

NOVEL CORONAVIRUS (COVID-19): STUDENTS' GUIDELINES FOR RETURNING TO CAMPUS



**NORTH CAROLINA
AGRICULTURAL AND TECHNICAL
STATE UNIVERSITY**

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The guidance within this document will remain in place until or unless otherwise amended by the state, the UNC System or North Carolina A&T State University.

Permission was granted from Duke University to use the “Duke Guide for Returning to the Workplace” as a model for this document. Other resources include The Centers for Disease Control and Prevention, the State of North Carolina and The University of North Carolina System.

North Carolina Agricultural and Technical State University (N.C.A&T) does not discriminate against any person on the basis of age, color, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by law. | N.C. A&T is an AA/EEO and ADA compliant institution.

IN-PERSON AND ONLINE INSTRUCTION

As the Fall 2020 Planning Committee continues its work toward a detailed blueprint for reopening North Carolina Agricultural and Technical State University this fall, the following information on health, safety and instruction protocols is being shared to help new and continuing students and their families make preparations for the fall term.

As North Carolina A&T reopens this fall, the university plans to offer a wide range of course offerings, both in person and online. Where large or heavy demand courses are offered, the university will strive to provide both in-person and online course sections.

For in-person instruction, the following protocols will be in place and enforced in classroom settings:

IN-PERSON AND ONLINE INSTRUCTION



- The University Registrar will enroll in-person classes at no more than 1/3 their actual capacity to allow for social distancing between students.
- Students and faculty are encouraged to practice social distancing (see page 8).
- Students and faculty are strongly encouraged to wear face masks or cloth face coverings to reduce the potential spread of the novel coronavirus, COVID-19, from person to person.
- Students and faculty are encouraged to procure or make their own face masks/ cloth face coverings to protect themselves and their peers even if university provided coverings are not available. The university will make face masks available as long as supplies last.
- Students and faculty are also encouraged to use hand sanitizing stations at the entrances to classroom buildings prior to entering classrooms.
- Students and faculty are further encouraged to bring hand sanitizer with them and sanitizing wipes to disinfect the surfaces of desks and learning stations both before and after use.
- Students and faculty experiencing symptoms consistent with coronavirus infection are strongly encouraged to avoid classroom settings and seek care from either the campus Student Health Center or their independent health care provider.
- Any student who is unable or unwilling to wear a mask or face covering, for whatever reason, should consider online courses, as allowing students in campus classrooms who are not compliant with this protocol could undermine its efficacy and encourage other students to do the same.

IN-PERSON AND ONLINE INSTRUCTION



Click on image above to view the Remote Learning Guide

For students learning online:

- Online classes will be asynchronous, with possible synchronous elements. Therefore, you will be able to learn at your own pace.
- The **Remote Learning Guide** has been posted to help you prepare to effectively learn online.
- Faculty are being trained to teach effectively online.
- Colleges will provide the technology specifications needed for the online courses—tools for learning online.
- Academic advisors, tutors, counselors and writing assistance, etc., will be available for all online learners.
- Online learners will be able to access special accommodations—accessibility resources.
- Online learners will be provided with a list of support services that are available to distance education students.
- Online learners will know who to speak with if there are difficulties learning in class.
- Online learners will have access to career services and other experiential learning opportunities.



HEALTH AND SAFETY

Students and employees should wear face coverings when inside any N.C. A&T facility where others are present.

Students should bring face masks/cloth face coverings to campus, as well as cleaning and disinfecting supplies to maintain cleanliness in personal living and study areas. Each member of the N.C. A&T community will have the responsibilities of maintaining a healthy lifestyle and adhering to recommendations from the U.S. Centers for Disease Control and Prevention (CDC), state and local health agencies and the university.

[CLICK HERE TO LEARN HOW TO MAKE AND WEAR CLOTH FACE COVERINGS](#)

TYPE	 CLOTH FACE COVERING	 DISPOSABLE MASK	 MEDICAL-GRADE SURGICAL MASK	 N95 RESPIRATOR
DESCRIPTION	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
INTENDED USE	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

On-campus Services

The Student Health Center has worked closely with the Guilford County Public Health Department throughout the COVID-19 pandemic and will continue that work as students, faculty and staff return to campus this fall.

In addition to its comprehensive laboratory capabilities, the Student Health Center has a full-service pharmacy, offers psychiatric care and provides a wide range of general medical care.

While the Student Health Center is currently limited in its ability to test for COVID-19, the health center should be the first point of contact if a student believes they have been exposed to coronavirus. The Student Health Center can test for other possible causes of symptoms similar to COVID-19 such as flu and mononucleosis.

The Student Health Center has made preparations to safely attend to both ill and well patients. Students who come to the Student Health Center with respiratory illnesses have a special check-in area and a social-distanced waiting area and will be cared for by a rotating team of professionals to limit exposure to other patients and staff in the building.

HEALTH AND SAFETY

Testing and Care



Self-check is available through the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, to help you make decisions and seek appropriate medical care.

If a student has been exposed to COVID-19, they will be tested and isolated until test results are received. Health professionals in the Student Health Center will evaluate symptoms and make a recommendation for symptom management or further treatment at a local hospital. Health care professionals on campus can provide video health visits via TeleHealth to monitor symptomatic students in isolation, on or off campus. While isolated, support will be provided to ensure continuity of teaching and learning.

As directed by the CDC, high priorities for COVID-19 testing are hospitalized patients with symptoms, healthcare facility workers, workers in congregate living settings, first responders with symptoms and residents in long-term care facilities or other congregate living settings with symptoms.

Other priorities include persons with symptoms of potential COVID-19 infection, including fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat. Also, others in the high priority for testing group include persons without symptoms who are prioritized by health departments or clinicians for any reason including but not limited to public health monitoring, sentinel surveillance or screening of other asymptomatic individuals, according to state and local plans.

All students should plan to self-screen regularly for any potential of infection with coronavirus. That includes regular temperature checks and noting any symptoms consistent with infection.

****NOTE:** N.C. A&T Health Services is in preliminary discussion with its external lab partner Quest to provide COVID-19 testing. As with most non-emergency clinics, the Student Health Center is not a high priority to receive tests and in late May had about 20 tests on hand.

SYMPTOMS



HEALTH AND SAFETY

Deep Cleaning and Daily Sanitization

Recognizing the special challenges of preventing the spread of coronavirus, N.C. A&T will employ deep cleaning and daily, stringent attention to campus cleaning and sanitization in response to the novel coronavirus, COVID-19.

- Housekeeping teams will clean lobby areas and heavy traffic areas daily, based on CDC guidelines for disinfection and Occupational and Environmental Safety protocols.
- Students are encouraged to bring sanitizing wipes and hand sanitizer with them to any on-campus classes or meetings and wipe down surfaces where they will be seated prior to the class or meeting.
- The Office of Facilities will maintain hand-sanitizer stations at major building entrances, elevator stops, auditoriums, classrooms, computer rooms and high-traffic areas across the campus. The university will supply disinfectant, initially, then students in individual study/work spaces will be responsible for frequently disinfecting their own areas.
- Research laboratories will undergo an additional cleaning checklist, specific to their needs.

Student Health Center

The Student Health Center has taken the following steps to mitigate the spread of disease:

- Expansion of waiting areas for individuals who may be sick and isolation from those who are well and not visiting the center for coronavirus-related concerns.
- Installation of plexiglass at reception areas, nurse stations and throughout waiting areas.
- Activation of an established “treatment team,” in which sick patients will receive care from the same nurse and provider in order to decrease or eliminate cross contamination or exposure to potential COVID-like illnesses. Establishment of this team also provides consistency in care provided and helps with contact tracing (if necessary).
- Additional NCL Sanitation (proven to kill COVID-19) wipes have been purchased and will be used in areas that may have come in contact with the COVID-19 virus.
- Setting of daily sanitizing times of commonly touched surfaces such as doorknobs, elevator buttons, keypads, tables, chairs and other associated areas.
- Patrons will be offered hand sanitizer and mask upon entry (if the patron does not already have a mask or face covering).
- All health center staff members will be required to wear masks and maintain social distancing, when possible.
- Increased stockpile of health care supplies such as masks, gowns, gloves and face shields.
- Additional housekeeping staff will be added (pending approval).

HEALTH AND SAFETY

Student Center

- Housekeeping staff will provide cleaning on a continuous basis during hours of operation. Deep disinfection and sanitization will be conducted after hours, in preparation for the next day. Cleaning and disinfectant products will be used on common-use surfaces daily to lessen the spread of germs.
- Restrooms: Housekeeping staff will provide continuous restroom cleaning throughout the day, checking supplies and wiping down counters, sinks, door handles, mirrors and stalls. Each restroom will be closed at predetermined times throughout the day for disinfection. Deep cleaning of restrooms will be performed after hours.
- Offices: Housekeeping staff will provide cleaning of office areas such as vacuuming, trash removal and will wipe down common area surfaces. Staff will be asked to use provided disinfectant wipes to clean their workstations or areas daily to lessen the spread of germs.
- In addition to nine current hand sanitizing stations throughout the facility, at least 10 more stations will be purchased and placed throughout the facility. Sanitizer will also be provided in smaller bottles at service areas and for staff workstations and workrooms.
- To assist with increased cleaning needs, the center will hire additional temporary housekeeping staff to maintain facility disinfection.
- Face coverings will be provided for student employees until no longer necessary.

Campus Recreation Center

- Continuous rounds of cleaning will be undertaken by the housekeeping staff on each floor during operation hours. Disinfection and deep cleaning will take place after hours of operation for the next day.
- Restrooms: Housekeeping will provide continuous restroom cleaning throughout the day, checking supplies and wiping down counters, sinks, door handles, mirrors and stalls. Each restroom will be closed at predetermined times throughout the day for disinfection. Deep cleaning of restrooms will be performed after hours.
- Three disinfectant wipe stations will be available for patrons to wipe equipment before and after use. Staff will also sanitize and disinfect equipment on a routine basis.
- Fifteen hand-sanitizing stations are currently spread throughout the facility for use, and 10 additional stations will be added. Additionally, small bottles of hand sanitizer will be placed at service areas and for staff workstations and workrooms.

HEALTH AND SAFETY

Face Coverings

While some face coverings will be made available (while supplies last), students will be encouraged to bring their own masks or face coverings. Students and employees will be asked to wear face coverings when inside any N.C. A&T facility where others are present.

Housing and Residence Life

Novel coronavirus (COVID-19) has significantly impacted the on-campus housing experience. Subsequent guidelines are applicable to all residential students:

- Per guidance from the UNC System, student housing options will be double occupancy on UNC campuses, including N.C. A&T. Single occupancy will only be available in extenuating circumstances.
- All university housing spaces are treated with an electrostatic misting machine that kills bacteria and other disease-carrying microbes. Housing spaces are deep-cleaned by a university-contracted cleaning company. Following deep cleaning, residential spaces will receive a second treatment of the electrostatic misting machine.
- DHRL will continue to implement and modify its cleaning protocols to address COVID-19 and minimize spread of disease.
- Hand sanitizer stations are located in all residence hall lobbies.
- Suite and traditional style halls will be cleaned twice daily, seven days a week, including all common areas, lounges, study rooms, computer labs and community bathrooms, as well as common surfaces (doorknobs, glass surfaces, etc.) in traditional halls.
- DHRL will educate and inform residential students on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within residence halls.



HEALTH AND SAFETY

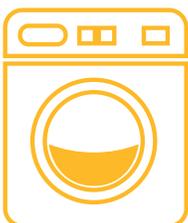
Use and Care of Face Coverings



Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.



Ensure the face covering/disposable mask fits over the nose and under the chin.



Cloth face coverings should be properly laundered with regular clothing detergent before the first use and after each shift.

Putting On the Face Covering/Disposable Mask:

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

Taking Off the Face Covering/Disposable Mask:

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

Care, Storage and Laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after each use.
- Cloth face coverings should be properly laundered with regular clothing detergent before the first use and after each shift.
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing:

Maintaining distance between individuals is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if there are no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Situations that would violate social distancing should be avoided. If unavoidable, use face masks/face coverings.

Always stay at least 6 feet (about two arms' length) from other people.



Do not gather in groups of 10 or more.



Stay out of crowded places and avoid mass gatherings.



HEALTH AND SAFETY

Handwashing:

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



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

Gloves:

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

Goggles/Face Shields:

While goggles or face shields may need to be worn in certain work areas, the majority of staff will not need to wear them as part of general activity on campus. Good hand hygiene and avoiding touching the face are generally sufficient for nonhealthcare environments.

Cleaning/Disinfection:

Housekeeping teams will clean lobby areas, and heavy traffic areas, based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities also will maintain hand-sanitizer stations at major building entrances, elevator stops, auditoriums, classrooms, computer rooms and high-traffic areas. The university will supply disinfectant, initially, then employees in individual workspaces will be responsible for frequently disinfecting their own areas.

Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings. Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Research laboratories will undergo an additional cleaning checklist.

Coughing/Sneezing Hygiene:

In a private setting without a cloth face covering, remember to always cover mouth and nose with a tissue to cough or sneeze, or use the inside of the elbow, then throw used tissues in the trash. Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.



Remember to always cover mouth and nose with a tissue to cough or sneeze, or use the inside of the elbow



HEALTH AND SAFETY

Guidance for Specific Campus Scenarios

Public Transportation/Aggie Shuttle:

If the use of public transportation or the Aggie Shuttle is necessary, wear a face covering before entering the bus and avoid touching surfaces with hands, if possible. Upon disembarking, wash hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing the mask.

Using Restrooms:

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

Using Elevators:

No more than two people may ride an elevator at a time; use the stairs whenever possible. If using the elevator, wear a mask or face covering and avoid touching the elevator buttons with exposed hand/fingers. If possible, use elbow to press buttons. Wash hands or use alcohol-based hand sanitizers as the preferred forms of hand hygiene upon departing the elevator.

Meals:

Before and after eating, wash hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, wear a mask or face covering until ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if reasonable.

Laboratory Work:

Specific criteria will be provided for students working in laboratory environments.

CAMPUS ENTERPRISES

Dining Hall and Retail Operations

Cleaning

- Self-service will not be available at resident dining, retail and catering facilities and events.
- The number of touchless hand sanitizing stations will be increased at each location.
- All surface areas will be wiped down, cleaned and sanitized every 30 minutes at each location.
- Ongoing and routine disinfection will be performed on high-touch areas and shared objects—such as doors, doorknobs, rails, payment terminals, countertops, tables and trays—with an approved disinfectant as well as increasing disinfection during high traffic times. Booths and dining tables will be disinfected between uses.
- Staff will wash hands frequently and use hand sanitizer.
- Hand sanitizer stations, soap and hand-drying materials will be checked and refilled frequently.

Type of hand sanitizer

- Hand sanitizer will be at least 60% ethanol alcohol based.

Additional Staff

- Sodexo will employ additional staff to serve, monitor and clean all areas that previously were self-service, such as pizza, grill, salad bar, bread station and condiments. Additional utility staff will be in place for increased cleaning of all high touch areas.

Face Coverings

- All staff will wear masks and disposable gloves as per state/regulatory agencies' (e.g., NCDHHS) requirements.
- Sodexo will not provide masks. Patrons will be responsible for their own face coverings.

CAMPUS ENTERPRISES

Campus Enterprises Service Units

- Increase the total number of touchless hand sanitizing stations at each location.
- All surface areas will be wiped down, cleaned & sanitized every 30 minutes at each location.
- Perform on-going and routine disinfection of high-touch areas and shared objects—such as doors, doorknobs, rails, payment terminals, countertops,—with an approved disinfectant as well as increasing the disinfection during high traffic times.
- Staff will wash hands frequently and use hand sanitizer.
- Check and refill hand sanitizer stations.
- Staff will wear mask and disposable gloves during service transactions.

Facemasks

- All staff will wear masks and disposable gloves as outlined per the state/regulatory agencies' (health dept.) requirements.
- Masks will not be provided to the students from Campus Enterprises. Patrons will be responsible for their own masks.

Social Distancing Signage - All Campus Enterprises Areas

- Signs/floor decals will be strategically placed throughout all locations reminding of social distancing & traffic patterns.
- Reduce seating capacity where applicable and post signage.
- Encourage the 6-foot rule through signage inside and outside of all locations.
- Encourage customers and vendors to wear face coverings.
- Stanchions will be utilized to guide customers through service areas.
- Reminder of the 3 W's.