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FALL 2020

North Carolina Central University
Operations, Recovery and Continuity Plan

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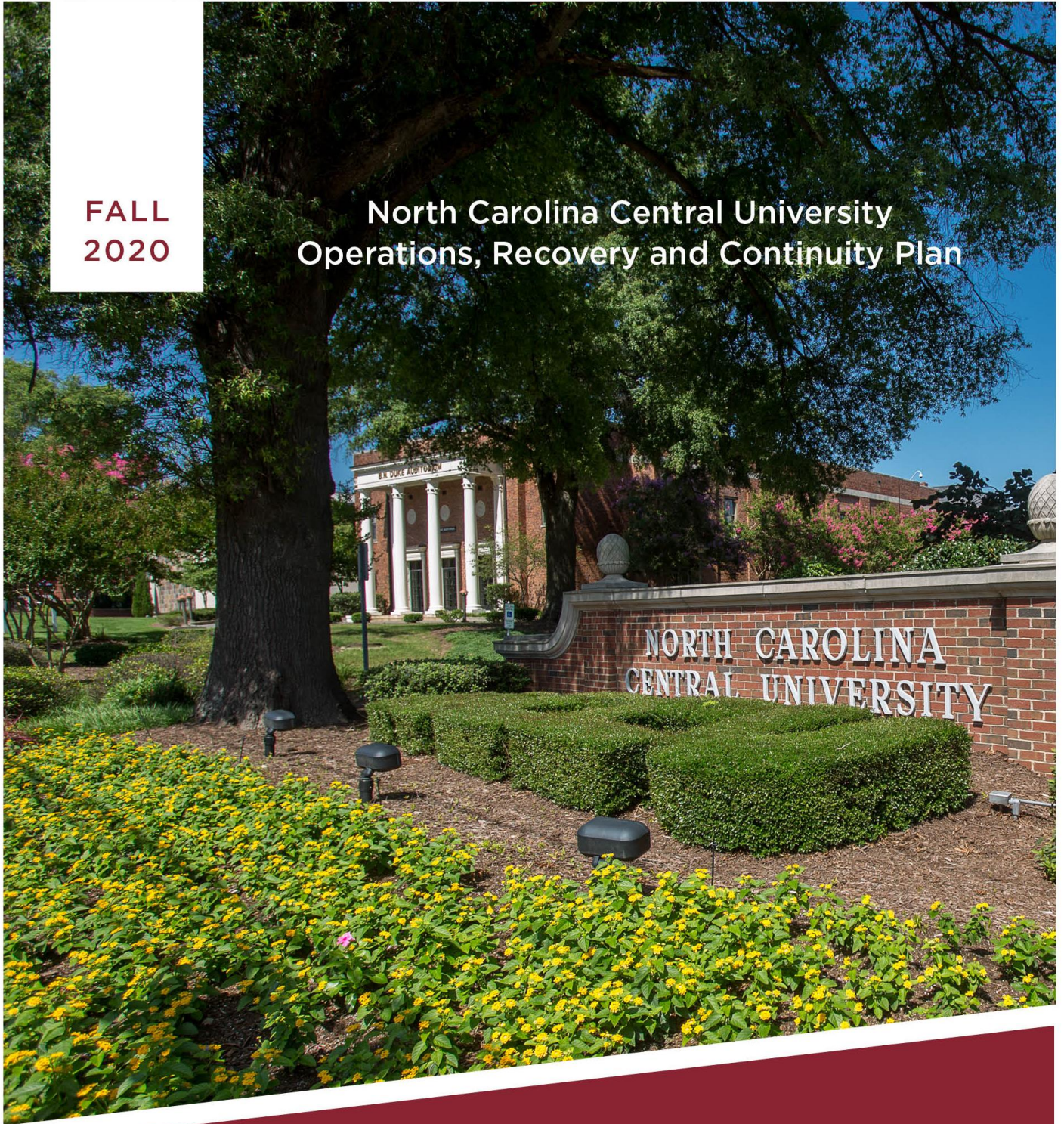
Overview

The North Carolina Central University Operations, Recovery and Continuity Plan highlights and details the University's preparations to safely open for the Fall 2020 semester and welcome new first-year and transfer students and returning undergraduate, graduate and professional students.

The University has developed a "Protecting the Nest: Guidelines for Returning to North Carolina Central University" to help ensure the health and well-being of our faculty and staff, student community and visitors. NCCU's on-campus housing, classroom buildings, business and auxiliary locations (Eagle Dining) and other campus facilities will be open with new protocols and requirements in place to protect the health and safety of students, faculty, staff and visitors. These measures may include social-distancing, a comprehensive cleaning and disinfection schedule, hygiene recommendations, adjustments to traditional socialization practices, and campus restrictions and enforcement.

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Academic Calendar – Start Date

North Carolina Central University will begin the Fall 2020 semester on August 24, 2020, and end on November 24, 2020, including final exams, for all colleges and schools except the School of Law. To comply with the University of North Carolina System's requirement of 75 instructional days, 12 additional days of online instruction will be added to the calendar. The additional days will be: Fall break (October 12-13) and 10 Saturdays (August 29; Sept. 12, 19 and 26; October 3, 10, 17 and 24; and November 7 and 14).

Within the semester, the proposed dates for mini-mesters are: mini-mester 1: August 24 through October 10, 2020; and Mini-mester 2: October 12 through November 24, 2020.

The School of Law will start on August 17, 2020, and end on December 9, 2020. This schedule complies with American Bar Association (ABA) requirements for instruction.

The proposed date for Fall 2020 Commencement is Saturday, December 5, 2020, and will take place in McDougald-McLendon Arena:
- Graduates, Professional, Doctoral Candidates at 9 a.m.
- Baccalaureate Candidates at 2 p.m.

Health and Safety Standards

Executive Summary
North Carolina Central University has designed a COVID-19 Health and Safety Program to ensure that NCCU will continue to be a safe and healthy place to work, live, learn and visit. The NCCU plan was guided by recommendations from the Centers for Disease Control and Prevention (CDC) and the North Carolina Department of Health and Human Services and are consistent with local orders and ordinances of the City of Durham, Durham County, the State of North Carolina and the University of North Carolina System.

North Carolina Central University's "Protecting the Nest: Guidelines for Returning to North Carolina Central University" should be referenced.

The Health and Safety Plan contains valuable information for students, faculty, staff and visitors. These topics include:
- Personal health and safety practices, such as physical distancing, use of face coverings, and hand hygiene.
- Personal health monitoring for signs and symptoms consistent with COVID-19.
- Details of the NCCU Test-Trace-Isolate Program, which ensures availability of acute COVID-19 testing and rigorous contact tracing, as well as the availability of space for isolation and quarantine of affected residential students.
- Protocols to ensure that classrooms, offices, and meeting rooms are properly configured to allow for distancing and adjusted maximum occupancy.
- Guidelines for managing the close contact afforded by residence halls.
- Safety measures to include one-way movement within buildings, restricted elevator use,

and safety measures for high-traffic areas.
- Make available hand sanitizer and surface disinfectant products across campus.
- Enact protocol to identify for follow-up students with health conditions that may pre-dispose them to develop more severe COVID-19 disease.

It is important to remember that COVID-19 represents a novel and challenging experience for everyone, and NCCU policies and procedures will continue to change and evolve as new information becomes available.

The Environmental Health and Safety Office has prepared a informational guide that includes information about COVID-19, such as how to stay safe and what steps NCCU has taken to mitigate risk. A subsequent presentation for students will offer details on safety in classrooms, residence halls, and other spaces.

Specific planning elements and policies are documented in the *NCCU Pandemic and Communicable Disease Emergency Response Plan* which is available upon request from ehs@nccu.edu.

Personal Health and Safety Practices

Distancing
Keeping physical space between you and others – commonly referred to as distancing -- is one of the best tools for staying healthy during the COVID-19 crisis and helping to slow the spread of the virus. We now know that people can spread the virus before they become ill and that some people never develop signs or symptoms of the illness but can still transmit the virus to others. Distancing during this pandemic is important for everyone, but especially for people who are at higher risk of getting very sick.

Did you know that the average wingspan of an adult bald eagle averages 6 feet? That just happens to be the same distance that we Eagles should keep between us and others during this time. While on campus, be an Eagle:
- Leave room for your wingspan by staying at least 6 feet – the length of two arm spans – from others.
- Do not gather in groups. Eagles don't flock!
  - Durham Safer-at-Home Order effective June 1, 2020 states "No indoor mass gatherings allowed with non-household members; 10-person group limit outdoors with social distancing & sanitation required."*

Factors to consider when defining "close contact" are proximity, duration and whether the exposure was to symptoms such as coughing, which likely increases exposure risk. Because there is not enough scientific data to pinpoint a duration of time that constitutes high risk, the CDC uses 15 minutes or more within a proximity of six feet or less as its operational definition.

Hand Hygiene
Wash hands often with soap and water for at least 20 seconds, especially after being in public, coughing, sneezing, or touching your face (including putting on or taking off your face

covering). If soap and water are not readily available, use a hand sanitizer that contains greater than 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry.

Hand-sanitizer is available at building entrances, elevators, classrooms, and high-traffic areas.

Face Coverings
According to the CDC, "a significant portion of individuals with COVID-19 lack symptoms ("asymptomatic") and that even those who eventually develop symptoms ("pre-symptomatic") can transmit the virus to others before showing symptoms." Because of this risk, the CDC recommends the wearing of face coverings in public settings where distancing measures are difficult to maintain, such as classrooms, the dining hall, libraries, and other spaces.

The Durham Safer-at-Home Order effective June 1, 2020 states "the wearing of face coverings is still required any time people are in public." Face coverings will be utilized by NCCU as a protective measure as long as North Carolina continues to experience significant community-based transmission.*

Exceptions to this are as follows:
1. If the use of a face covering is contraindicated by a medical condition.
2. During physical exercise in a gym or outdoors.
3. Within private living spaces in residence halls.
4. While eating or drinking.
5. In a private office when occupied only by one person or where appropriate distancing is possible.
6. In mechanical spaces where distancing is applied and a face covering may present a hazard due to high heat or humidity.

Please reference the Guidelines for Returning to North Carolina Central University document regarding specifications related to face coverings.

Persons who are able to supply and wear their own cloth face coverings are encouraged to do so to help reduce the need for disposable masks, which are in short supply. If needed, disposable masks will be provided by NCCU.

Remember that face covering is NOT a replacement for physical distancing and safe hygiene practices. Masks and face coverings are intended to help contain your respiratory emissions and protect others if you are infectious.

Guidelines for Using a Face Covering

- Wash hands or use hand sanitizer prior to handling the face covering.
- Ensure the face covering fits snugly.
- If the face covering has a nose wire, confirm that it is molded snugly around the nose.
- Tie straps behind the head and neck or loop around the ears.
- Avoid touching the front of the face covering.
- Do not touch your eyes, nose, or mouth when removing the face

covering/disposable mask.
- Wash hands immediately after removing and storing or disposing of the face covering.

Maintaining Face Coverings

- Keep face covering stored in a paper bag when not in use.
- Cloth face coverings should be laundered on a regular basis.
- Disposable masks are disposed of at the end of each day.
- Replace any face covering that becomes soiled or damaged (e.g., stretched ear loops, broken tie, torn or punctured materials).

Additional Personal Protective Equipment (PPE)
Based on risk assessment, certain PPE is unwarranted for most, but select groups on campus who have an elevated risk for exposure to COVID-19 are exceptions These groups include employees in Student Health and Housekeeping, among other areas. They will develop specific PPE requirements for those areas.

Goggles or face shields are not required as part of general activity on campus. Good hand hygiene and avoiding face touching are generally sufficient protection for non-healthcare environments.

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.

Health Monitoring

All individuals are required to take their temperature and review the CDC recommended screening questions listed below each day prior to arriving on campus and interacting with others. Symptoms may appear between two and 14 days after exposure to the virus. People with certain symptoms may have COVID-19 and should contact their supervisor for advice on remaining or returning to campus.

Screening questions

1. Do you have any of the following?
   - Fever (100.4° F or greater orally)
     - Please note that most temporal (forehead) or contactless thermometers convert the reading to the oral temperature equivalent but you should make sure this is the case.
   - Chills.
   - Cough.
   - Shortness of breath or difficulty breathing.
   - Fatigue.
   - Muscle or body aches.
   - Headache.
   - New loss of taste or smell.
   - Sore throat.
   - Congestion or runny nose.

- Nausea or vomiting.
- Diarrhea.

This list does not include all possible symptoms. This list may be updated, as the CDC will continue to update this list as we learn more about COVID-19.

2. Are you ill, or caring for someone who is ill?

3. Have you had contact with someone diagnosed with or suspected to have COVID-19 in the last 14 days?

All faculty/staff should take their temperature and complete any screening requirements. Currently, an online screening questionnaire is provided by Supervisors to be completed by staff each day prior to coming to work. Employees who do not have access to the survey online must make alternate arrangements with their supervisor.

Cleaning and Disinfecting

Housekeeping teams will clean academic and common residential spaces based on CDC guidelines for disinfection using EPA-approved disinfectant. However, housekeeping cannot clean or disinfect as frequently as is required to protect against COVID-19 transmission. Building occupants and other users are encouraged to disinfect offices areas, especially high-touch surfaces before and after use, including copiers, printers, computers, A/V and other electrical equipment, desks and tables, light switches, and doorknobs. Residential students will be provided with disinfectant products for their rooms and in-suite restrooms.

Safety information, including PPE and instructions for chemical disinfectant use, will be made available on the Environmental Health and Safety website.

Safety in High-traffic Areas
High-traffic areas represent a unique challenge to physical distancing and disinfection. NCCU is committed to using the following to facilitate health and safety in areas where students, faculty and staff gather or work.

- Visual cues such as floor decals, colored tape, or signs will be placed to indicate one-way directional movement and proper distancing.
- Furniture and equipment will be configured to facilitate physical distancing.
- When feasible, stairwells will be designated exclusively for up or down traffic
- At the discretion of administration, temperature checks may be required to enter certain spaces.
- Standardized signs will be clearly posted at all building entry points describing the requirements for distancing, wearing personal protective equipment, and sanitation.
- Additional housekeeping services will be implemented according to needs of individual areas.
- Based on inventory, surface disinfectant will be provided for faculty, staff and others to disinfect equipment in common-use areas.

- No more than two riders may enter an elevator at a time, so please use the stairs whenever possible. If you are using an elevator:
  - Wear a face covering.
  - Use hand sanitizer prior to entering the elevator.
  - Avoid using hands to touch surfaces, including buttons.
- Drinking fountains will be disabled, except for bottle-filling types.

Public Transportation/Eagle Shuttle
Persons who use public transportation or the Eagle Shuttle should wear a mask to enter the bus, avoid touching surfaces with hands, and maintain distancing between passengers. Eagle Shuttle vehicles will have hand sanitizer dispensers installed for use as you enter the bus. After disembarking, riders should wash their hands immediately or use hand sanitizer.

Classrooms and Teaching Laboratories
NCCU will adopt a hybrid approach to instruction, using both online technology and in-person classes. Where in-person classes are offered, the following safety measures will be in place:

- All in-person courses or sections should be configured so that students are able to remain at least 3-feet apart.
- Hand-sanitizer stations will be available at entrances to the room.
- All occupants are encouraged to wear face coverings.
- Rooms will be cleaned and disinfected at the end of each day.
- Signs saying "This Room Has Been Disinfected" will be posted after each room is cleaned and disinfected.
- Room configuration and other visual cues will be added to facilitate the 3- to 6-foot distancing between students.
- Disinfectant products will be available within each room, and students and faculty are encouraged to clean desks, podiums, chairs, and other high-touch areas before and after each use.
- If feasible, doors should remain open to prevent those entering from having to touch the door and to encourage greater air movement in the room.
- Student seating will be numbered and assigned, and attendance is to be recorded to facilitate contact tracing in the event of an exposure.

Meetings
Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools, such as Zoom, WebEx, Microsoft Teams, telephone calls, etc. The size of in-person meetings or gatherings must be limited based on the current restrictions of local, state and federal mandates. General guidelines include:

- Providing hand sanitizer stations at entrances to the room.
- Encouraging all occupants to wear a face covering.

- Cleaning and disinfecting of rooms will take place at the end of each day. Signs indicating "This Room Has Been Disinfected" will be placed in all rooms after cleaning and disinfection. Configuring rooms and providing other visual cues to facilitate a 3- to 6-foot distance between attendees.
- Providing disinfectant products in each room for use by attendees.
- Restricting access to 50% of room capacity.
- Recording attendance and marking seating arrangements will be done to facilitate. contact tracing in the event of an exposure.

Contact Tracing
Specific details and tools used in contact tracing are included in the *NCCU Pandemic and Communicable Disease Emergency Response Plan.*

Student Health

1. An electronic medical health survey will be administered to all enrolled students prior to arrival on campus to identify those with medical conditions who may be at higher risk based on the [CDC guidelines for identifying people at higher risk for severe illness.](#)
2. Student Health Services will continue to provide regular health services with certain modifications, including:
      - Initial nurse triage via telephone for students seeking medical care.
      - Prescreening via telephone for students with COVID-19 symptoms.
      - Contactless check-in.
      - Telehealth visits for evaluation of acute respiratory illnesses.
      - Separate clinic for Wellness, Women's Health and Immunization programs.
3. A campus wide flu vaccine campaign will be implemented.
4. The process for COVID-19 testing and tracing is being developed.
5. Students in quarantine and isolation will be monitored by Student Health with daily phone calls, with telehealth visits as medically indicated.
6. Student Health will collaborate with these health care partners:
      - NCCU Athletics physicians.
      - Durham County Department of Public Health.
      - Duke and UNC Health Systems.

Quarantine and Isolation

In the event a residential student will contract or be exposed to COVID-19 and require isolation or quarantine, alternative living arrangements will be provided at Martha Street Apartments, an on-campus residential facility. The apartments, with 28 private rooms and bathrooms, and individual units have been reserved in the event of the need for isolation or quarantine of any student. These number of rooms may vary, according to the need.

Non-residential students will be sent to quarantine and isolate in their own homes.

Residential students will be encouraged to return home for their quarantine and isolation period, if possible. Isolation and quarantine protocols for residential students are detailed in the *NCCU Pandemic and Communicable Disease Emergency Response Plan*. Sections of this plan call for:

- All students who exhibit signs and symptoms of COVID-19 are to be immediately isolated. That student will only be allowed to return to campus, including their regular residence hall, under the following conditions: 1) they have a negative test result, or 2) they meet CDC criteria for a recovered person following a positive test result.
- Students who are identified as being in in close contact with a person known or suspected of testing positive for COVID-19 will be quarantined for 14 days, or until the person with whom they had contact tests negative for COVID-19
- Rooms will be stocked with thermometers, sanitizing wipes, tissues, soap, hand sanitizer and toiletries.
- Students are responsible for basic housekeeping while in quarantine and isolation. Trash set outside of the residential room will be picked up by housekeeping staff. Disinfection of rooms following a quarantine and isolation period will be coordinated by housekeeping staff with an outside vendor.
- Students in isolation and quarantine on campus are to receive meals delivered on a set schedule from Dining Services. All meals are delivered using disposable, single-use materials.
- Rooms for quarantine will be labeled as "Authorized Personnel Only" but will not state the reason for the restricted access due to concerns about the potential for stigma and potential FERPA/ HIPAA violations. The signs will be pre-approved by University General Counsel and known only to a minimal group of individuals on a "need to know" basis.
- Student counseling services and Office for Spiritual and Religious Life will have counselors available remotely for students in isolation or quarantine, as needed.
- To the degree possible, students will continue academic activities remotely.
- Transportation will be made available to and from the care location if medical care is needed.
- Student Health and Residential Life representatives will make daily checks on ill students via telephone calls.
- Any staff member who needs to enter the isolation and quarantine spaces will be provided with and required to wear appropriate PPE, as per CDC guidelines

Visitors
It is the policy of NCCU that all persons who come on campus, including visitors, contractor, and vendors, will follow the policies set forth to protect the health and safety of all, including:

- As recommended by the CDC, wearing face coverings in public settings where distracting measures are difficult to maintain.

- Take additional safety measures, such as hand hygiene, health status screenings.
- Visitors, vendors and contractors needing to be on campus and within University facilities will be escorted at all times on campus to ensure they comply with NCCU safety precautions.
  - Further vendor requirements are in development for implementation.

Residence Halls
The high-touch, highly interactive, densely populated living environment typical of residence halls presents an ideal setting for increasing the risk of COVID-19 transmission. To limit exposure, guidance has been taken from the [CDC Guidance Document for Shared or Congregate Housing](#).

- Residents will be asked to practice distancing and wear face coverings in shared spaces, including lobby, elevators, hallways, laundry and kitchen areas.
- Visitors are to prohibited from entering residence halls unless specifically authorized. Residential students are not allowed to enter residence halls other than their own.
- Staff entry into private rooms will be limited. If staff must enter a residential room or suite, provisions must be put in place to protect both staff and students, including distancing and face coverings for all persons in the room. Disinfection of the area and equipment will be completed by staff upon entry.
- Hand sanitizer will be provided at all entrances and outside elevators.
- Personal hand sanitizer is to be provided to all students.
- Surface disinfectant is being provided in all common areas and shared bathrooms.

Reopening Research Facilities

Research facilities on the campus of North Carolina Central University are found in the Julius L. Chambers Biomedical/Biotechnology Research Institute (JLC-BBRI), the Biomanufacturing Research Institute and Technology Enterprise (BRITE), and the Mary Townes Science Building.

The following guidelines are from the Division of Research and Sponsored Programs and should be used in conjunction with the University-wide plan and specific operating instructions provided by the three individual units and respective building managers.

Pre-access:

- Access is permitted for faculty (PIs), senior research staff and graduate students who are conducting wet lab research that is deemed essential in regard to maintaining ongoing funded projects, COVID-19 research, and research directly related to completing graduate work by December 2020. Federally funded researchers will be given priority. **No in-person meetings are allowed.**

- Undergraduate students are NOT allowed into the labs until further guidance is issued.

- Administrative and office work, including data analysis, is only to be done remotely.

- Approved research staff members will sign up for either a morning shift, from 8 a.m. to 1 p.m., or an afternoon shift, from 2 p.m. to 7 p.m. The schedule will be reviewed to maintain safe occupancy levels across the two shifts. An electronic master calendar will be created and shared with all staff.

- Researchers are to be trained in EHS lab and PPE safety methods based on intended work. EHS personnel will coordinate the training activities.

- Pre-entry procedures must be followed by all researchers, who should bring and wear appropriate PPE, <u>follow entry and exit guidelines</u>, and limit lab entry to persons scheduled during that time.

- Masks must be worn at all times in common areas.

- Researchers using the lab must affirm knowledge of safety rules governing on-site behaviors and PPE use. Links to safety SOPs will be available for staff to consult as needed.

- Appointments to use small laboratory spaces, such as HTS, Cell Culture, & BSL2, might be separately scheduled and posted outside lab door.

On-site:

- Arrive only at scheduled times; late arrival does not extend the time reserved.

- Use designated entry and exits for each building.

- Badges must be scanned at exterior entry door and lab doors. If you forget your badge, contact NCCU police to let you in. Do not follow anyone in or ask anyone else to open the door for you.

- Sanitize hands upon entry of building.

- Researchers must sign into the building at the front desk and sign each lab visited via the whiteboards posted outside of laboratory spaces.

- Remain in the approved work area during your scheduled time.

- Lab occupancy protocol that may be specific to each lab or building must be followed.

- Limit occupancy to one person at a time in elevators and one to two people at a time in bathrooms.

- Lab spaces, computers and equipment used must be sanitized before and after each shift

- Sanitize any cell phone used on site.

- Occupancy of conference and break rooms is limited to one person. No lab coats or gloves are allowed.

Exiting:

- PIs must manage their lab personnel and maintain schedules so that predetermined entry and exit times are met.

- Sign out at the front desk and swipe your key card when leaving through the designated access point for your building.

- If possible, sanitize hands after exiting building.

Accountability:

- Failure to abide by the guidelines will result in the immediate loss of access to the buildings.

- PIs must monitor compliance by their lab personnel.

Additional instructions outlined by each building and animal resource complex also must be followed (see below).

Building Managers:

BBRI – Ms. Camilla Felton

BRITE – Ms. Ginger Smith

Mary Townes Science Complex- Mr. Richard LaBennett

Designated Building/Unit Authority:

BBRI – Dr. Deepak Kumar and Dr. Derek Norford

BRITE – Dr. Hernan Navarro

Mary Townes Science Complex – Dr. Carlton Wilson

Plan for Phased Reopening JLC-BBRI:

BBRI specific protocols will be used in addition to University-wide EHS protocols.

Phase 1 – Preparation of Reentry (Week of June 8, 2020)

1. Establish two six-hour shifts (8 a.m. to 2 p.m. and 2:30 p.m. to 8:30 p.m.) and plan schedules for lab work. A practice of one entry and one exit per day will be established.
2. Administrative and office work will only be done remotely. NO IN-PERSON MEETINGS allowed.
3. Individuals deemed at high-risk for COVID19 should stay home.
4. Individuals with COVID symptoms should stay home. Anyone testing positive must stay home unless their physician approves and their COVID-19 virus test becomes negative (NCCU EHS directions).

5. Establish a master calendar based on PI input with lab schedules in accordance with practice of limiting occupancy to one or two persons per lab. In addition, shared and adjoining labs cannot work at same time. Failure in adhering to times and limiting the number people will result in loss of entry privileges.
6. Order PPE supplies (mask, gloves, lab googles and face shields).
7. Distribution of PPE will be carried out by PIs, lab managers, the BBRI Research Operations manager, and the director of Environmental Health Safety, if needed.
8. Post signs on each lab door as reminder of the occupancy limit.
9. Post signs at each bathroom indicating the occupancy limit.
10. Arrange station by the bathrooms for hand sanitizer, tissue and disinfectant.
11. Post signs notifying elevator riders of the one-person occupancy limit and that the use of stairs is encouraged.
12. Create inventory and orders of supplies for sanitization of labs, equipment, and other spaces, including disinfectants and tissues.
13. Prepare and post standard operating procedures for decontamination of labs, equipment and other spaces.
14. Prepare and post standard operating procedures for decontamination of packages received.
15. Arrange with Security personnel at front desk to help monitor and implement BBRI reentry work policies during each work shift (establish fiscal support).

Phase 2 – Lab Preparation (Week of June 22, 2020)

1. 1. Establish signature sheets for incoming and outgoing personnel and establish standard operating procedures for sanitizing hands and the pen before and after signing.
2. PIs will designate one person from each lab to perform the following:
    a. Clean lab workspaces following standard operating procedures developed in Phase 1.
    b. Clean out freezers and refrigerators of expired chemicals and solutions.
    c. Clean lab equipment
    d. Evaluate and order reagents and other supplies to continue research in labs.
3. Stock PPE ordered in Phase 1.
4. Establish standard operating procedures for employees to use following decontamination of their labs, workspaces and equipment after each shift. Include a mechanism for signing off on each session.

Phase 3 – Resume Research Activities (Week of July 6, 2020)

1. Arrange staggered lab reentry based on established shifts.
2. Masks or other face coverings are mandatory. Failure to adhere to the policy in common areas will result in loosing lab privileges.
3. Shifts will be based on a master calendar established in Phase 1 and will be regulated through key card access.
4. Establish a hybrid schedule consisting of working remotely and going to the BBRI only when necessary for lab work.

5. Participate in mandatory safety training by Dr. Kristen Long, director of Environmental Health and Safety.

Plan for Phased Reopening of BRITE

(Access to Research Labs, Beginning June 15, 2020)

Pre-access

- Access will only be permitted to faculty, principal investigators (PIs), senior research staff and graduate students who are conducting wet lab research that is deemed essential in regards to maintaining ongoing funded projects, COVID-19 research, and research directly related to completing graduate work by December 2020.
- Administrative and office work, including data analysis, will only be done remotely.
- Approved research staff should sign up for either the morning shift from 8 a.m. to 1 p.m. or the afternoon shift from 2 p.m. to 7 p.m. The schedule will be reviewed to determine safe occupancy across the two shifts. An electronic master calendar will be created and shared with all staff.
- Approved staff must take a required lab and PPE safety training based on intended work.
- Staff must follow pre-entry procedures, including the daily health check survey, reporting temperature to supervisor, bringing and wearing appropriate PPE, following entry and exit guidelines, and refraining allowing entry to anyone not scheduled during that time.
- Acknowledge that safety rules governing on-site behaviors and PPE use have been read and understood.
- Time to use small laboratory spaces such as HTS, Cell Culture and BSL2 might be separately scheduled and will be posted outside lab door.

On-site

- Arrive only at scheduled times. Late arrival does not extend a shift's end time.
- Enter the BRITE building through the first floor entry on the Lawson Street side (elevator can be accessed through the ground floor entry door).
- Scan badges at the exterior entry door and lab door.
- Sanitize hands upon entry of building.
- Sign into the building at the front desk. Sign into your designated lab via the whiteboard posted outside each lab.
- Remain in approved work areas during your scheduled time.
- When students are working in lab, the PI or senior research technician must be present. This is the only case in which two lab members can be present in the lab at one time.
- All lab spaces, computers and equipment used must be sanitized after each shift
- Sanitize cell phones used during your time on site.
- Only one person per designated break room. No lab coats or gloves are to be worn.

Exiting

- Leave on time.
- Sign out at the front desk and swipe your key card as you leave.
- Exit through the breezeway door.
- If possible, sanitize hands after exiting building.

Accountability

- Failure to abide by the guidelines will result in the immediate loss of access to the building.

Plan for Reopening of Research Laboratories in the Mary Townes Science Complex

(Access to Research Labs: June 27, 2020)

The recommended guidelines noted below are the result of a meeting with faculty and staff who work in the Mary Townes Science Complex:

Pre-access

- Access will only be permitted to faculty, PIs and graduate students who are conducting research that is deemed essential in regards to maintaining ongoing funded projects, COVID-19 research, and research directly related to completing graduate work by December 2020. A detailed list of those who may be granted authorization will be presented for review by the appropriate persons.
- Researchers should sign up for one of two shifts per day: 8 a.m. to 1 p.m. and 2 p.m. to 7 p.m.
- The entry and exit roster will be reviewed to determine that safe occupancy is maintained across the two shifts.
- Personnel must take required lab and PPE safety training based on intended work.
- Regular campus re-entry procedures must be followed, including a health questionnaire, temperature checks, available PPE, etc.
- A specific location of work must be identified.
- Acknowledgment that safety rules governing on-site behaviors and PPE use have been read and understood.

On-site

- Arrive only at prescheduled times. Late arrival does not extend time in the lab.
- Entry will be through only one outdoor, the handicap entrance near the parking lot.
- Sign in electronically or on the white board in the main lobby.
- Researchers must remain in the work area or lab; no movement throughout the building.
- Only two persons permitted in the work area or lab at one time.
- A PI or faculty member must be present when students are working in lab.

Exiting

- Leave on time.
- Sign out.
- Exit through handicap entrance.
- Building will be locked each day at 7:15 p.m.

Accountability

- Failure to abide by the guidelines will result in the immediate loss of access to the building.

Essential Human Resources Measures; Evaluation of Operations Planning

North Carolina Central University Human Resources has policies and protocols for responding to the COVID-19 pandemic that are rooted in safety for our staff, faculty, students and for the public we interact with.

North Carolina Central University Human Resources remains aligned and consistent with local orders and ordinances of the City of Durham and Durham County, as well as the State of North Carolina's Phased Reopening Model. North Carolina Central University's plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, the N.C. Department of Public Health, and North Carolina Central's Operations Continuity Task Force.

Essential Human Resources Measures

Human Resources and Equal Opportunity
- Benefits and Leave Administration
    - Employee Communications
        - Supporting HR Communications in updates related to employee benefits, leave and/or payroll administration.
    - Employee Benefits Continuity
        - Essential and critical benefits counseling and services to employees.
        - Benefit changes, corrections, enrollments for existing and newly hired employees.
        - Processing disability claims and leave for serious health conditions.
            - Administering Sick Leave and Voluntary Leave Programs
        - Providing retirement estimates and processing of related applications in less than 120 days.
        - Processing employee death claims.

- **Classification and Compensation**
    - Analysis and classification of positions, both new and existing.

- Maintenance of position attributes that directly impact employee pay.
- Wage-hour designation and oversight to maintain federal compliance.
- Providing subject-matter expertise and compliance with special pay programs, such as shift differentials, on-call and emergency callback services, and overtime/comp time.
- Providing review and approval for salary actions, ensuring equity is maintained in work groups.
- Preparing submissions and justifications for position and salary actions which require System Office and/or Board of Governors (BOG) approval.

- **EHRA, Non-Faculty HR**
  - Analysis and classification of positions, both new and existing.
  - Maintenance of position attributes which directly impact employee pay.
  - Wage-hour designation and oversight to maintain federal compliance.
  - Providing subject-matter expertise and compliance with special pay programs.
  - Providing review and approval for salary actions, ensuring equity is maintained in work groups.
  - Preparing submissions and justifications for position and salary actions which require System Office and/or BOG approval.

- **Employee and Management Relations**
  - Counseling managers and supervisors on policies related to pandemic and communicable disease events.
  - Counseling employees and managers on workplace issues, including but not limited to workplace conflicts, disciplinary actions, performance management.
  - Provide mediation and facilitated conversation services via video call where needed.
  - Conduct workplace investigations and climate assessments.
  - Triage issues related to COVID-19 and requests to Employee Relations for reasonable accommodation.
  - Triage other issues to the appropriate campus offices and services as appropriate, such as the Benefits and Leave department, health services, etc.

- **Employment & Staffing**
  - Employment
    - Approve hiring actions and review requests for teleworking, layoff, dual employment, secondary employment, and additional employment. Work completed via Virtual Private Networks (VPN) by connecting to:
      - PeopleAdmin.
      - Time entry.
      - MS Teams.
      - Video call to conduct war rooms, staff meetings, interviews.

  - Staffing Services

- Completing Forms I-9 for attendees at New Employee Orientation, Auditing Forms I-9, and Remediating Form I-9 errors.
- Conducting E-Verify verifications.
- Conducting background checks and individualized assessments for adverse background check results.
- Conducting and tracking degree verifications.
- Preparing severance requests, conducting employee layoff information sessions, and coordinating outplacement services for layoffs.
- Managing and tracking special employment requests, such as . nepotism certificates as well as additional, dual and secondary employment situations.

- **Human Resources Communications**
  - Web updates for policy and procedures.
  - Email communication for updates on changes in policies.

- **Human Resources Information Management**
  - Support enterprise HR systems: Banner9 (HR/Payroll), PeopleAdmin (Recruitment), Everify (I-9), Castlebranch (Criminal Background Check) and other local applications.
  - Support interfaces/files to third-party systems and vendors, such as benefits vendors.
  - Provide second-level support for all enterprise HR systems; resolve problematic HR/payroll transactions before payroll processing.
  - Handle compliance reporting through the System Office HR data mart feeds and other avenues, management information-related reporting and analyses, and other essential reporting requests.
  - Administer security for PeopleSoft HR/Payroll and all other enterprise HR systems.
  - Provide analysis, design, configuration, testing and implementation for business process changes and new systems.

- **Organizational and Professional Development**
  - Major functions:
    - Delivering professional development courses and leadership programs in a variety of formats and media.
    - Delivering mandatory New Employee Orientation sessions for all new SHRA and EHRA-NF employees, as well as faculty members. The sessions are not mandatory for faculty.
    - Providing organizational development guidance and programs to campus units.
    - Providing professional coaching to campus clients.

o In the event of illness or other unavailability of a substantial number of staff members, the team could still accomplish most major functions uninterrupted with the following contingencies:

- In the event the University discontinues hiring, we would cease holding new employee orientation until the crisis passed and hiring is resumed.
- If the staff were to be reduced drastically, it may become necessary to cancel or reschedule more classes or organizational development services until staffing returns to normal.

- **Work/Life & Wellness**
  - Promote and create resources that support and promote employee health, wellness, engagement and work-life balance.
  - Approve recognition awards.

Emergency Temporary Furlough

- Pursuant to University policy, Interim UNC President Roper has given all chancellors authority to propose emergency temporary furloughs for institutional auxiliary and receipt-supported enterprises only. These operations have been either completely or partially reduced and their funding streams have been significantly affected by the coronavirus pandemic. This authority is not extended presently to institutional enterprises that provide for-credit instruction or that would directly affect the institution's ability to provide those instructional activities.
- The temporary furlough and related procedures and benefits apply only to permanent employees (including SHRA probationary and time-limited). Temporary employees may be separated from employment at any time based on operational needs. See the state and University communicable disease emergency policies for more information.

Responding to Higher Risk Employees Regarding COVID-19

North Carolina Central University will consider options for phasing employees and students back to the campus as stay-at-home restrictions loosen. State and local officials may limit the proportion of the workforce that may return in person and may require employers to continue to have some employees work remotely. As such, the University wants to assess our workforce to determine which employees to prioritize returning to the workplace.

NCCU encourages all of our students and employees to follow North Carolina Department Health and Human Services' "**Know Your W's"** guidance:

1. Wear a cloth face covering.
2. Wait 6 feet apart and avoid close contact.
3. Wash your hands or use hand sanitizer.

Employees who have been instructed to return to work on-site and have concerns about doing so may request their supervisor for a flexible work arrangement. If those concerns are

related to an underlying health condition, the employee may be entitled to a reasonable accommodation under the ADA, depending on the employee's particular circumstances. Prior to returning to the workplace, any employee who has questions or concerns should contact their direct supervisor or the Human Resources office at 919-530-6334.

Plan for Continuity of Instruction

The Division of Academic Affairs is committed to ensuring that neither instructional effectiveness nor the safety of our faculty, staff or students is compromised as a result of the COVID-19 pandemic. In order to facilitate the ability to comply with NCCU Health and Safety protocols related to COVID-19, as well as the University of North Carolina System-Wide Guidelines for Return to Classes/Operations, emphasis is on minimizing the number of courses and course sections taught in a face-to-face format. Instruction in at least 50% of all courses and course sections will be delivered entirely online, with the next greatest percentage of courses being delivered in hybrid format: partly online and partly face-to face.

Requirements for All Courses

At a minimum, every course will have a presence, including a course syllabus and related documents, in Blackboard, or in the case of the School of Law, a comparable e-learning platform. Regardless of the instructional delivery mode, the inclusion of an alternative syllabus, designed by the Office of E-Learning to facilitate rapid transition to online instruction, is also required for courses taught face-to-face and in hybrid mode. A sample of the alternative syllabus is provided. Chairs or deans will confirm with the Office of the Provost that this requirement has been met.

Determining Instructional Delivery Mode

Decisions about the instructional delivery mode (online, hybrid, or face-to-face) will be made by the department chair and dean in consultation with the faculty member scheduled to teach the course. This decision will be made by June 15, 2020. Factors to be considered in making this decision include, but are not limited to:

- Adaptability of the course content, including laboratory and/or clinical components, for delivery using an online platform and feasibility or delivering the content using this platform.
- Faculty request to teach online due to COVID-19 related risk factors.
- Faculty preparedness for teaching online or hybrid courses, as determined by the department chair in collaboration with the Office of e-Learning.
- Compliance with applicable accreditation guidelines.

Face-to-Face Instruction

According to the University of North Carolina System-Wide Guidelines for Return to Classes/Operations, class size in courses/ course sections is determined by room capacity and the ability to distance students a minimum of three (3) feet apart. In addition to

achieving social distancing in face-to-face courses, there is a need to ensure thorough cleaning between class sessions. To achieve this:

- Classroom locations will be evaluated to determine the course enrollments which would not meet the capacity requirement.
- Classes with enrollment that exceeds capacity requirements will be evaluated to determine alternate instructional plans, including subdividing course sections and rescheduling classes to a time that has fewer in-person classes.

Internship, Practicum, Clinical and Laboratory Courses; Law School Clinics

Each department will develop a contingency plan for rapid transition of courses in this category from the traditional instructional delivery mode to an alternative instructional delivery mode. A copy of this plan will be retained in the appropriate Dean's Office and the Office of the Provost.

Training, Consultation and Resources

To support instructors in maintaining instructional continuity, the Office of e-Learning has developed the NCCU Online Course Development Training. This training was designed for all NCCU instructors to empower and prepare them for the potential need to transition to an online or hybrid environment and will provide a detailed overview of the course design and instructional best practices expected of NCCU online courses, as articulated in the NCCU Online Course Development Checklist.

This training provides detailed support in the following areas:

1. Communicating Success
    a. Communicating with Your Learners.
    b. Communicating Online Learning Expectations.
    c. Providing Consistent Support.
    d. Identifying Academic and Student Support Resources.
2. Online Instructional Materials
    e. Incorporating Lectures.
    f. Utilizing Microsoft Word, PDF, and Textbook Readings.
    g. Integrating Multimedia.
    h. Supplementing with Open Educational Resources (OER).
3. Interaction & Engagement
    i. Engaging Learners with Discussion.
    j. Incorporating Peer-Review Activities.
    k. Reimagining Lab and Performance-Based Activities.
4. Online Assessment
    l. Incorporating Tests, Quizzes, and Exams.
    m. Employing Assignments and Projects.
    n. Utilizing Presentations and Psychomotor-Based Demonstrations.

5. Universal Design
- o. Promoting Ease-of-Use through Course Navigation.
- p. Utilizing Multimedia that Support Diverse Learners.
- q. Identifying Services and Resources to Support Students and Faculty.
- r. Promoting Online Neurodiversity and Inclusion.

The Division of Extended Studies has developed a wealth of resources to support NCCU faculty and students in the transition to online or hybrid learning. The Student Online Learning Preparedness Checklist includes information about what students should do to prepare for online instruction, how to access courses within Blackboard, class participation in the online environment, and tutorials for tools their instructors may use.

For faculty, the Division of Extended Studies provides Blackboard training, Instructional Continuity Virtual Drop-in Sessions, the Online Teaching Preparedness Checklist, and the NCCU Instructional Continuity Community Board. Here, faculty will find additional resources for themselves and their students to facilitate online instruction. The Office of E-Learning has also developed the NCCU Instructional Continuity Lesson that includes information that will assist faculty in continuing instruction in the online or hybrid environment. To accelerate and facilitate instructional transition, the Office of E-Learning has developed a Blackboard Course shell for modifying face-to-face courses to be delivered in an online or hybrid environment. Within the course shell, there are sections to upload modified course syllabi, instructor information, and designated locations for faculty to upload assignments, articles, PowerPoints, etc. into weekly folders or modules for their students.

In addition to training provided by the Office of e-Learning, Information Technology Services provides training and consultation on University systems that can be used to enhance face-to-face, hybrid or fully online courses. These systems include enterprise collaboration tools such as WebEx, O365, Google, virtual software environments (VM Ware) and other classroom technologies. Information Technology Services provides additional resources on their website for remote access: https://www.nccu.edu/administration/its/remote-access-faculty-staff-and-students and through their Knowledge Base: https://nccu.teamdynamix.com/TDClient/1852/Portal/KB/?CategoryID=17257.

Assessment of Technology Needs

A task force comprised of members from the Division of Academic Affairs, Information Technology Services, Student Affairs, Administration and Finance and faculty representatives are charged with assessing the technology needs and making recommendations. The task force will make recommendation in the following areas:

- Student access to technology, including equipment and internet access.
- Faculty access to technology, including equipment and internet access.
- Classroom technology needed to enhance the capability of delivering instruction in hybrid format, including livestreaming of classes.

Additional details are provided in the section on Technology Task Force Plan and Recommendations.

<u>Study Abroad</u>
Plans for Study Abroad programs are provided in the section on International Affairs and Study Abroad.

<u>Compliance with Health and Safety Guidelines Related to COVID-19</u>
Faculty delivering instruction on campus will be required to comply with all established health and safety protocols.

Fees, Debt, Billing, Due Dates

NCCU will plan for future budget reductions related to potential enrollment loss related to COVID-19. In this respect, a budget template has been developed and will be disseminated to campus. The completed budget templates will be held for future use as it becomes necessary to implement budget reductions.

Based on a review of the University's current debt profile, available fund balances will ensure appropriate payment is made for fiscal year 2020-2021 related to NCCU's debt service. A systemic change in enrollment will negatively impact the University debt coverage ratio. This will be monitored closely by the University and its financial advisors.

The student billing schedule is being updated to match the revised Academic Calendar. The due date noted on the revised calendar has been factored into the billing schedule used for Student Accounting. The Office of Scholarships and Student Aid has also updated the financial aid disbursement schedule to match the academic calendar. All student populations (undergraduate, graduate, professional and law) will be able to receive their aid in a timely manner meeting the federal guidelines.

As has always been the case, tuition and fees are charged at the beginning of the semester and will remain in place regardless of any changes in instructional format. Tuition and fees will not be refunded in the event that instructional format changes for any part of the 2020-21 academic year.

Athletics Department

As the Department of Athletics prepares for the transition back to campus, the health and safety of student-athletes, coaches, staff, recruits, donors and fans continue to be the top priority. Thus, safety protocols have been developed to execute best practices for returning to campus, as well as detailed guidelines for the start of athletic training and competition. Guidance from medical experts and the National Association of College Athletics (NCAA) plan, "*Core Principles of Resocialization in Sport*" has been essential to the development of this plan.

This plan contains additional recommendations and guidelines that are specific to student-athlete well-being, including:

- Testing/screening guidelines for student-athletes, coaches, and staff;
- Social distancing requirements for all athletic training injury treatment and rehabilitation, strength & conditioning sessions, meeting and practice areas;
- The use of personal protective equipment during practices, training, rehabilitation and competition;
- Sanitation requirements for locker rooms, training areas, weight rooms, media rooms, meeting spaces, practice and competition facilities, and all equipment/apparel;
- Draft quarantine or isolation plans and return to participation; and
- Prevention and education plans for student-athletes, coaches, staff, fans, donors and athletics business partners.

These guidelines are designed to help prevent the spread of infection, and will be executed, adjusted and strictly enforced in parallel to the University, local, state, NCAA, MEAC, CDC and other national governing body policies and orders.

International Affairs and Study Abroad

All international students will follow the rules and regulations for international students prescribed by (1) the Department of Homeland Security Student, Exchange Visitor Program (SEVP) for international students, and (2) the rules and regulations/provisions of the University.

New International Students

- All students entering the country for Fall semester 2020 will self- quarantine for 14 days.
- An incoming international student will follow the instructions s/he receives to apply for the student visa.
- Once the student receives the visa, the student will travel to the U.S. and report to campus for check-in and orientation by the Office of International Affairs (OIA) and New Student and Family Programs as applicable for undergraduate students.
- The student then moves into pre-arranged housing on or off campus.
- From that point on, the student will be monitored by OIA in matters relating to the rules and regulations of their visa status/immigration and by their academic advisors/departments in matters relating to their academic/student life.

Returning International Students

- All students entering the country in order to return for fall semester 2020 will self-quarantine for 14 days.

- International students will follow all instructions from the University to be distributed by the OIA.
- OIA will continue to monitor international students and contact them with information they need to know or be reminded of: for example, reporting address changes to OIA, health insurance enrollment, sessions for Option Practical Training (OPT) and Curricular Practical Training (CPT), and updates from SEVP.

Study Abroad

- NCCU will not conduct study abroad programs, either inbound or outbound, in the fall semester 2020.
- Decisions regarding study abroad for spring semester 2021 will be communicated at a later date.

Faculty and Staff Domestic and International Travel

- While the University is following the guidance of the UNC System Office, this is a dynamic process that involves the executive orders governing the state of North Carolina and the City of Durham. As executive orders are amended, NCCU will update our travel guidance as necessary. Until further notice, the University remains on travel restrictions and non-essential travel is not allowable unless exception is granted by the Chancellor.
- International travel is discontinued, until further notice, per the Department of State's Level 4 Global Do Not Travel Advisory.

Related International Travel Links

- https://www.nccu.edu/office-international-affairs
- https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
- https://travel.state.gov/content/travel/en/international-travel.html

Child Development Laboratory

The NCCU Child Development Laboratory (CDL) serves children ages 3 and 4 years old.

- **Prior to Reopening:** An application will be submitted to the North Carolina Division of Child Development and Early Education (DCDEE) as soon as possible. (48 hours prior minimum) https://ncchildcare.ncdhhs.gov/Whats-New/Coronavirus-Information-for-Child-Care/COVID-19-Child-Care-Provider-Reopening-Application

The application includes the following information

A. Basic CDL information (Owner name, address, phone #, contact person, license #, capacity).

B. Declaration- CDL agree to provide daily screenings, health checks, handwashing stations, food.

- Agree to submit daily vacancy COVID-19 Survey.
- Signature.
- Child Care Consultant Approval to Reopen.
- Discuss health and safety plan.
- Consultant will issue a health and safety certificate- post in the center.
- Consultant will visit the center to ensure guidelines are implemented.
- Notify parents and staff of reopen date.
- Parents will sign an agreement of the new policies and procedures including arrival/departure procedures and sick policy.
- Provide new operational policies for review and signatures to parents and staff prior to child returning.
- Post Door Sign
  - https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/C/COVID-19_Child_Care_Door_Flyer.pdf?ver=2020-05-05-145514-663

Updated Health and Safety Guidelines

- Anyone showing symptoms of COVID-19 will not be allowed to enter the facility. Symptoms of COVID-19 • fever* • cough • shortness of breath or difficulty breathing.

Initial symptoms include chills, new loss of taste or smell, and vomiting/diarrhea (children only). While symptoms in children are similar to adults, children may have milder symptoms. *Fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

Drop off Procedure/Pick Up

- Parents must watch for signs of COVID-19 before coming to campus.
- Children living with siblings or parents with COVID-19 symptoms are prohibited from attending.
- Limited Contact Plan

CDL Director Plan

- Parents will remain outside in the car and call the director or CDL to notify them of their arrival.
- One CDL staff member will stand at the door of the lab and greet the child as the child enters the building.
- It is recommended that the same parent pick up and drop off daily.

- One CDL staff member will take the child's temperature, record the child's name, the time, and the child's temperature, and have the child use hand sanitizer (with 60 percent alcohol) at the entrance of the CDL. If the child has a fever of 100.4 F (38 C) or greater, the child may not enter the classroom. (Stand 6 feet away from the child).
- Wipe off the thermometer between each child with an alcohol wipe.
- The parent will remain in the car until the CDL staff notifies that the child is clear to remain for the day.
- All children are encouraged to wear a face mask.
- The child will be escorted to the classroom and instructed to wash their hands before engaging with the other students.
- At pick up, the parent will call the closing CDL staff upon arrival to inform them that they are there for pickup.
- The child's temperature and departure time will be recorded before the child leaves the classroom.
- The child will wash hands before leaving the classroom.
- CDL staff will escort the child outside and the parent will assist the child getting into the car.

Daily Operating Procedure

- Only children and required operations staff are allowed in the building. Visitors are restricted.
- The same teachers are assigned to the same group of children daily.
- Daily health screenings.
- Temperature taken and recorded three times per day – at arrival, mid-day and departure.
- Develop a cleaning routine, for example: https://nrckids.org/files/appendix/AppendixK.pdf
- Clean and disinfect CDL, for example: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html

Meals Procedure

- One CDL staff to be responsible for preparing/serving meals.
- Hands must be washed prior to handling the food in the hand-washing sink only.
- Wear gloves while preparing food.
- Prepare the plates and take it to the children.
- Avoid family style dining.

- Avoid using a rolling cart to transport the plates.

Nap Procedure

- Children are to provide a sheet and blanket weekly.
- Mats will be spaced 6-feet apart or more if possible.
- The children will lay in a foot-head position to avoid face-to-face contact.
- The mats will be stored without the sheets touching.
- Staff will wear gloves while handling sheets.
- The children will put the sheet on and take it off, if possible.
- Sheets will be removed daily and placed in the child's cubby in a Ziplock bag.
- Cots will be sanitized after each use.

Sick Policy

Symptoms of COVID-19: fever* • cough • shortness of breath or difficulty breathing Additional symptoms include chills, new loss of taste or smell, and vomiting/diarrhea (children only). While symptoms in children are similar to adults, children may have milder symptoms.

*Fever is determined by a thermometer reading 100.4 or higher or by subjective signs, such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

- If a child shows signs of COVID-19 a parent will be notified to pick up the child immediately within the hour of notification.
- The child may not return to the CDL without a doctor's note for clearance of Covid-19 and symptoms.
- If a staff member shows signs of COVID-19 the staff must contact the director and prepare to leave immediately.
- The staff may not return without a doctor's note for clearance of Covid-19.
- If a child shows symptoms of COVID-19 the child will be taken away from the other students with one staff member who will stay 6 feet away with protective gear on.
- After the child leaves the sick area, it will be sanitized immediately.

Enrollment and Registration

The Division of Academic Affairs has developed several modes of communication with students during COVID-19 to meet enrollment for new and continuing students (undergraduate, graduate, law and distance education).

- Strategic call campaigns and virtual webinars are deployed via Webex, Jabber and Zoom.
- Weekly enrollment webinars and advising sessions provide continuing and admitted students and parents a means to stay abreast and learn more about North Carolina Central University. These virtual sessions are designed to inform admitted students and parents about the enrollment process, financial aid, registration, new student orientation, residential life, and student engagement. Each college, division and department have a communication plan that is reviewed and assessed weekly to meet students' needs.

The University is developing an Alert Box in the myEol intranet portal for students to confirm they have read and understand all communication regarding return to campus for Fall 2020. This confirmation will ensure we are informing students of necessary information regarding their safety and well-being.

Technology Task Force Plan and Recommendations

Charged with assessing the technology needs of incoming and returning students and prepare for teaching, learning and working through a variety of technologies, the task force has developed the following plans and recommendations:

Student Recommendations

Bring Your Own Device and Options:

Students starting or returning to North Carolina Central University for the fall 2020 semester will be strongly encouraged to bring their own computers and other communication devices. NCCU will provide hardware and vendor recommendations and resources to students and will begin communicating this in June. Students unable to purchase a needed device will be provided options of loaners, rentals or using the computer labs on campus.

Communication:

Messaging will be developed in coordination with Scholarships and Student Aid (SSA), Information Technology Service (ITS), and Student Orientation to ensure that students and parents understand the new recommendations. Information will be posted on the website and SSA and ITS will be available throughout the summer to answer questions.

Technology Enhancements:

NCCU is undergoing several technology enhancements over the summer. Plans for increased virtual desktop and applications to support students is planned. ITS is working with the Colleges and Schools to inventory other technology and software needs. The Division of Extended Studies also works with individual faculty in assessing the transition to online delivery of former face-to-face labs and other coursework and works with ITS to procure additional technology.

In addition to the online and virtual technologies, ITS is working with the Deans and Faculty representatives to assess and inventory technology needs to augment a traditional classroom by adding streaming capabilities. In addition to the current technology these additional enhancements bring a higher quality of interaction between the faculty and students in the classroom with those learning remotely.

Faculty Plans and Recommendations:

The Provost and Deans will meet and make recommendations on a laptop first requirement for faculty and researchers (where possible). The Deans will review inventory in their Colleges and Schools and assess the faculty laptop needs. The Deans and Provost will develop a prioritization strategy for providing faculty (including adjuncts and part-time) with technology.

Staff Plans and Recommendations:

The Vice Chancellors and division heads will meet and make recommendations on a laptop first requirement for staff (where possible). The VCs and division heads will review the inventory for the areas and assess laptop needs.

Health Promotion and Education; Residential Life; Student Affairs Events and Activities

- Health Promotion and Education
  - Student Wellness Basics Campaign: Student led video/social media campaigns focusing on restful sleep, stress relief, exercise, healthy diet, and personal cleanliness, social distancing.
    - Videos posted on all University, SGA, SAB, and FSL social media.
    - Offer incentives to other student organizations that post the information on their social media.
  - Coronavirus Awareness Campaign: Student-led video/social media campaign focusing on symptom awareness, prevention, temperature checks, and proper face coverings.
    - Videos posted on all University, SGA, SAB, and FSL social media.
    - Offer incentives to other student organizations that post the information on their social media.
  - Social Norming: NCCU Face Mask giveaways, decorate your own mask events, hand sanitizer giveaways, Lysol wipe care packages. Create a student contest for creative ways of practicing/promoting social distancing.
  - Mental Health and Well-being: Increase mental health awareness and resources programming among student organizations. Connect student organizations with mental health professionals on campus for guidance and support.

- - Provide guidance on how to access mental health services via telehealth as well as utilize social media channels for additional support and information.

- Physical Healthcare

  - Incentivize student programs that support University Coronavirus testing, quarantine importance, and University isolation procedures. Connect student organizations with medical health professionals on campus for guidance and promotion of all health center services.

- Student Activities and Engagement
  - Implement a social distancing protocol/check list for all scheduled activities. This protocol will document all social distancing efforts implemented at activities, including:
    - Special seating arrangements (minimum of one seat apart).
    - Seating charts, when possible, based on the type of event.
    - RSVP/ticketing requirements to limit number of attendees.
    - Limit participation to the NCCU community only
    - Event time limits
    - Temperature checks at entry points.
    - Hand-sanitizing stations at entry points.
    - Recommend and reinforce use of cloth face coverings or masks per Durham County Updated Stay-at-Home Orders (May 22, 2020).
    - Live streaming and recording of events.

Facility Management (Residence Halls and Student Union, As Appropriate)

Residential Life Facilities

Considerations to decrease the risk for exposure within traditional residence halls, campus apartments and suites and other on-campus housing arrangements will include:

- Roommates and suitemates to be treated as a family unit. Six (6) feet spacing to be observed with other facility occupants.
- Students with pre-existing health conditions will be placed in single occupancy rooms. Students with medical conditions such as asthma, diabetes, immunosuppressive drug therapy including chronic systemic corticosteroid treatment, heart disease, HIV, and morbid obesity are at high risk for COVID-19 illness and complications.
- Scaling back on the number of residents in traditional residence halls.
- Reducing occupancy to no more than three residents per shower for community bathrooms while increasing the frequency of cleaning.
- Recommending and reinforcing use of cloth face coverings or masks in common areas, per Durham County Updated Stay-at-Home Orders (May 22, 2020).

- Providing each resident with a digital thermometer.
- Limiting capacity in dining spaces, lounges, and common areas via a reservation and/or check-in process as appropriate, based on residence hall.
- Reconfiguring seating in common areas to ensure proper physical distancing.
- Reducing the number of computers per lab to ensure proper physical distancing.
- Placing restrictions on events and social activities as per current physical distancing guidance. Establishing allowable occupancy and developing plans to monitor and enforce.
- Placing restrictions on building access by non-residents, including outside guests, non-residential staff, and others.
- Widely sharing and posting of information in common areas about COVID-19 prevention.
- Frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms.
- Enhanced cleaning in all common areas and high-touch surfaces. Set a cleaning schedule of immediately after scheduled activities or every 30 minutes to an hour. Custodial workers will be provided appropriate PPE and training consistent with their duties.
- Monitor the entrance and exit of individuals within the building to track and trace individuals, both their entering and exiting the building and the interior locations that they have visited.
- Additional hand sanitizing stations installed at all exterior entrances and office entrances.
- Installation of desk shields and/or standard Dutch doors at all customer service points and at employee workstations.
- Arranging social distancing footprint decals throughout the facility.
- Providing infrared thermometers in every work area for regular temperature checks of the staff and guests.
- Installing hands-free door handles at high traffic entrances (e.g. FootPull or the DoorWave; SanitGrasp or the Sanitary Door Opener.)
- Removing high-touch items from all common areas (magazines, pens, games).

Residence Hall Move In (August 24, 2020: First Day of Classes)

- Timeline- August 4-August 23

    o First Year students and Early Arrival populations will be schedule to move-in August 4 – August 14.
    o Students assigned to George Street and Alston Avenue will move-in August 17-August 23.

- General procedure

    o Phased move-in procedure.

- o Maximize use of Drop and Go.
- o Students will register for a move-in time/date or will be assigned a move-in time/date. (model currently being tested for move out)
  - ▪ Move-in activities per hall will be by floors. Number of residents per floor to be determined, but no more than 10 persons per time slot.
  - ▪ Students will be permitted one helper.
  - ▪ Students and helpers will be required to complete a health screening questionnaire and wear face coverings at all times.
- o Regular cleaning of high touch areas throughout the move-in process.
- o Check-in process will be designed with contactless protocols.

Student Union Facilities

Considerations to decrease the risk for exposure within the Student Union will include:

- Redeployment of housekeeping staff.
- Touch point cleaning of high traffic areas, such as tables, chairs, common areas and door handles after every scheduled activity or every 30 minutes.
- Providing hand sanitizing stations at all entrances.
- Recommending and reinforcing the use of cloth face coverings or masks.
- Designating social distancing footprint decals at all service areas.
- Installation of desk shields and hands-free door openers.
- Implementing limits on meeting room capacity.
- Limiting seating capacity in the Eagle Dining area.
- Reducing seating and traffic in student lounge areas (SAB, SGA, Greek Suite, LGBTQ).
- New guidelines and requirements for special event reservations.

Bowling Alley and Game Room

- o Limiting users to two persons per lane; balls sanitized after each game.
- o At least 6 feet of social distancing between operating lanes.
- o Game room will be limited to billiards players only, limit two per table.
- o Pool sticks will be sanitized after each use.
- o Video game consoles (Xbox & PS4) will be removed.

SOAR (August 24, First Day of Classes)

- Students complete the Eagle Advantage online orientation between July 1 and July 31.
- Students complete academic advising between July 1 and August 7.

- In-person orientation will take place August 17-August 21 after all first-year students have checked in.
  - Orientation events would coincide with Eaglefest programs.
  - Guests registered would orientation activities on the move in day of their students.
  - Orientation groups would be larger, requiring use of larger campus spaces (e.g.: Walker Complex and McDougald-McClendon Arena) and longer time frame for effective social distancing.

Campus Wide Events (Homecoming, Eaglefest, Rock the Lyceum, etc.)
- Attendance Controls
  - Implement an RSVP or ticketing requirement for all events to manage crowds.
  - Limit attendance to members of current NCCU community only.
  - Require participation shifts for traditionally free flowing activities.
  - Implement lottery system for attendance at high profile events.
  - Require a prerequisite process for major events.
    - Students will have to complete attendance requirements at edutainment events in order to gain access to the more popular events.
    - Students must complete other tasks in order to be eligible for attendance at other events (i.e. complete Handshake, academic improvement, complete all required health screening, etc.)
    - Mandate symptom and PPE requirements at all events
      - Health screenings and temperature checks
      - Face coverings

- Program Development Philosophy
  - Develop more outdoor events that allow greater participation while social distancing.
  - Increase the number of smaller activities to allow for more student engagement.
  - Develop passive programming offered on a variety of social media platforms and offer prizes to students that participate.
  - Implement more virtual activities that can engage students remotely in real-time (Live DJ parties, Talent shows, game shows, e-Sports, Live streaming, etc.)

Appendix

*All Executive Orders issued by the State of North Carolina, Durham County and City of Durham related to COVID-19 can be found here, as they will be updated regularly:

- [State of North Carolina Executive Orders](#)
- [Durham County](#)
- [City of Durham](#)