2. **Partner with local health systems.**
   
   Partner with our local health care systems to provide access to professional services (testing, tracing, treatment) for the members of our community. Ensure access to hospital treatment if required by members of our community.

3. **Engage in CoVid-19 Screen, Tracing and PPE Dissemination.**
   
   Working with our health care providers and government agencies, we will endeavor to establish screening and testing programs for members of our College community and we will evaluate the feasibility of developing and implementing a contact tracing program.

4. **Establish new cleaning standards.**
   
   The College will adapt, implement, and publish new cleaning and sanitization standards that use the most up-to-date guidelines from the CDC. These standards will include implementing new methods of cleaning, new timelines for cleaning, and the provision of sanitation stations at high traffic areas around campus. It will also include a proactive educational marketing initiative to promote good hygiene related to the virus.

5. **Recategorize New Courses, Events, and Experiences.**
   
   It is clear that we will not simply be able to fully return to traditional operations immediately. Instead, we will need to phase our return to on-campus activity and prioritize events and experiences based on recommended criteria and guidelines.

6. **Rethink Campus Patterns.**
   
   We will need to rethink how our students get to classes, access our food services, and generally migrate through campus. This will require that we creatively schedule courses, guest lectures, athletic events, student group meetings, and all other group activities around campus. It is imperative that we create new standards for accessing our physical space in ways that promote appropriate social distancing.

7. **Secure Quarantine Spacing.**
Based on the spread of the virus and the unique needs of our community, the College will establish transitional spaces for anyone who needs to be isolated or quarantined. This space will enable the College to support the health of any student (residential or commuter) who is in need. These spaces will ONLY be used as a transition space for those who need to isolate, quarantine, or who are ill with COVID-like symptoms but do not want or need to be in a hospital.

8. **Implement visitor expectations.**

All visitors to the campus on official business (not student guests) will be required to adhere to the appropriate personal protective equipment, and the social distancing guidelines in place and appropriate for the phase we are in during the time of their visit. Guests will be required to check in at Public Safety and to answer the questions regarding COVID-like symptoms. They will be given notice of the precaution taken by the College. In addition, the individuals who host the guest on campus will be responsible for enforcing these expectations to the visitors, and the College will ensure there is an adequate supply of masks to cover the demand.

9. **Re-evaluate work standards.**

As we begin to welcome more people back to campus, supervisors will work in a coordinated manner to ensure that job functions are modified as necessary to minimize the need to have all employees return to campus at once.

10. **Protect the health of the surrounding community.**

Develop strategies to educate members of our community about being responsible citizens as we interact with those who live in our surrounding neighborhoods. We will participate in any tracing efforts conducted by health organizations in our area.

11. **Train the new way.**

If we are to be successful in our transition work, we must develop a clear understanding of what the expectations are for our work in each phase of our transition back to normal business operations. Then, we must be sure to train and support those who are responsible for the pieces of the transition as they make decisions. We also must ensure that every member of our campus community is trained in our new way of living, learning and working.
Phases of Reopening Operations

The Health and Safety Task Force recommends that Guilford College adopts a phased reopening approach for the duration of the pandemic. The phased reopening approach allows Guilford the flexibility to switch plans based on the most up to date developments with COVID-19. The phased approach also fosters a universal system that provides a centralized direction for operations based on the phase we are in. Lastly a phased approach also helps set the framework for identifying and implementing thresholds to inform the decision makers on when we reach a trigger that would advance or retreat to a different phase based on informed data. The four phases that the Task Force recommends are:

**Very High Alert - Stay at Home**

Stay at home orders are in place, schools and non-essential businesses are closed and individuals are expected to practice self-isolation.

Colleges and non-essential businesses remain closed and individuals are expected to practice self-isolation. Campus and building access are restricted. Telework is the preferred choice for as many employees as possible in accordance with state/local mandates. Instruction is remote and in-person housing and in-person academic programs are cancelled.

**High Alert - State Reopening Phase 2**

Institutions and communities can operate low-density environments. Many institutions are open, but there are significant prevention policies in place which may include limitations on meeting sizes, enforced PPE use, and continued elevated precautions for high risk Individuals.

Instruction is primarily remote. In-person instruction is limited to clinical/practicum activities that are difficult to conduct remotely. Small groups (<10 including the instructor) may convene with special permission. Significant prevention policies in place which may include limitations on meeting sizes, enforced PPE use, screening, contact tracing, and selective quarantining/self-isolation. Limited access to facilities including use of shifts. Limited small group instruction (<10) for high need students, specialized programs. No shared offices for faculty/staff/graduate students. Strict distancing, face covering, frequent hand washing.

**Moderate Alert - Protections in Place**

Institutions and communities can operate moderate-density environments. Institutions are open and many protective measures are still actively in place. The underlying threat of outbreak remains, but prevalence of the virus is lower and testing and contact tracing capacities are
robust enough to allow some policies to be relaxed. There may also be available treatments for the disease, which lower the risk of severe outcomes.

Instruction is a mix of in-person and remote instruction with online options for in-person classes (hybrid) where practical. Some students and faculty will not be able to return to campus and accommodations should be put in place to enable continued academic progress.

- Easing of facility restrictions, rigorous cleaning & PPE protocols.
- Low-density instruction 6 ft diameter per student.
- Limited specialized facility access (labs, studios, practice rooms).
- Shared offices with distancing and other measures.
- Strict distancing, face covering, frequent hand washing.

Low Alert - New Normal

Institutions and communities can operate high-density environments. Once vaccines and/or highly effective treatments are approved and widely available, and there is low circulation of the coronavirus, prevention practices can be gradually lifted more fully. It is likely that even when immune protection is established, that social interactions remain changed for a duration of time and that re-engineered processes and new technologies persist, so long as they are functional.

Once vaccines and/or highly effective and widely available treatments are approved for the coronavirus, prevention practices can be lifted. It is likely that even when immune protection is established, that social interactions remain changed for a duration of time and that re-engineered processes and new technologies persist, so long as they are functional. Classrooms near full capacity. Shared office spaces. Dining and residential activities with some modifications.

Thresholds and Triggers

The Health and Safety Task Force has defined the triggers that move the College between Alert Levels; this enables the College to react to changing COVID-19 conditions faster and with greater confidence.

Some of the triggers that we will use to inform the College that we need raise the alert level include:

- Significant increases in COVID-19 transmission on campus, occurring at a greater rate than the local community.
- Significant increases in COVID-19 transmission within the local community, if it is impractical for the College to minimize COVID-19 exposure between the College and local community.
• Evidence that the College community is disregarding physical distancing and PPE requirements.
• Insufficient availability of COVID-19 testing by the institution or local/state public health authorities, due to logistics, supply chain or other factors.
• Insufficient healthcare capacity, on campus or within the local healthcare facilities.
• Insufficient space to manage the number of in-residence students requiring quarantine rooms or self-isolation.
• Local/State/Federal mandates.

Some of the triggers that we will use to inform the College that we need lower the alert level include:

• Significant decreases in COVID-19 transmission on campus.
• Significant decreases in COVID-19 transmission within the local community, if it was higher than transmission on campus.
• Evidence that the College’s community is consistently observant of physical distancing and PPE requirements.
• Sufficient healthcare capacity, on campus or within the local/state healthcare facilities.
• Local/State/Federal mandates.

We have developed a Threshold Matrix in which the College leadership can utilize to inform the decisions to move between different phases based on several key questions and factors. The Threshold decision matrix can be found here.

The matrix includes several key questions that would inform our decision making within the matrix. Some of those questions include:

1. Are there early signs of a resurgence in cases?
2. Are we testing enough to detect cases?
3. Do we have robust contact tracing?
4. What Phase is the State in?
5. Are we protecting students, faculty, staff?
6. Is there sufficient capacity for quarantine and isolation?
7. Is there sufficient supplies of PPE?
8. Are stakeholders complying with restrictions?

Operational Guidelines

The Health and Safety Task Force has created an operational guideline matrix that the College will use to inform our community members and decision makers on what operations will look during each operational phase. The operational guideline matrix fosters a universal system that
provides a centralized direction for operations based on the phase we are in. The operational matrix can be found here:

Here are some highlights from the matrix that should be noted:

**Campus Events:**

There will be no outside campus events held on Guilford College’s campus during the Fall 2020 semester.

**Campus Access:**

Building entry will be restricted to card access only if equipped. This allows for a record system to document all individuals who enter and leave campus and/or campus buildings.

Suppliers will be pre-approved for campus access. Delivery of food and supplies utilizes shortest physical routes and at times of least student traffic. Delivery persons observe physical distancing, PPE and other regulations of the campus. This includes persons involved in moving students into residence halls, such as family members. All visitors, guests and vendors will be directed to check-in with Public Safety at 818 Quadrangle Dr. Greensboro, N.C. 27410.

When deemed appropriate, off campus travel can be limited to essential travel. Area Vice Presidents are responsible for granting special permissions and essential travel exceptions regardless of travel restrictions.

**Guidelines for meetings, On-Campus or Off-Campus:**

1. No more than 10 people in attendance at one time.

2. All individuals must maintain social distancing of at least six (6) feet from each other. More distance is preferable.

3. All individuals, whether indoors or outdoors, must wear a mask while conducting any College business.

4. No handshakes or hugs.

5. Whenever practicable, meet outdoors rather than indoors.

6. The CDC defines “high risk individuals” as people 65 years or older and people of any age who have serious underlying medical conditions, including: those who are immunocompromised or who have chronic lung disease, moderate-to-severe asthma, serious heart conditions, severe obesity, diabetes, chronic kidney disease undergoing dialysis, or liver disease. Do not conduct meetings with anyone you know to have a serious underlying medical condition. Conduct meetings with anyone over 65 sparingly.
7. Various states’ laws restrict gatherings in various ways, from numbers of people to types of locations.

   - Before meeting on College business in a state outside NC, obtain the permission of the President, Cabinet-level officer over your department, someone else?

   - If you are approved for travel to another state, learn what is allowed and what is prohibited in that state in order to be sure not to violate any state law. Be aware that some establishments might themselves be violating their state’s laws and you cannot assume that a restaurant, for example, even with outdoor seating that meets our social distancing requirements, is a “legal” place to conduct a meeting. In North Carolina, “Phases” of openings will change from time to time, and it is best to conduct meetings away from public establishments.

8. When opportunities are available, wash your hands for 20 seconds or use hand sanitizer.

9. Do not ride with others in a vehicle to or from meetings, unless your vehicle is not available and you are using a commercial driver. Where feasible, drive your own vehicle rather than traveling by train or airplane.

10. **DO NOT MEET WITH ANYONE IF YOU HAVE A FEVER OR HAVE ANY CORONAVIRUS SYMPTOMS (see above) OR IF YOU HAVE BEEN EXPOSED IN THE PAST FOURTEEN DAYS TO ANYONE WHO HAS HAD A CONFIRMED POSITIVE TEST FOR CORONAVIRUS INFECTION.** In any such situation, please immediately inform Human Resources about workplace precautions, available time-off policies, and return-to-work protocols.
Departmental Operational Plans
Instruction

In her communication to the community on June 5, 2020, President Fernandes described several key elements of our reopening plans related to instruction that will continue to inform the work of the task force.

The Instructional Working Group was assembled by the Provost and charged with making recommendations to the task force on academic and instructional operations for fall semester. Members of the working group have been: Former Provost Frank Boyd, Associate Academic Deans Kyle Dell and Kathryn Shields, Director of Hege Library and Learning Technologies Suzanne Bartels, Registrar Alfred Moore and faculty members Michele Malotky and Don Smith. The work of this group has been focused on the following areas and has resulted in a number of recommendations and actions.

All guidelines, restrictions and support for activities related to teaching and learning at Guilford College are found in the campus-wide activities matrix or the Hege Library activity matrix. The Hege Library building is a central hub for academic support and services and has its own reopening recommendations to ensure consistent operations.

*Classroom assessment and preparation for health and safety.* The task force has assessed the in-person capacities of all general classroom spaces on campus in order to support the health and safety of faculty, staff and students in those spaces. The assessments were conducted using CDC recommended guidelines for classrooms and managed by faculty and staff familiar with the use of these classrooms, technology and instructional resources, and other considerations important to the review. Modified capacities (number of people that the room can support) have been shared with department chairs and the task force has worked with faculty to modify room assignments as well as any changes to the delivery of a course in light of this new assessment.

Furthermore, the task force has endorsed the following service expectations for the College in order to maintain health and safety standards throughout the semester:

1. a hand sanitizing station with sanitizer in close proximity to each classroom in each classroom building on campus;

2. appropriate cleaning supplies (individual wipes and/or spray bottle) for cleaning surfaces in each classroom by faculty and students when people enter and leave a space; and

3. proper signage for COVID-19 resources available to community members as well as any restrictions in room usage (e.g., stairwells, entrances, and exits to buildings; wearing proper face coverings; not sitting in seats that are prohibited; not moving seating, etc.).
(4) proper ventilation and air circulation is maintained at appropriate levels necessary to meet health and safety standards.

(5) to accommodate and support proper social distancing, only furniture necessary for supporting the new capacity limits will remain in general-use classrooms; all other furniture will be removed and stored appropriately.

These resources will be available in classrooms before classes begin on August 19, 2020 and verified as ready no later than August 17, 2020.

**Academic Calendar.** The fall semester will begin with our 3-week session, as originally scheduled, on Wednesday, August 19. At the end of the 3-week session, and following a four-day session break, our 12-week session will commence on September 14. Looking ahead, November 20 will be the last date for in-person instruction; students will then go home for Thanksgiving break and remain there to complete online the brief balance (roughly two weeks) of their first semester studies.

**Weekly Schedule.** The weekly schedules associated with both the 3-week and 12-week sessions will continue, with sufficient changeover time between class blocks and sufficient community and collaborative time to support our community. Classes are being scheduled in rooms to allow the maximum downtime between courses (e.g., leaving a class block open for a classroom) possible given our capacity limits and the needs of in-person instruction.

**Modes of Instruction for Courses.** We will employ multiple instructional modes: online (synchronous or asynchronous), hybrid or fully on-campus (face-to-face) courses. Courses are labeled so that students can consider this information when choosing classes. This approach provides the maximum flexibility for responding to the needs of students and faculty, and the ability to adapt to any changes in the trajectory of the pandemic.

This approach provides the maximum flexibility for responding to the needs of students and faculty, and the ability to adapt to dramatic changes in the trajectory of the pandemic.

**Academic Policy Review.** The task force, in partnership with the Provost’s Office, will continue to review and update academic policies in light of health and safety recommendations, both internal to Guilford College as well as state-wide from public health officials. Modifications of academic policies (e.g. attendance, student code of conduct, office hours, etc.) will be ongoing and any changes will be shared through proper communication channels with both faculty and students as soon as possible.
Student Return

The Return of Student subcommittee’s objective was to determine how to safely bring students back to campus and what parameters would need to be in place to ensure that students, faculty, and staff are able to safely engage in our community. The subcommittee consisted of: Shelley Ewing, Guilford Guide; Krishauna Hines-Gather, Associate Vice President for Diversity, Equity, and Inclusion; Steve Mencarini, Dean of Students and convenor of subcommittee; Terra Roane, Director of Multicultural Recruitment; and Susanna Westberg, Director of Residential Education and Housing. We have been utilizing local, state, and national resources to understand best practices for students’ return and put forth recommendations regarding housing. Our intent is to put together policies and procedures to minimize the exposure and spread of the coronavirus.

I. Community Standards

Community standards provide all community members with expectations on how to conduct themselves in a manner that minimizes the incidence and transmission of COVID-19 on the Guilford campus. These standards are subject to change as more information becomes available about (a) the virus, (b) the availability of therapeutic measures and (c) government mandates based on changing patterns of disease morbidity and mortality at the local, regional and national level. Community standards include the following three areas: (a) preventative measures (b) monitoring and care, and (c) disciplinary measures.

A. Preventative Measures

All members of the community need to be proactive and demonstrate responsible behavior by adhering to a number of precautionary measures.

(1) Training:

All community members will complete and comply with a required online COVID training module. This module should be completed by the date specified Wednesday, August 19th. Information will be distributed to community members through their Guilford College email.

(2) Campus Compact:

In addition to training (see below), all staff, faculty, and students will be required to sign or attest to a Campus Compact accepting specific behavioral and procedural mandates. This Campus Compact will be guided by Guilford’s core values (community, diversity, equality, excellence, integrity, justice and stewardship), treating all members of the community with respect and promoting behaviors that contribute to the health and safety of the entire community. This includes:

- Wearing masks in all public spaces;
- Maintaining social distancing guidelines for all activities;
● Limiting engagement in off-campus events (dinners, clubs, bars) and avoiding mass gatherings and crowded locations both on- and off-campus;
● Establishing daily routine of self-monitoring (see section below);
● Following the reporting protocol, by reporting any symptoms experienced or presumptive cases observed to an established coronavirus hotline;
● Follow the isolation and quarantine guidelines if experiencing symptoms;
● Comply with all non-essential travel restrictions.

**B. Monitoring and care:**

(1) *Mass Testing*

**Initial Screening**
There is an inherent risk in bringing a large group of individuals together in a location such as a College campus during a pandemic. With the linear progression of positive coronavirus tests in North Carolina over the summer and out of an abundance of caution, we will require students who will be taking classes on-campus (enrolled in at least one in-person or hybrid course) to submit to a coronavirus test through either:

- an on-campus testing - Guilford College will provide on-site testing for coronavirus starting on Thursday, August 13 through Monday, August 17. There will be no cost to the community member for the test. The test result will be delivered to the community member and Guilford College within 48 hours of the lab results. Students will be asked to self-isolate, limit interaction with others, and utilize face covering and social distancing until the results are received.

  or

- provide documentation indicating a negative coronavirus test result dated no earlier than Monday, August 10th.

**Residential students** must take the coronavirus test on site or provide negative results PRIOR to being allowed to move into on-campus housing or participate in on-campus classes.

**Ongoing screenings**
The Guilford College community will also participate in randomized coronavirus testing throughout the Fall semester to determine that the virus is not spreading through campus undetected.

**C. Isolation and Quarantine Protocols**

Guilford College will follow CDC and NCDH guidelines regarding isolation and quarantine protocols. On-campus rooms have been designated specifically for isolation and quarantine purposes.
Any student exhibiting COVID-19 symptoms should stay in their living quarters (i.e., on-campus residence hall room/apartment, off-campus apartment/house) and contact the COVID hotline to assess next steps.

ALL Students (on- or off-campus) must report to the COVID hotline if they have COVID-19 symptoms or a positive COVID-19 test result. Processes will be in place to provide support for isolated or quarantined students who have tested positive for the coronavirus.

Students who have recently had close contact with a person with COVID-19 should also stay in their living quarters and monitor their health. If a student is in need of delivered meals, the student should contact the COVID hotline.

II. On-campus Living Experience

Whether students are joining the Guilford campus for the first time or returning to our community, there are some important refinements in the housing program for Fall 2020 to maximize cleanliness and safety:

- Students living in corridor-style halls (Binford, English, Hobbs, Milner, or Shore) will notice focused cleaning and disinfection services in high-traffic spaces such as restrooms and common areas.
- The housekeeping teams are following CDC and industry best practice cleaning recommendations.
- Common room furniture will be distanced to allow students to use the spaces in a safe manner.
- Hand sanitizer and disinfectant wipes located throughout high-touch, high-traffic locations through all campus buildings, including residence halls.
- Common kitchens will not be stocked with shareable cookware and utensils.
- There will also be limits on the number of individuals you are allowed to have in your room, ID access to other campus residences, and whether you can have off-campus guests, which will be outlined in the alert level of the institution.

Further, in order to provide more living options, a refreshed Bryan Hall will be brought back online, as well. Bryan Hall is a suite-style building and will be used primarily to house students in single rooms. Each suite consists of 4-5 bedrooms and one bath. Students should use the Housing Waitlist to request Bryan Hall singles.
For new students (first year, transfer, and readmit), housing assignment announcements will be made by Friday, July 31st.

For more detailed information about these updates, please review the Frequently Asked Questions page.

A. Availability of single rooms

Guilford College will offer singles to all students, including first years and upper class students. Requests for a single for Fall 2020 should be made through the Housing Waitlist.

B. Off-campus exemptions

One semester exceptions to the four-year residency requirement for 2020-21 will be possible for those enrolled exclusively in fully online courses (synchronous or asynchronous delivery). The College will approve off-campus coronavirus-related requests, if they are related to a student’s disability (see next section) or on an exceptional case-by-case basis.

C. Process for requesting ADA accommodation related to the coronavirus

Students who need an ADA housing accommodation must submit a petition to the Accessibility Resource Center. Housing accommodations may include single room housing or living off campus. These accommodations may be granted to students who have a qualifying disability, or whose disability puts them at additional risk of COVID-19.

D. Fall housing rates

Housing rates are based on securing a room for a specified term, as opposed to the number of days a student may or may not be residing on campus. Accordingly, the College will not be prorating housing costs for Fall 2020.

E. Housing availability post-Thanksgiving

We are planning to allow students to stay in their residences for the entire Fall 2020 term. Students interested in remaining on-campus after in-person coursework concludes on November 20th should make a request to student affairs and it will be evaluated at that time.

F. Dining services in the Fall

The Guilford College dining services provider, Meriwether Godsey, has developed plans to provide for safety and social distancing, including reduced seating capacities, distancing between tables, expanded dining room options, traffic routing, and adjustments to serving methods. Guilford and MG are following all recommendations provided by the Guilford County
Public Health Department. Significant changes in the flow of the service and dining area to limit congestion are to be expected.

G. Proration for meal plans

Rates for Quaker meal plans have been reduced by 16.5% to account for the fewer number of days meal plans will be available this Fall. For those already charged for a Quaker plan, this has resulted in a credit to the student’s account which has already been posted.

III. Campus Life considerations

A. Move-in

Students moving into on-campus living are welcome to start moving in on Thursday, August 13. Students will sign up for a check-in time slot to minimize the number of students who are moving in a particular spot at one time and allow orderly processing through the initial COVID testing. All non-critical steps of check-in will be transitioned to online processes and additional time will be allotted for students to handle business matters over the course of the first three weeks of school. Students are strongly encouraged to clear any holds that may be on the student account prior to the start of school.

B. Gathering sizes

Indoor campus gatherings and/or meetings will be limited and all attendees will be required to have masks and practice physical distancing of at least six feet. The size of the gatherings and meetings will be determined by the maximum capacity of the room and the campus alert level.

In general, the participation limits on indoor campus gatherings is described below:

- High risk - no participation.
- High alert - limit of 5 individuals.
- Moderate risk - limit of 10 individuals.
- Low risk - no limit on participation.

An organization-sponsored outdoor campus gathering and/or meeting will not have a participation limit, although attendees must practice physical distancing and/or wear masks.

C. ID cards

The Quaker ID Card is an official Guilford College identification and allows students to access important resources such as dining, bookstore cash, Library resources, and College printing services. It also serves as your access card (key) to campus buildings. New residential students MUST submit a single photo for use on the Quaker ID Card. The card will be available for pick
up on campus check-in day provided an acceptable image is submitted prior to the stated deadline.

**D. Visitors/guests with residence halls and apartments**

Visitor access to residence halls will be turned off, so only those in the residence hall will be allowed to have ID access. Other residential students and non-campus students will need to be escorted to individual rooms. Room occupancy limits will be communicated to each residence hall. There will be no other guests/visitors allowed in the residence halls - This will be strictly enforced.

**E. Food deliveries**

Students will meet food delivery folks outside of their residence hall or apartment. No delivery person will be allowed in the residence halls.

**F. Recommendation to stay in the area**

All students, both on- and off-campus students, will be encouraged to remain in the Greensboro area during the semester. Travel outside of Greensboro increases the spread of the coronavirus either spreading it to another area or bringing it back from the visited locale.
Return to work for employees

Guiding Principles

Guilford College’s priority in establishing procedures for the return to campus is the safety and well-being of our campus and surrounding community. The purpose of this document is to establish standards that allow employees to return to campus work spaces in a manner that protects their personal health and safety and that of those with whom they work.

Guilford College’s plans will also be consistent with local orders and ordinances of the City of Greensboro and Guilford County, as well as the State of North Carolina’s Phased Reopening Model. Guilford’s plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, and the N.C. Department of Public Health.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

Returning to the Workplace

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document. We acknowledge that some of the new practices we are all being asked to adopt may be awkward and sometimes difficult to follow. We ask that everyone approach them conscientiously, placing prevention and our responsibility to each other first.

As with all Guilford policies, willful and/or repeated violations of these protocols may be cause for corrective action in accordance with established procedures for staff and faculty.

Personal Health and Safety Requirements

Everyone in the College community must follow public health recommendations consistently to minimize the risk of exposure to and transmission of the virus that causes COVID-19 illness. Individuals who are infected may spread the virus, even if they have no symptoms (asymptomatic) or for 2-3 days before they become ill (pre-symptomatic). The virus spreads mainly from person to person through droplets that are produced when an infected person coughs, sneezes, sings or talks. Those droplets travel through the air, usually for no more than 6 feet, and can cause infection in another person who inhales them. Those droplets settle on surfaces that may be touched by another person, and the virus can then be transferred by touching the face or mouth.
Symptom Monitoring Requirement

Employees should monitor themselves for symptoms daily prior to coming to work, and throughout the workday. All employees will be required to monitor and attest on a daily basis to fever/illness symptoms, as well as close contact with anyone who has symptoms/is being tested for COVID-19 or is confirmed positive for COVID-19.

If you have any symptoms, you must remain at home and notify your supervisor. Any employee who develops a fever or other symptoms while at work must leave immediately and go home. Any employees with fever or other symptoms should stay away from others and contact their health care provider by telephone. Supervisors must notify Human Resources immediately should an employee develop possible symptoms. You should self-isolate until cleared to return to work by a certified health professional.

Employees who travel outside of the state of North Carolina or travel to a location with a high risk of COVID-19 exposure may be required to isolate themselves or self-quarantine per CDC and Guilford County Department of Health and Human Services (DHHS) guidelines until cleared to return to work by a certified health professional.

Temporary Modified Work Arrangement For Employees In a High Risk Category

According to the CDC, individuals and/or individuals who are responsible to care for others with certain conditions may have a higher risk for COVID-19 infection and may need to take additional precautions. Please refer to the CDC guidelines for additional information.

Employees who are in a high-risk category for severe illness from COVID-19 may request a temporary modified work arrangement, which could involve special personal protective equipment, modifications to work stations or spaces, partial or full remote work, or other temporary modifications.

If a modified work arrangement is not feasible given the employee’s position, duties or the College’s operational needs, the employee may apply for unpaid Family and Medical Leave (FMLA) if his/her circumstances qualify for FMLA and if the employee has FMLA available.

Note: Nothing in these guidelines restricts the ability of faculty in high risk categories, in collaboration with the Provost and associate deans, to exercise flexibility in their pedagogical methods in the interest of mitigating their risk of COVID-19, consistent with the understanding that instruction must be at an acceptable level and should be delivered primarily in-person where feasible.
Staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations should contact the Human Resources and Payroll Department at hr@guilford.edu.
Phased Staffing

Guilford College will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment) and monitoring and/or testing capabilities for COVID-19. Guilford will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through the Human Resources and Payroll Department, the Provost, department heads and supervisors.

The need to reduce the number of people on campus (density) to meet social distancing requirements may continue for some time until further notice. Employees who are able to continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from the President and President’s Cabinet. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As more employees return to the workplace and operations expand, will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Nothing in these guidelines prohibits employees from coming into their offices for short periods of time, provided they follow social distancing and all health hygiene practices.

Staffing

As employees return to campus, the need to encourage social distancing will remain a priority. Office spaces may need to be rearranged, meeting spaces closed off and clear circulation patterns for high-traffic areas considered and identified. Departments should consider the following options to maintain required social distancing measures and reduce population density within buildings and work spaces.

Offices and Workstations

Departments should assess work environments and meeting rooms to institute measures to physically separate and increase distance between employees. If an employee works in an office, no more than one person should be in the same room
unless the required 6 feet of distancing can be consistently maintained. Open work areas require the use of face masks.

Remote Work

With supervisory approval, those who can work remotely to fulfill their work responsibilities request the ability to continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the immediate supervisor, can be done in a full or partial day/week schedule as appropriate. Work productivity must continue to meet defined standards even if the work is done remotely.

Alternating Days

In order to limit the number of individuals and interactions among those on campus, departments should plan to have staff alternate their days in the office to facilitate social distancing, especially in areas with large common workspaces. On days when not scheduled to be in the office, staff should work from home or an alternate location.

Staggered Reporting/Departing

The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting and departure times for employees’ work shifts and break times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. (See Enter/Exit Controls for further details).

Personal Safety Practices

Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

Employees at work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms’ length) from other people at all times;
- Do not gather in groups larger than recommended according to the state of North Carolina’s guidelines;
- Stay out of crowded places and avoid mass gatherings.
Reducing the number of people you have close contact with every day to the smallest number possible will reduce the chances that you will be exposed to someone who is shedding the virus and the risk you might spread the virus to multiple people before you are aware you have it.

**Handwashing**

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Gloves**

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

**Goggles/Face Shields**

Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

**Personal Disinfection**

While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

**Additional Hygiene**

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
Face Masks/Cloth Face Coverings

Following best practice and guidance by both the CDC and the Guilford County Health Department, face masks or face coverings must be worn by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Face masks/coverings protect the whole community by reducing the spread of the virus through respiratory droplets that are generated when we speak, sing, laugh, cough or sneeze. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. **The mask or cloth face covering is not a substitute for social distancing.**

Employees are expected to provide and wear their own personal protective face coverings while inside various campus facilities and classrooms and practicing social distancing. A limited supply of disposable masks will be provided by Guilford College. Disposable masks may only be worn for one day and then must be placed in the trash. You are encouraged to provide and wear a cloth face covering, which will help Guilford reduce the need to purchase additional masks, which are in short supply. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again.

Use and Care of Face Coverings

Putting on the Face Covering and/or Mask

- Wash hands or use hand sanitizer prior to handling the face covering/mask.
- Ensure the face-covering/mask fits over the nose and under the chin.
- Situate the face-covering/mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/mask.

Removing the Face Covering/ Mask

- Do not touch your eyes, nose, or mouth when removing the face covering/ mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, Storage and Laundering

- Keep face coverings/masks stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular
clothing detergent before first use, and after each use. Cloth face coverings should be replaced immediately if soiled or damaged (e.g. ripped, punctured).

- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Guidance for Specific Workplace Scenarios

Public Transportation/GTA

If you take public transportation or use GTA, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your mask.

Travel

All non-essential business travel is restricted. Meetings and conferences are considered non-essential, unless presenting scholarship or recruiting and must be pre-approved by the appropriate Cabinet member. For all other business travel, Cabinet members will determine if travel is essential to meeting the business needs of the College. For essential business travel, public health guidelines for travel should be followed. Use of air, train and public transportation (including ride-sharing companies such as Uber, Lyft and taxis) should be limited to circumstances where there is not a reasonable alternative.

Upon return from domestic travel, employees should self-monitor for COVID-19 symptoms. Employees may return to campus if they are not displaying symptoms upon their return. Upon return from international travel, employees must self-isolate for a period of 14 days and be asymptomatic before coming back to campus. All employees will be required to self-monitor and attest on a daily basis to fever/illness symptoms, as well as close contact with anyone who has symptoms/is being tested for COVID-19 or is confirmed as testing positive for COVID-19.

If an employee believes that they may have been exposed to the virus directly, or if they have a confirmed positive COVID-19 test result upon returning from travel, they may be required to self-isolate or self-quarantine according to CDC and the North Carolina DHHS health and safety guidelines. They should notify their supervisor and the Human Resources and Payroll Department of high risk exposure or a positive test result (see section on Testing individuals with signs or symptoms consistent with COVID-19).

Office Environments

If you work in an open environment, maintain at least 6 feet distance from co-workers, students and guests to campus. If possible, have at least one workspace separating you
from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.

Masks/face coverings should be worn by all in a reception/receiving area. Masks/face coverings should be used when inside any Guilford College facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

**Classrooms and Laboratories**

Classes will be conducted using multiple instructional modes: online (synchronous or asynchronous), hybrid or fully on-campus (face-to-face) courses. The task force has assessed the in-person capacities of all general classroom spaces on campus and modified the capacities (number of people that the room can support) to allow for social distancing.

**Using Restrooms**

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators**

No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Meetings**

Convening in groups increases the risk of viral transmission. Where feasible, meetings
should be held in whole or part using the extensive range of available collaboration tools (e.g. Google Hangouts, Zoom, telephone, etc.). In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room’s capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face.

Meals

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Mental and Emotional Wellbeing

Employee Assistance Program (EAP)

It is recognized that COVID-19 creates stress from fear of becoming ill, loved ones becoming ill, financial insecurity, and its impact on our normal routines, including having to practice social distancing. We want, therefore, to make sure that all employees are aware of Guilford College’s support resource.

The Unum EAP is available to offer emotional support during this stressful period. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets and computers with a camera.

Visit the unum.com/lifebalance or call 1-800-854-1446, 24 hours a day, 7 days a week for a confidential consultation and more information and resources to offer support, manage stress and enhance your resilience.

Entry and Exit Control
For the health safety of the campus community, your Guilford ID (Quaker Card) is required for entry to all buildings, and you may not hold or prop open exterior doors for any other person. Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical “rush hours” of the business day. Employee arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time. Visitors, trainees, guests and pets are not allowed on worksites during this time. Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.
Campus Preparations

The Development of a Facilities COVID Response Team:

This team will advise and/or respond to suspected and/or confirmed COVID cases. Our purpose is to provide Facilities support to the Emergency Management Team and safeguard affected person(s) and the Guilford Community. We commit to having quarantine rooms prepped for use, cleaning and disinfection services available, and well-planned coordination of mitigation efforts.

- Assoc. VP of Facilities Management
- Asst. Facilities Director
- Housekeeping Manager
- WFF Facility Services

Housekeeping

Our housekeeping staff will provide cleaning and disinfection services as required and outlined by industry best practices and CDC recommendations. Spaces will be cleaned and disinfected at least 1x daily. Commonly used high-traffic, high-touch surfaces may be disinfected more frequently at a maximum of two times per day.

1. Examples of surfaces that will be disinfected:
   a. Classroom desks
   b. Light switches
   c. Door handles
   d. Push plates
   e. Computers (keyboards, mouse, screen, power buttons)
   f. Restrooms (toilet seats, handles, shower controls, mirrors, sinks, faucet, etc.)
   g. Elevators (touch points such as buttons)

2. Cleaning and Disinfection “heat maps” will be provided to each building advocate to share with their residents showing which areas will be disinfected and how often. Student bedrooms and personal offices will not be disinfected unless there is a suspected and/or confirmed case of COVID.

3. All housekeeping staff will be trained in cleaning methods and product use.
4. WFF’s Campus Preparedness Plan outlines Guilford’s cleaning and disinfection protocols and will be provided upon request.

5. All housekeeping products will be selected and used properly according to product guidelines including CDC guidance.

6. Frank Family Science Center lab cleaning and disinfecting will be coordinated and guided by Sharon Hines, Laboratory Manager.

7. Specific COVID changes:
   a. Residence halls will have extended cleaning and touchpoint disinfection services on weekends
   b. Residence hall restrooms will have touchpoints disinfected 2x daily

**College provided disinfection products**

Guilford College will provide products for personal use such as hand sanitizer and single-use disinfection wipes in strategic, convenient locations. This strategy will allow campus members to conveniently disinfect shared spaces and maintain personal hygiene. These products will be provided in the following locations:

1. **Hand Sanitizer:**
   a. All exterior doors to residence halls
   b. Commonly used exterior doors to all other buildings
   c. Areas of high-traffic intersections within building

2. **Single-use, disinfecting wipes**
   a. All classrooms/labs and computer labs
   b. Residence hall lounges and community kitchens
   c. Residence hall laundry rooms

**Other Campus Prep Measures:**

1. Training materials will communicate that hand sanitizer and disinfecting wipes are a supplement to and not a replacement for proper, frequent handwashing techniques or face coverings.

2. SDS (safety data sheets) will be made available
3. Frank Family Science Center lab cleaning and disinfecting will be coordinated and guided by Sharon Hines.

4. CDC and industry guidance will be monitored should conditions change and the need of these products become less relevant.
Health and Safety

The Health and Safety guidelines cover measures the College will implement to control the exposure and spread of the coronavirus. These guidelines will cover areas such as:

- Personal protective equipment requirements
- Social distancing
- Testing
- Contract tracing
- Isolation and quarantine

Personal protective equipment

Face Coverings
All faculty, staff, students, and visitors are required to wear face coverings on campus anytime a person will be in contact with other people in public or private spaces where it is not possible to maintain proper social distancing. All faculty, staff, and students, are required to wear face coverings while inside any Guilford College building regardless of social distancing. Exceptions are a personal office space and, for students, a residence hall room. A personal office for the purposes of this policy is a single office space that is able to close a single person inside of the office. If a community member does choose to work in their personal office space without a face covering, they will be required to work with their door closed. Shared office spaces are not exempt from this policy.

Students who cannot wear a face covering due to a medical or behavioral condition will be asked to provide documentation of their need to the ARC. If they do not have specific documentation, the ARC can provide a temporary exception while providing a referral or in-house assessment. This process would include additional education for risk reduction behaviors and an addition to the student's Individual Accommodation Plan (IAP) so faculty can be aware.

For those employees who are unable to wear a face covering for medical or other reasons, please contact the Director of Human Resources, Alisa Quick at quickat@guilford.edu to request options for accommodations.

While the College will purchase and provide a limited supply of one-time use (disposable) masks (upon request), faculty and staff are encouraged to bring and wear their own masks or face coverings to campus.

The following are considered to be acceptable face coverings:

Cloth face covering:
Description: Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions.

Intended Use: Required for campus community where 6 feet of social distancing cannot be consistently maintained. It is advised that these face coverings be laundered on a daily basis.

Acceptable, reusable face covering options may include:

- Cloth face masks;
- Homemade face coverings;
- Tightly woven fabric such as cotton t-shirts and certain types of towels

**Disposable Masks:**
Descriptions: Commercially manufactured masks that help contain wearer’s respiratory emissions.

Intended Use: Required for campus community use where 6 feet of social distancing cannot be consistently maintained. Must be worn only once and replaced daily.

These recommendations are in accordance with guidance from the CDC. Since a significant portion of individuals testing positive for the coronavirus are asymptomatic, cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and reduce risk of transmission.

Please take note of the following guidelines to properly put on and remove a face covering:

**To put on a face covering:**
- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.

**To properly remove your face covering:**
- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place covering in the washing machine, or dispose.
- Wash your hands with soap and water.
Hand Sanitizers
Community members will supply their own sanitizer if they want them personally above and beyond what Facilities will provide. For the high risk, high touch areas Facilities does have a reserve and could be distributed upon request only to those identifiable high risk, high touch departments.

There will be hand sanitizer stands provided by facilities and strategically located around campus at those identifiable high risk, high touch departments.

Acrylic Screens
We will order a bulk number of screens (50) and issue those to the high risk, high interaction areas of campus: dining hall, P-Safe, Registrar, Library Information Desk, Campus Life, HR, IT Help Desk, Student Accounts, Finance. Those not identified as a high risk area would be responsible for requesting a screen through their VP.

Social Distancing
Our maximum occupancy of our classrooms have been reconfigured to provide adequate room for social distancing. The College will install markers that are 6-feet apart in areas that are prone to gathering, such as lines outside of dining facilities. There will be limitations on group gatherings, based on the risk phase. Gatherings will be encouraged to be conducted outside as much as possible for ventilation and social distancing needs. In person meetings will be determined by the risk phase. Shared areas will also be closed and opened depending on the risk phase.

Testing and Symptom Screening
Testing to diagnose COVID-19 is one component of a comprehensive strategy and should be used in conjunction with promoting behaviors that reduce spread, maintaining healthy environments, maintaining healthy operations, and preparing for when someone gets sick.

Symptom screening and testing are strategies to identify individuals with COVID-19. In addition to screening and testing, COVID-19 contact tracing is an effective disease control strategy that involves identifying individuals and their contacts. Screening, testing, and contact tracing are actions that can be taken to slow and stop the spread of COVID-19. These strategies must be carried out in a way that protects individuals’ privacy and confidentiality and is consistent with applicable laws and regulations. In addition to state and local laws, Guilford College will follow guidance from the Equal Employment Opportunity Commission when offering testing to faculty, staff, and students who are employed by Guilford College. The College will also follow guidance from the U.S. Department of Education the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) and their applicability to students and COVID-19 contact tracing and testing.
Types of tests to identify SARS-CoV-2, (causal agent of COVID-19)

Viral tests approved or authorized by the Food and Drug Administration (FDA) are recommended to diagnose current infection with SARS-CoV-2, the virus that causes COVID-19. Viral tests evaluate whether the virus is present in a respiratory sample. Results from these tests help public health officials identify and isolate people who are infected in order to minimize SARS-CoV-2 transmission.

Antibody tests approved or authorized by the FDA are used to detect post-infection with SARS-CoV-2. The CDC does not currently recommend using antibody testing as the sole basis for diagnosing current infection. Depending on when someone was infected and the timing of the test, the test may not find antibodies in someone with a current COVID-19 infection. In addition, it is currently not known whether a positive antibody test indicates immunity against SARS-CoV-2; therefore, antibody tests should not be used at this time to determine if an individual is immune.

When testing might be needed

This section describes scenarios when Guilford College may need to conduct SARS-CoV-2 viral testing for students, faculty, or staff, though ultimate determinations for such a test rest with the College in consultation with local health officials:

- Testing individuals with signs or symptoms consistent with COVID-19; and/or
- Testing asymptomatic individuals with recent known or suspected exposure to SARS-CoV-2 to control transmission.

Testing individuals with signs or symptoms consistent with COVID-19

Consistent with CDC’s recommendations, individuals with COVID-19 signs or symptoms should be referred to a healthcare provider for evaluation on whether testing is needed. In some locations, individuals can also visit their state or local health department’s website to look for the latest local information on testing.

One strategy to identify individuals with COVID-19 signs or symptoms is to conduct daily symptom screening such as temperature screening and/or symptom checker for students, faculty, and staff. These screenings are one of many strategies we can use to help lower the risk of COVID-19 transmission. However, because symptom screenings are not helpful for identification of individuals with COVID-19 who may be asymptomatic or pre-symptomatic, symptom screening alone will not prevent all individuals with COVID-19 from entering the College. Screenings should be conducted safely and respectfully and in accordance with any applicable privacy laws and regulations. Guilford College will have an expectation that all community members self-screen daily. That includes regular temperature checks and noting any symptoms consistent with infection via a questionnaire.
Guilford College will encourage individuals with suspected or confirmed COVID-19 to go to their place of residence, a designated isolation housing location (if living on-campus), or a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself. Guilford College will also encourage individuals to watch for emergency symptoms and seek emergency medical care if these symptoms occur.

**Testing asymptomatic individuals with recent known or suspected exposure to a person with COVID-19.**

Testing is recommended for all close contacts of persons diagnosed with COVID-19:

- Because of the potential for asymptomatic and/or pre-symptomatic transmission, it is important that contacts of individuals diagnosed with COVID-19 be quickly identified and tested.

- Additionally, in accordance with state and local laws and regulations, the College should work with local health officials to inform those who have had close contact with a person diagnosed with COVID-19 to wear cloth face coverings if they are able, quarantine in their living quarters or a designated housing location, and self-monitor for symptoms for 14 days.

In some settings, broader testing, beyond close contacts, is recommended as a part of a strategy to control transmission of SARS-CoV-2:

- Residence Halls, laboratory facilities, and lecture rooms may be settings with the potential for rapid and pervasive spread of SARS-CoV-2.

- Expanded testing might include testing of all people who were in proximity of an individual confirmed to have COVID-19 (e.g., those who shared communal spaces or bathrooms), or testing all individuals within a shared setting (e.g., testing all residents on a floor or an entire residence hall). Testing in these situations can be helpful because high density settings it can be particularly challenging to accurately identify everyone who had close contact with an individual confirmed to have COVID-19. For example, students who do not know each other could potentially be close contacts if they are both in a shared communal space.

- Guilford College will consider that some people are at increased risk of severe illness from COVID-19. Everyone is at risk for getting COVID-19 if they are exposed to the virus, but some people are more likely than others to become severely ill, which means that they may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die.

**Testing asymptomatic individuals without known exposure to a person with COVID-19.**

Testing of all students, faculty and staff for COVID-19 before allowing campus entry (entry testing) has not been systematically studied. It is unknown if entry testing in IHEs provides any additional reduction in person-to-person transmission of the virus beyond what would be
expected with implementation of other infection preventive measures (e.g., social distancing, cloth face covering, hand washing, enhanced cleaning and disinfection).

To be able to provide testing to those persons with symptoms of potential COVID-19 infection, including fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat. Eagle Physicians will provide testing to community members with COVID-19 symptoms.

Some of the factors that we are taking into account regarding the feasibility of mass testing includes:

- Acceptability of this testing approach among students, their families, faculty and staff.
- Limited availability of dedicated resources and the logistics needed to conduct broad testing among students, faculty, and staff. Examples of resources include trained staff to conduct tests, personal protective equipment, and physical space for conducting testing safely and ensuring privacy.
- Limited usefulness of a single administration of testing. Single administration could miss cases in the early stages of infection or subsequent exposures resulting in transmission, and would only provide COVID-19 status for individuals at that specific point in time.
- Specific features of our campus. For example, our campus community does service commuter students and our students engage frequently and/or live within the community, which gives us a higher probability of infection.

Guilford College is in preliminary discussion with its external lab partner StarMed Healthcare to provide COVID-19 testing.

**Positive Case Indication**

If your test comes back positive and you had symptoms, you should stay home and isolate (avoid anyone in your household) until you can say yes to all three questions:

1. Has it been at least 10 days since you first had symptoms? AND
2. Has it been at least 24 hours (1 day) since you have had a fever without using fever-reducing medicine? AND
3. Has it been at least 24 hours (1 days) since your other symptoms have improved (such as coughing and shortness of breath)?

Per CDC guidelines, if your test comes back positive and you did not have symptoms, you should stay home and isolate (avoid anyone in your household) until 10 days have passed since the date of your first positive COVID-19 diagnostic test, assuming you did not develop symptoms since your positive test.
If you were tested because of a known contact to someone with COVID-19, you should follow the quarantine guidance: (stay home and avoid contact with other members of your household) until 14 days after your last exposure.

Contact Tracing procedures should begin as soon as a positive test is communicated to the College.

If a staff member is working on campus, the office suite should be relocated for cleaning and disinfection. The employee’s office should immediately go offline.

**Contact Tracing**

The Guilford County Department of Health will take the lead but Guilford College will institute a comprehensive Contact Tracing program in which tracers are identified and trained to conduct contact tracing in the event that we receive knowledge of an exposure or positive case prior to the Department of Health’s notification.

**GC COVID Hotline**

Guilford College is creating a hotline that would act as a centralized COVID-19 support to all Guilford College Community members. The hotline will be housed at the Milner Counseling Center and operated by Public Health interns who will be trained to respond to FAQs with information about proper procedures and points of contact if there is a possible COVID case on campus. Interns and designated personnel staffing the hotline will receive contact tracing training available free through a Johns Hopkins Contact Tracing Course.

Information available through the hotline will include but is not limited to:

1. General information about transmission and common COVID symptoms manifest
2. Appropriate steps for presumptive cases (showing symptoms or contact with others testing positive)
3. Collection of information on activities and contacts over the previous 48 hours for contact tracing
4. Appropriate measures for returning to campus/classes

All Contact Tracing data collected will be shared with the Greensboro Public Health department/North Carolina Department of Health (NCDH) for coordinated reporting to the Centers for Disease control and Prevention.

**Isolation and Quarantine**

If one or multiple students contract the virus they will be moved to a designated isolation or quarantine room with a bathroom. The College has identified 30 rooms on campus to be used
for isolation and quarantine. The College will supply any student in isolation or quarantine with academic materials, study aids, mental health support, clothing, entertainment, electronic equipment, medications, laundry, trash pick-up, and food delivery. The options for isolation include:

- Isolating in their dorm room;
- Isolating at home if safe and feasible;
- Reserving on-campus housing; or
- Contracting with local facilities to ensure capacity for single-occupancy isolation.

Guilford will quarantine those students who have been identified as exposed individuals for a minimum of 14 days.

Exposed individuals or close contacts are defined as all the people the case patient has been in close contact with during their period of infectivity. Close contacts are defined as having direct contact with, or being within 6 feet for at least 15 minutes, of a case-patient while not wearing recommended personal protective equipment.

Caregivers and household members of the case-patient are considered close contacts. We will only notify close contacts who had contact with the case-patient during the period of infectivity while on campus.

For those students who have a positive case of COVID-19, they will isolate from a minimum of 10 days and at least one day of improving symptoms.
Community Standards
Community standards provide all community members with expectations on how to conduct themselves in a manner that minimizes the incidence and transmission of COVID-19 on the Guilford campus. These standards are subject to change as more information becomes available about (a) the virus, (b) the availability of therapeutic measures and (c) government mandates based on changing patterns of disease morbidity and mortality at the local, regional and national level. Community standards include the following three areas: (a) preventative measures (b) monitoring and care, and (c) Reinforcement of procedures/disciplinary measures.

Community Standards

In addition to training (see above), we have developed a campus compact that each community member will attest to accepting specific behavioral and procedural mandates.

- Abide by Guilford's core values (diversity, equality, excellence, integrity, justice and stewardship), treating all members of the community with respect and promoting behaviors that contribute to the health and safety of the entire community. This includes:
  - Wearing face coverings in all public spaces
  - Maintaining social distancing guidelines for all activities
  - Limiting engagement in off campus events (dinners, clubs, bars)- avoiding mass gatherings and crowded locations both on and off campus.
  - Establish daily routine of self-monitoring
  - Follow the reporting protocol, reporting any symptoms experienced or presumptive cases observed to the hotline
  - Follow the Isolation and quarantine guidelines if experiencing symptoms or identified as a possible case through contact tracing.
  - Comply with all non-essential travel restrictions

Training

Guilford will take a hybrid approach to training, with a mixture of training being developed in house and by precreated educational modules. Other training options that will be employed are:

1. Zoom trainings and other training resources accessible remotely.
2. Social Media Campaign.
3. Signage.

Some of the signage the College will use in addition to in house signage includes:
Feeling Sick?
Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:

FEVER

COUGH

SHORTNESS OF BREATH

cdc.gov/CORONAVIRUS
Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

6 ft
Stay at least 6 feet (about 2 arms' length) from other people.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

When in public, wear a cloth face covering over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus
Know your Ws!

WEAR
a cloth face covering.

PONERSE
un protector facial de tela.

WAIT
6 feet apart. Avoid close contact.

ESPERAR
distanciándose 6 pies. Evite contacto cercano.

WASH
your hands often or use hand sanitizer.

LAVARSE
las manos frecuentemente o bien, usar desinfectante de manos.

@NCDHHS #StayStrongNC
How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY
- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO HELP PROTECT OTHERS
- Wear a face covering to help protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS
- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME
- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: cdc.gov/coronavirus