FALL 2021 OPERATIONS, RECOVERY AND CONTINUITY PLAN

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## NORTH CAROLINA CENTRAL UNIVERSITY
### COVID-19 OPERATIONS, RECOVERY AND CONTINUITY PLAN

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Executive Summary

Throughout the COVID-19 pandemic, North Carolina Central University (NCCU) has been working closely with local, state, and federal public health authorities to monitor developments, coordinate our response, share information, and provide guidance regarding COVID-19 to the Eagle community (students, faculty, staff, visitors, general public). All NCCU’s plans are 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.

The university is working to provide a Fall 2021 experience that more closely resembles “normal,” while also taking necessary precautions to ensure that NCCU will continue to be a safe and healthy place to work, live, learn and visit.

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

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.

Useful Links

NCCU COVID-19 Dashboard
Ask a COVID-19 Question
COVID-19 FAQs
Non-residence hall visitor health survey
COVID-19 signage order form
COVID-19 PPE and disinfectant order system
NCCU International Travel Form for Employees
NCCU Pre-Event Verification
NCCU COVID-19 Vaccine Card Upload and Instructions
COVID-19 Administration

NCCU COVID-19 Management Team manages all aspects of COVID-19 on campus under the direction of the Division of Student Affairs and Office of Environmental Health and Safety.

Additionally, the NCCU COVID-19 Advisory Team meets weekly at a minimum to discuss issues, review public health guidance and make changes to COVID-19 plans and protocols as necessary.

COVID-19 Community Standards

All individuals who come to NCCU’s campus, including students, employees and visitors, must comply with the applicable community standards. Employees are required to be familiar with these standards as a condition of employment.

- Practice good hand hygiene.
- Keep distance between yourself and others as feasible.
- Wear a face covering where mandated.
- Report cases, symptoms and testing.
- Upload proof of vaccination or participate in weekly surveillance testing.
- Consistently complete daily health survey.
- Participate in contact tracing fully and honestly.
- Comply with quarantine/isolation requirements.
- Respect the privacy and confidentiality of faculty, staff and students who may test positive for COVID-19 or be otherwise affected by the virus.

Compliance

Students who fail to comply with the NCCU COVID-19 Community Standards or any of the student COVID-19 policies may face administrative action, including, but not limited to, disciplinary action under the Student Code of Conduct, restriction of access to or use of university facilities, removal from university housing, disenrollment from a course or courses and other
interventions necessary to affect compliance and protect the well-being for the campus community.

In cases where university employees knowingly choose not to follow the NCCU Community Standards or other COVID-19 protocols, it is the responsibility of the supervisor to provide disciplinary action up to and including termination. The Office of Human Resources stands ready to assist if situations arise where disciplinary action becomes necessary.

**Personal Health and Safety Practices**

**Distancing**

Keeping physical space between you and others — commonly referred to as physical or social distancing — is one tool for staying healthy during the COVID-19 crisis and helping to slow the spread of the virus.

NCCU has returned to 100% occupancy in all academic, residential and business spaces. In these spaces, mitigations such as vaccination, surveillance testing, and face masks allow full occupancy.

**Hand Hygiene**

Wash your 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.

Check out the NCCU Sanitizer Safety Quick Facts to learn more about proper storage and other safety measures with these sanitizers.

**Face Coverings**

Masks are required by all persons regardless of vaccination status inside campus buildings with the following exceptions:

- Students in residential housing in their assigned residence hall room;
- Persons alone in private offices; or
- While eating or drinking.
If you are NOT fully vaccinated, you are also required to wear a mask outdoors when distancing is not possible.

The CDC recognizes there are specific instances when wearing a mask may not be feasible. The following categories of people may apply for an accommodation to be exempt from wearing a mask on campus:

- A child under the age of 2 years;
- A person with a disability who cannot wear a mask, or cannot safely wear a mask, for reasons related to the disability;
- A person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by a workplace risk assessment.

Persons with an approved medical or safety mask exemption will be provided with alternate mitigations to ensure their safety and the safety of those around them.

Additional or replacement masks for students can be obtained from Student Health Services. All employees working on campus are provided a five-day supply of cloth masks that can be laundered at home and maintained for an extended period of time.

Please review the CDC guidance for choosing the correct type of mask and proper care and use.

Daily Health Surveys

All faculty, staff, students and visitors are required to complete the appropriate daily health survey as directed:

- Students must complete the COVID-19 Daily Health Tracker daily **even if they are not coming to campus**
- Faculty/staff must complete the COVID-19 screening survey on myEOL each day before they come to campus.
  - It is the responsibility of the supervisor to ensure that all direct reports are completing the survey before coming on campus.
  - Employees who do not have access to the survey online must make alternate arrangements with their supervisor.
- Visitors to campus must complete and submit an online health survey each day prior to coming on campus. It is the responsibility of the campus “host” to ensure that they have received a copy of the email.
Electronic Records and Reporting

Record management during the pandemic provided a unique challenge that NCCU employed multiple resources to effectively and safely manage. Please rest assured that we have worked closely with our campus IT partners to ensure that everything we do offers the highest level of confidentiality and protection for personal information.

Medicat

NCCU uses Medicat, a medical electronic records system to confidentially store testing results and proof of vaccination for employees and students. All students, faculty, and staff can access Medicat using the link in the myEOL banner.

Medicat provides a Private Cloud electronic health record system. This system offers the benefits of a cloud-based system, but it does so through proprietary architecture. Unlike public clouds, which deliver services to many organizations, and share a computing infrastructure across different users, business units, or businesses, a private cloud is a privately provisioned data center at the hosting facility (NCCU).

Veoci

Veoci is a process management platform used by NCCU as part of the COVID crisis to manage our self-reporting forms as well as manage the inventory, ordering, and disbursement of critical supplies. Since February 2020, Veoci customers have deployed over 500 solutions in response to the COVID-19 pandemic which allowed NCCU to rapidly customize and utilize pre-designed management tools.

NAVICA™

The NAVICA™ System supports COVID-19 rapid testing at NCCU. This mobile app is made by the same company that produces the BinaxNOW Rapid COVID-19 test used at NCCU.

Following a rapid test on campus, the testing center uses this system to report out encrypted results to the patient. Users only share their first and last name, email address, phone number, zip code, and date of birth, limiting the sensitive identifying data shared. The app is not used for contact tracing, so personal location information is not tracked or shared.
To improve the delivery of COVID-19 rapid test results, students, faculty, and staff should download the NAVICA mobile app from the App Store or Google Play Store.

COVID-19 Campus Testing

If you are experiencing symptoms, do NOT go to a campus testing location. If you are experiencing symptoms or believe they may have been exposed to COVID-19:

- Isolate from others AND;
- Report through the NCCU COVID-19 Self Report Portal OR
- Call 919-530-3219.

COVID-19 testing sites on campus include:

- Students - L.T. Walker Physical Education Complex
- Employees - Bowling Alley in the Alfonso Elder Student Union

Results of testing conducted on campus are automatically reported to NCCU and to the student or employee via the NAVICA app (for rapid tests) or via telephone for PCR testing. Any off campus test results must be uploaded to Medicat through myEOL within 24 hours of receipt.

Individuals who test positive will be exempt from surveillance testing for 90 days.

Students

If you have questions about student testing, please call the student 919-482-9837 or email covidtesting@nccu.edu.

- Students can schedule a test by calling 919-530-5427
- Re-entry testing is required for all students, including fully vaccinated students.
- All students will be subject to some level of surveillance testing throughout the semester.
  - Unvaccinated students will be tested not less than 1 time per week
  - **Fully vaccinated students who voluntarily provide proof of vaccination are exempt from regular surveillance testing**

Employees
All NCCU employees are offered free voluntary rapid testing on Thursdays from 9 a.m. – 4 p.m.

Per UNC System guidelines, employees who have not provided proof of full COVID-19 vaccination must be tested for COVID-19 regularly throughout the semester and/or until fully vaccinated.

General information:

- NCCU employee surveillance testing must be conducted at the NCCU testing center in the Alfonso Elder Student Union unless pre-approved by the COVID-19 management team
- All assigned testing that occurs on a holiday will be rescheduled for that week and those affected notified via campus email
- An exemption from vaccination for medical or religious reasons DOES not exempt a person from surveillance testing
- Any voluntary testing of unvaccinated employees at the Thursday employee rapid-test clinic does NOT fulfill the weekly surveillance testing requirement unless pre-approved.
- Persons who show up outside of their normal test day/time will NOT be tested for surveillance.

Non-vaccinated employees have been assigned a weekly testing day and time and are required to report to the NCCU Testing Clinic within the designated time block each week. The testing schedule was determined alphabetically by the last name from Human Resources records as follows:

<table>
<thead>
<tr>
<th>Day of the week</th>
<th>Time slot</th>
<th>Last name begins with</th>
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<tbody>
<tr>
<td>Monday</td>
<td>7 a.m. – 10 a.m.</td>
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<td>2:00 p.m. – 5:00 p.m.</td>
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<td>Tuesday</td>
<td>7 a.m. – 10 a.m.</td>
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<tr>
<td>Day</td>
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<td>10:30 a.m. – 1:30 p.m.</td>
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<td>2:00 p.m. – 5:00 p.m.</td>
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<td>7 a.m. – 10 a.m.</td>
<td>I-J</td>
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<tr>
<td></td>
<td>10:30 a.m. – 1:30 p.m.</td>
<td>K-Le</td>
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<td>7 a.m. – 10 a.m.</td>
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The **COVID Surveillance Testing Request** form can be used to make requests or obtain pre-approval for certain cases where someone needs to:

1. Test offsite due to work schedule.
2. Permanently or temporarily change day/time of testing due to hardship – must meet certain criteria.
3. Report an illness, vacation, quarantine/isolation or other time off that causes a test to be missed.
4. Receive testing exemption due to becoming fully vaccinated and uploading of proof of vaccine.
5. Receive a 90-day testing exemption due to a positive COVID-19 test after upload of positive result to Medicat.

Due to the high volume of testing and requests to change day/time of testing we are not able to honor all changes but will make every effort to accommodate those with a true need. You will receive an email response to your NCCU email.
address letting you know if we were able to accommodate your change and stating your new day/time for surveillance testing. Until you receive that email confirmation you are still scheduled at your original time and failure to test will put you at risk for non-compliance.

Failure to comply with COVID testing requirements without pre-approval from the COVID-19 Management Team will result in an email notification to the employee and the Supervisor to begin disciplinary action in accordance with the NCCU disciplinary protocol as follows:

1. Following 1 missed testing, the employee will be counseled by the Supervisor.
2. If the employee fails to test the next week as assigned a written warning will be issued.
3. If the employee misses three consecutive tests without proper approval from the COVID-19 team, it will result in a 10-day suspension without pay.
4. More than three missed tests in the semester without pre-approval will result in termination.

Please contact ehs@nccu.edu with any questions about testing.

**COVID-19 Vaccination**

The most effective way to keep yourself and others healthy is to get vaccinated. Student Health continues to offer vaccination clinics on campus that serve both the campus and the larger community by providing access to all the FDA fully approved Pfizer vaccine and the two FDA authorized vaccines. You can also easily locate a vaccine site in any area here.

Students and employees should upload vaccination information through the link on the myEOL banner or by clicking here. Individuals who are not vaccinated or do not upload their proof of vaccine are required to be tested on a weekly basis. Instructions for uploading proof of vaccination can be found here. Any issues should be reported using an IT Helpdesk ticket.

Acceptable forms of proof of full vaccination include:

- COVID-19 vaccination record card issued on the form from the CDC; or
- Note or receipt signed by a licensed nurse, physician, pharmacist, physician’s assistant or other representative of the place where the vaccine was administered; or
• A printout of the vaccination record from North Carolina’s COVID-19 Vaccine Management System (CVMS).

Exemptions to the vaccine requirement may be granted for religious or medical reasons. A vaccination exemption does not exempt you from required surveillance testing.

The U.S. Department of Health and Human Services (HHS) is planning for a booster shot so vaccinated people maintain protection over the coming months. The goal is for people to start receiving a COVID-19 booster shot beginning in the fall, 2021.

Students

• Submit request for religious exemptions through Student Health; and
• Request medical exemptions through Student Accessibility Services or Accommodate on MyEOL.

Employees

Employees must submit a completed Request for Accommodation form to the NCCU Employee Relations & Affirmative Action department.

Reporting COVID-19

It is imperative that NCCU be notified of all faculty, staff, and students who experience COVID-like symptoms, have tested positive for COVID-19, or have been identified as a close contact so that the team can begin contact tracing and testing on campus.

For testing provided on campus, Apex notifies the appropriate COVID team members of all positive tests and initiates contact tracing. Reports of all positive test results obtained off campus must be reported to NCCU within 24 hours of receipt. There are multiple ways to self-report:

• Call 919-530-3219.
• Off campus test results should be uploaded to Medicat through MyEOL.

Quarantine and Isolation
Isolation separates ill persons who have a communicable disease from those who are healthy. Isolation restricts the movement of ill persons to help stop the transmission of certain diseases.

Employees with a positive test result will remain in isolation until 10 days have passed since the test date while students will be isolated for 14 days.

Quarantine separates and restricts the movement of well persons who may have been exposed to a communicable disease to see if they become ill through close contact or other means.

Close contact is defined by the CDC as:

- Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- Providing care in a non-healthcare setting to someone who is sick with COVID-19.
- Direct physical contact with the person (touched, hugged, or kissed them)
- Sharing eating or drinking utensils.
- A person with COVID-19 sneezed, coughed, or somehow got respiratory droplets on the other person.

Quarantine Protocol

NCCU performed a thorough risk assessment to determine if the current CDC quarantine recommendations would best protect our community, which remains a mix of vaccinated and unvaccinated persons. The following trends and data were also used in the risk assessment:

- Preliminary evidence suggests that fully vaccinated people who become infected with the delta variant can transmit the virus to others.
  - However, with over 99% of people hospitalized with severe disease not vaccinated, it is critical to continue to push for vaccination as all three vaccines available in the U.S. offer protection against severe COVID-19 disease and hospitalization.
- Viral load is roughly 1,000 times higher in people infected with the delta variant than those infected with the original COVID strain.
- Viral load with the delta variant is similar in infected vaccinated and unvaccinated persons.
Based on data collected and reviewed on campus and in the community and the increased risk associated with a high-contact university experience, NCCU implemented a more stringent quarantine policy to protect students and employees.

NCCU/Apex Solutions will use this protocol to provide quarantine and isolation details to persons who test on campus or are identified as a close contact of someone who tests on campus. Quarantine and isolation details will include a return to work/class date.

If you test positive off campus your county of residence or a healthcare professional may provide a return to work date based on CDC recommendations. However, all employees and students are required to report their test results or symptoms to NCCU using the NCCU COVID-19 Self Report Portal or by calling 919-530-3219 to be advised of a release date from quarantine or isolation that conforms to the campus protocol.
Campus Events and Gatherings

The CDC continues to recommend that large gatherings be avoided, particularly those where distancing cannot be maintained between people from different households.

Currently, all events and gatherings events at NCCU must meet the following criteria:

1. All persons must wear face coverings indoors at all times except when eating or drinking.
2. Masks must be worn outdoors if distancing cannot be managed.
3. Hand sanitizer and disinfectant products should be readily available.
4. Maximum capacity will be determined on a case-by-case basis.
   a. Organizer must complete and submit a Pre-Event Verification form 7 days prior to the event and receive approval.
5. Events should be capped at the maximum approved capacity and utilize a ticket or RSVP system to ensure maximum capacity is not exceeded.
6. Close contact should be minimized to the extent possible.
If conditions change (e.g., rise in cases on campus), all non-essential events may be cancelled or postponed in order to best “Protect the Nest.”

**Tuition & Fees**

Tuition and fees are based on a student’s admitted status:

- Online - 22-fully online bachelor’s and master’s degree programs via NCCU Online.
- Main campus - undergraduate, graduate or professional degree program that is offered on NCCU’s campus. A student who is enrolled in a main campus degree program can enroll in online courses. If your degree program is offering sections of online courses, you will still be charged as a main campus student.

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 2021-2022 academic year.

**Academic Affairs**

**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, courses will be offered in the instructional delivery modes that were effective in Fall 2019.

**Requirements for All Courses**

Every course will continue to 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 a 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 will continue to be made by the department chair and dean in consultation with the faculty member scheduled to teach the course.

Face-to-Face Instruction

Face coverings will continue to be required indoors for the time being. Students and faculty should continue to clean and disinfect spaces between class sections.

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

Courses in this category will follow the instructional delivery mode that was utilized in Fall 2019. Should it become necessary to transition to another instructional delivery mode, the unit will follow the previously developed contingency plan.

Training, Consultation and Resources

Resources, training and support will remain available through the Office of e-Learning, Office of Faculty Professional Development, and the University of North Carolina System Office.

In the event there is a need to transition to online or hybrid learning, the resources developed by the Division of Extended Studies and the Office of Faculty Professional Development remain available to support NCCU faculty and students.

Classrooms and Teaching Laboratories

NCCU will continue to utilize technology in instructional spaces. The following safety measures are in place in these spaces:

- Face masks, health surveys, and other measures will continue to be required to mitigate risk.
- Hand-sanitizer is available at the entrances to the room or within the room.
- Rooms are cleaned and disinfected daily.
- Disinfectant products will be provided within each room, and students and faculty are asked 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.

The Office of Student Accessibility Services notifies instructors, through formal correspondence, when students will not be present in class and helps arrange for online coursework. Instructors can also retrieve COVID student accommodation letters through the Accommodate portal.

Instructors are prohibited from disclosing to their students or other employees any COVID information they may receive from students or colleagues. NCCU has a well-defined, and well-practiced communication and notification system to ensure those who need to know about a positive test result or close contact are notified in a manner that protects, to the extent possible, confidentiality and ensures that information disclosed is factual, appropriate, and does not lead to unnecessary panic. Failure to follow this protocol violates the NCCU COVID-19 Code of Conduct and is grounds for disciplinary action up to and including dismissal.

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 and email campaigns, text messages and virtual webinars are deployed via WebEx, Jabber, Admit Hub 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 has a communication plan that is reviewed and assessed weekly to meet students’ needs.

The University developed an alert notification in the myEOL intranet portal for students to confirm they have read and understood all communication regarding the return to campus for Fall 2021. This confirmation aligns with informing students of critical information regarding their safety and well-being. We have also added on the MyEOL portal an enrollment confirmation notification for students to finalize the validation process by census.
Child Development Laboratory

The NCCU Child Development Laboratory is closed and will remain closed through May 2022.

Research Facilities

Research facilities on the campus of North Carolina Central University located in the Julius L. Chambers Biomedical/Biotechnology Research Institute (JLC-BBRI), the Biomanufacturing Research Institute and Technology Enterprise (BRITE) and the Mary Townes Science Complex are committed to adhering to all NCCU COVID-19 instructions and policies.

International Students and Study Abroad Programs

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

The university encourages international students to consider vaccinating wherever they are (ideally completing a series, if needed). NCCU is currently accepting vaccines that are authorized or approved in the United States by the FDA (Pfizer-BioNTech, Moderna, and Johnson & Johnson (J&J)/Janssen COVID-19 vaccines) or those authorized by the World Health Organization (e.g., AstraZeneca/Oxford and Sinopharm). Vaccines that are not FDA-authorized/approved or WHO-listed will not be accepted as a valid vaccine for any purpose. While public health experts do not recommend interchanging brands of vaccines at this time, NCCU will share updated guidance regarding this issue as it becomes available.

New International Students

- The incoming international students will follow the instructions they receive 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 will then move 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

- 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 Optional Practical Training (OPT) and Curricular Practical Training (CPT), and updates from SEVP.

Study Abroad

Due to COVID-19, NCCU has put on hold all study-abroad programs until further notice. Study abroad information sessions are available by contacting oia@nccu.edu.

Student Affairs

Student Health

1. All students will be asked to complete an electronic medical health form, to help identify those with medical conditions that increase the risk for severe illness from COVID-19, based on CDC guidelines.
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.
   - Pre-screening via telephone for students with COVID-19 symptoms.
   - Contact-less check-in.
   - Telehealth visits for evaluation of acute respiratory illnesses.
   - Separate clinic for Wellness, Women’s Health and Immunization programs.
3. A campus-wide COVID-19 and flu vaccine campaign will be implemented.

Health Promotions and Education

- Student Wellness Basics Campaign: Student-led video/social media campaigns focusing on overall well-being such as restful sleep, stress relief, exercise, healthy diet, and personal responsibility for one’s health and how it impacts the overall community.
  - 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.

- **COVID-19 Educational Campaign**: Student-led video/social media campaign focusing on vaccine hesitancy, symptom awareness, prevention, temperature checks, social distancing, 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, and 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 resource 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.**

- **Incentivize student programs that support COVID-19 vaccination, 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 Union Facilities**

**Considerations to decrease the risk of exposure within the Student Union**

- 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, and LGBTQ).
- New guidelines and requirements for special event reservations.
Student Union Game Room and E-Sports Center Located in Elder Student Union

- Hours of Operations 12:00 pm-5:00 pm
  - Closed 2:30 pm – 3:00 pm for cleaning
- Maximum occupancy = 20
- Use hand sanitizer prior to handling any equipment (i.e. cards, board games, etc.)
- Limit of two people/billiards table
- Pool sticks will be sanitized after each use
- Provide proof of completion of the COVID-19 Daily Health Tracker
- Gaming stations will be disinfected before and after every reservation
- Gaming stations will be organized to provide distance

Public Transportation/Eagle Shuttle

Persons who use public transportation including both the Eagle Shuttle and the Eagle After Dark Shuttle, must wear a mask to enter the bus, avoid touching surfaces with hands, and maintain distancing between passengers. All shuttle vehicles will have hand sanitizer dispensers installed for use as passengers entering the bus. After disembarking, riders should wash their hands immediately or use hand sanitizer.

Residential Life

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 for Shared or Congregate Housing.

- Residents will be required to practice distancing and wear face coverings in shared spaces, including lobby, elevators, hallways, laundry, and kitchen areas.
- Residents will be permitted a maximum of 2 visitors per room/suite. Visitors are limited to NCCU students only.
- 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 will be provided to all students.
- Surface disinfectant is being provided in all common areas and shared bathrooms.

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

- Roommates and suitemates will be treated as a family unit. Six-feet spacing will 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.
- Increasing the frequency of cleaning of common areas.
- Requiring the use of cloth face coverings or masks in common areas.
- Limiting capacity in dining spaces, lounges, and common areas via a reservation and/or check-in process as appropriate, based on residence hall.
- Re-configuring 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, and videos), with hand sanitizer widely available in common areas and rooms.
- Enhanced cleaning in all common areas and for high-touch surfaces. Set a cleaning schedule of immediately after scheduled activities or every 30 minutes to an hour. Custodial workers will be provided with 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.
• Increased signage throughout the halls indicating the number of students and or persons permitted in a community space.
• Removing high-touch items from all common areas (magazines, pens, and games).

Residence Hall Move-in (First Day of Classes: August 16, 2021) Timeline:
August 11-August 14

• All students will select an appointment date and time for move in. All appointments will be set to allow for maximized social distancing.

General Procedure

• Phased move-in procedure.
• Maximize the use of Drop-and-Go.
• Students will be permitted one helper.
• All students will complete a rapid and PCR COVID-19 test prior to being allowed to move into the residence hall.
• Regular cleaning of high-touch areas throughout the move-in process.

Human Resources

NCCU faculty and staff are expected to engage collectively in health and safety measures that help reduce the transmission of COVID-19 and protect our campus and local community members. The university’s commitment to comply with these community standards – and to lead by example – is important to helping create a healthy and safe community. All faculty and staff are expected to know and follow the community standards as a condition of employment.

In cases where university employees knowingly choose not to follow COVID-19 protocols or processes, it is the responsibility of the supervisor to initiate disciplinary action up to and including termination. The Office of Human Resources stands ready to assist if situations arise where disciplinary action becomes necessary.
Privacy and Confidentiality

HIPAA, or the Health Insurance Portability and Accountability Act, protects individual’s private health information from being shared by certain “health care entities” without patient consent. The health care entities that HIPAA regulates are:

- Health insurance companies, Medicare, Medicaid or employers who run self-funded health plans;
- Business associates, such as health care providers, hospitals, nursing homes or anyone actually delivering a health care service; and
- Subcontractors of business associates, such as health care clearinghouses or billing companies that may transfer patient data.

The university is NOT a health care entity and cannot be violation of this Act.

Further, it is not a violation of state confidentiality laws to ask faculty and staff if they have been vaccinated nor is it a violation to request that they upload their vaccination cards. The EEOC states that it is legal so long as the employer is merely asking that information for safety purposes and to ensure that the work environment is safe.

Travel Policies

Restrictions on university related *domestic* travel previously issued by the UNC System Office have been rescinded, however, NCCU will only approve University-sponsored (paid for by the University) travel for employees and students who have been fully vaccinated and have uploaded proof of vaccination using the NCCU COVID-19 Vaccine Card Upload link. Students or employees with an approved vaccination exemption will be required to obtain a PCR test 48 hours prior to travel and a second PCR test 72 hours after returning home. After travel, non-vaccinated employees must remain quarantined pending a negative result. Failure to follow this policy will result in disciplinary action.

Prior to the Travel Office approving University travel, you are required to allow for verification of your COVID-19 vaccination via the NCCU COVID-19 University Travel Vaccination Verification. Once approved, the traveler and Travel Office will be notified.

Due to the severity of COVID-19 conditions in some international destinations, *foreign* travel remains restricted to travel determined essential for academic research or university business AND approved by the Chancellor following a
favorable recommendation from the appropriate Vice Chancellor, Dean or Director. For athletic events, relevant guidance issued by the NCAA and MEAC are considered.

The types international travel that may qualify for an exception include:

- Travel intended to assist in the assessment of, treatment for, or research relating to, COVID-19 or other critical health care issues.
- Travel relating to the University’s legal, risk management, or emergency response efforts relating to COVID-19.
- Travel required to assure the continued operations of the University in response to COVID-19.
- Travel that is necessary and time-sensitive to preserve the safety of a research subject or the results of a substantial and ongoing research activity.
- Travel that is required to complete a grant or award requirement or deliverable for which the failure to perform will substantially jeopardize the continuation of grant or award.
- Travel to appear in any legal, judicial, or regulatory proceeding on behalf of the University as a party, a witness, or as necessary to assist the University in the proceeding.
- Travel that is necessary to meet a requirement for graduation this semester, that cannot otherwise be postponed, and for which the failure to travel could result in the failure to receive a degree at the end of the semester.
- Travel that is part of a university-sponsored academic or athletic program that has been pre-approved by the Chancellor and subject to any necessary or appropriate requirements or conditions.

### Personal and University-sponsored Domestic Travel Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Not Vaccinated or Partially Vaccinated</th>
<th>Fully Vaccinated</th>
</tr>
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<tbody>
<tr>
<td>Get a viral test 1-3 days before trip</td>
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<td>✔</td>
</tr>
<tr>
<td>Wear a face mask, distance and wash hands often</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Quarantine for 7 days; upload negative PCR test collected 3-5 days after returning to Medicat</td>
<td>✔</td>
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</tbody>
</table>
Self-monitor for COVID-19 symptoms

<table>
<thead>
<tr>
<th>Personal and University-Sponsored International Travel Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirement</strong></td>
</tr>
<tr>
<td>Submit travel <a href="#">International Travel Form</a> prior to departing</td>
</tr>
<tr>
<td>Wear a mask, distance and wash hands often</td>
</tr>
<tr>
<td>Mandatory test required before flying back to the U.S.</td>
</tr>
<tr>
<td>Quarantine for 7 days</td>
</tr>
<tr>
<td>Upload negative PCR test collected 3-5 days after returning to Medicat</td>
</tr>
<tr>
<td>Self-monitor for symptoms for 14 days</td>
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**Athletics**

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, staff, prospective Student-Athletes and their families;
• Social distancing requirements for all athletic training injury treatment and rehabilitation, strength and conditioning sessions, and 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;
• Quarantine or isolation and return to participation protocols;
• Prevention and education plans for student-athletes, coaches, staff, fans, donors and athletics business partners; and
• Game day operations to ensure safety of all constituents attending competitions.

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.

**Information Technology Services**

**Loaner Equipment**

• Faculty and staff can request loaner PC or Apple laptops based on availability.
• Students can request loaner Chromebooks based on availability.

**Virtual Services**

• Virtual desktops and applications are made available via NCCU’s virtual environment called EagleApps.

[Technical Support] – 919-530-7676

• Personal computer repairs are available for students in Shepard Library.
• University computer repair and other services are available both remotely and through the service request process for drop off or in person.
• Opportunities for training are conducted via established in person and recorded training videos.

**Facility Management and Operations**
Facilities Operations

The CDC and OSHA have both issued important guidance on ways to improve ventilation in buildings based on ASHRAE Guidance for Building Operations During the COVID-19 Pandemic. Facilities Operations has reviewed and implemented many of these measures to improve airflow and quality and slow the spread of COVID-19 in NCCU facilities.

1) Assessed HVAC systems and building automation controls in academic and residential hall facilities to ensure proper operation.
2) Increased scheduled routine air filter changes from yearly to twice a year.
3) Ensured preventive maintenance services were in place to ensure system reliability.
4) Inspected buildings and reviewed automated control parameters. These inspections are ongoing.

Facilities Operations essential personnel have continued to report to work throughout the pandemic. As such, building systems continued to run in normal operation, which avoided issues surrounding system stagnation and start-ups.

Building Environmental Services

NCCU Building Environmental Services teams clean academic and common residential spaces based on CDC guidelines for disinfection using EPA-approved disinfectants. However, housekeeping alone cannot clean or disinfect behind each person so during this crisis sanitation is everyone’s job.

Building occupants and other users are encouraged to disinfect office 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 how employees can order COVID-19 supplies is available on the Environmental Health and Safety website. Always follow manufacturers' instructions and recommendations for chemical disinfectant use.

Campus Recreation and Wellness

Campus Recreation and Wellness is will continue to operate in-person programs and facilities within the following guidelines.
Please note: Campus Recreation and Wellness reserves the right to alter the rules and guidelines as needed. Campus Recreation and Wellness reserves the right to deny entry and remove individuals from the facility who are failing to follow procedures. Any student not adhering to the guidelines will be sent to conduct for violating the “Protecting the Nest” guidelines.

Hours and Facility Signage

Appropriate signage has been placed denoting safety protocols and facility hours. All communication of new and updated rules will be sent via email to members, posted on Engage, and sent in an email to students prior to opening the facility.

Safety Measures for Patrons

- Signage will be posted regarding social distancing and other rules for patrons to remember.
- Patrons will be required to wash or use hand sanitizer prior to entering the facility.
- Patrons will be required to use disinfecting wipes prior to and after each use of equipment. When possible utilize a towel as a barrier on all upholstery and bare skin. Patrons will provide their own towels for use.
- Patrons are encouraged to use only one piece of equipment at a time (i.e., no circuits or “super setting”) so that machines are cleaned after use.
- Encourage patrons to consider limiting workout length to avoid unnecessary exposure, decrease congestion, and allow for additional sanitization.
- Patrons will be encouraged to lift a safe weight appropriate manner, whereas to not require a spotter.

Employee Considerations

- The employee will be required to follow university protocol for completing any required surveys prior to attending work each day. Employees will follow protocol set forth by human resources and or environmental health and safety office.
- Staff will wear face coverings when social distancing is not an option. They may provide their own coverings or one will be provide for them. Other PPE, such as gloves will be, provided when needed.
• Hand sanitizer will be located throughout the facility but does not replace good handwashing practices. Hands are to be washed immediately after removing gloves. Employees will be required to wash hands and/or use hand sanitizer prior to entering recreational spaces.
• Establish social distancing when on duty. No more than one person at each of the staff stations.
• Employees should increase hygiene practices—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing.
• Campus Recreation and Wellness will work closely with Student Health, Environmental Health and Safety and any other require entities for any potential COVID-19 cases (e.g., monitor and trace COVID-19 cases, deep clean facilities)

Facility Considerations

• **Staffing**- Campus Recreation and Wellness relies heavily on student staff to assist in management and operation for the fitness center and other programs. Campus Recreation and Wellness will continue to utilize students during the phased opening process. Student staff will be expected to complete the daily COVID Screener.
• **Social Distancing**- Campus Recreation and Wellness will continue to encourage social distancing while exercising. Signage will be visible to patrons and will self-monitored.
• **Social Distancing Guidelines**- Patrons are encouraged to maintain 6 feet between participants at all times. There will be no shared equipment. Patrons will not be allowed to “work-in” sets. Patrons are discouraged from circuit workouts and are encouraged to use one piece of equipment at a time.
• **Equipment Check-out**- All Campus Recreation equipment will be available for check-out and cleaned after each use.
• **Group Exercise Classes**- Campus Recreation and Wellness resumes live group exercise classes along with virtual.
• **Cleaning Equipment**- Patrons are expected to clean equipment prior and after each usage with the provided disinfected spray/wipes. Staff will also be rotating cleaning equipment on hourly basis. End of the evening all equipment, handles, seating, and hard high touch services will be cleaned
and sanitized. The fitness center will close for 30 minutes for cleaning and disinfecting the space between reservation times.

- **Cleaning Facility Space**- Facility Operations will clean the floor, water fountain, railings, door handles, of both the first floor and second floor facility.
- **Locker room space**- Will be open for use. Social distancing is encouraged and will be self-monitored.

**Programs and Services**

**Fitness Center**

The Fitness Center will continue to operate on the block schedule and reservation basis. Capacity will be determined based on social distancing guidelines. The center will be open for 90 minutes blocks and closed 30 minutes for cleaning and disinfecting. Campus Recreation reserves the right to change or alter capacities as needed.

- Family recreation policy and guest policy will resume
- Patrons are asked to arrive at the fitness center ready to participate.
- Patrons are asked to bring a refillable water bottles.
- Face coverings will follow NCCU’s indoor facility policy of facemasks required in fitness center and gym.
- Patrons are encouraged to social distance at all times in the facility.
- Patrons are expected to clean equipment prior and after each usage with the provided disinfected spray/wipes.
- Patrons are encouraged to use only one piece of equipment at a time (i.e., no circuits or “super setting”) so that machines are cleaned after each use
- Patrons will be encouraged to lift a safe weight appropriate manner, whereas to not require a spotter.
- Patrons will not be able to “work-in” sets.

**Courts**

- Racquetball courts will open Fall 2021. Capacity will be limited to five patrons, as the space is used for activities other than racquetball.
- Basketball Courts will be available for open play. Students will be required to reserve spots as only 10 individuals will be allowed to participate per court. Currently, there is only one operational court. Prior approval is required for other activities in the space provided.
**Group Exercise**

- Combination of virtual and live classes.
- Class size will be limited to ensure proper distancing.

**Programming**

- Patrons may have the opportunity to reserve basketball courts and play informal basketball.
- In-person intramural sports programs will be offered in the fall for students. Specific guidelines will be set based on each activity.
- Eagle Venture trips will be offered to students. Specific guidelines will be set forth based on specific activities.

**Leroy T. Walker Complex Aquatic Facility**

The NCCU Aquatic facility are only available to NCCU students, faculty, and staff who possess a valid NCCU One Card. Faculty and staff open swim times will resume beginning the start of summer session I, through Fall 2021 Semester from 12 p.m. to 1 p.m.

**COVID-19 Mitigations**

- Wear a mask when you are not in the water – take care not to allow your mask to get wet.
- Wash hands with soap and water or use hand sanitizer regularly.
- Hand washing stations are in locker rooms.
- Signage has been placed throughout facility to educate about COVID and NCCU policies and procedures in place.
- Disinfectant supplies for between class cleaning are supplied and distributed by the entity utilizing the facility.

**Cleaning and Disinfecting**

- All cleaning and disinfecting will be done prior to opening, after each class, and upon the day's closing.
- The facility will meet all North Carolina bathing and aquatic codes as well as CDC Aquatic Facility Guidelines.
- Objects cleaned before opening, in-between classes, and closing consist of all handrails, door handles, water fountain, and pool deck.
• All cleaning and disinfecting coincide with the daily opening and closing procedures required by the National Swimming Pool and Spa Association, North Carolina Department of Health and Human Services, and North Carolina Aquatic Bathing Codes.