



PATRICK HENRY COLLEGE

SPRING 2022

COVID-19 MITIGATION PLAN

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EXECUTIVE SUMMARY

The COVID-19 Mitigation Plan outlined below will be in place for the 21/22 academic year at Patrick Henry College. This plan considers the experience acquired over the past 18 months and provides a path for the college to transition to normal operations. At the same time, this plan will also leave key structural components in place to ensure flexibility and community care. The goal of the leadership team is to keep many of the physical and sanitation improvements from last year in place to minimize virus/cold impact on campus. We saw many benefits from some of our changes and decided this approach would be the best strategy for the campus.

A. OPERATIONAL PROTOCOLS

I. Plan Oversight

The **Campus Team** overseeing this plan consists of the President, Executive Vice President, VP of Finance & Administration, VP of Advancement, VP of Institutional Effectiveness & Planning, Dean of Academic Affairs, Dean of Student Life, Director of Student Recruitment, and Director of Communications.

The **Coordinator** is the Executive Assistant to the President. The **Liaison** to the State Council of Higher Education for Virginia is the VP of Institutional Effectiveness & Planning.

To maintain quick and efficient procedures for outside assistance, any institutional contact to the **Loudoun County Department of Health** will occur through the Dean of Academic Affairs.

II. Check-in & Orientation for New & Continuing Students

The Office of Admissions will notify **new students** and accompanying guests that they will have to be able to answer negative to the following questions to be able to enter campus:

1. Do you have or have you experienced cold-like symptoms (congestion or sore throat) in the past 10 days.
2. Do you have or have you experienced flu-like symptoms or any combination of fatigue, cough, headaches, loss of smell or taste, body aches, or shortness of breath in the past 10 days?
3. Do you have or have you had a fever (100.4°F) in the past 10 days?
4. Have you been in close contact (less than 6 feet for more than 15 minutes) with anyone within the last 10 days who has been diagnosed with COVID-19?
5. Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

If a new student or accompanying guest answers yes to any of the above questions, and still wishes to enter the campus, they will need to produce a negative COVID-19 test before being allowed on campus. The college will work with any student who needs to delay their arrival until a later date. To prevent crowding conditions at Check-in time, the College will implement a staggered schedule for Check-in by appointments communicated by the Office of Admissions. If a student has a certificate of vaccination, the college asks that a copy be brought to the college for record keeping.

The Office of Student Affairs will notify **returning students** that they will have to be able to answer negative to the following questions to be able to enter campus:

1. Do you have or have you experienced cold-like symptoms (congestion or sore throat) in the past 10 days.
2. Do you have or have you experienced flu-like symptoms or any combination of fatigue, cough, headaches, loss of smell or taste, body aches, or shortness of breath in the past 10 days?
3. Do you have or have you had a fever (100.4°F) in the past 10 days?

4. Have you been in close contact (less than 6 feet for more than 15 minutes) with anyone within the last 10 days who has been diagnosed with COVID-19?
5. Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

If a returning student or accompanying guest answers yes to any of the above questions, and still wishes to enter the campus, they will need to produce a negative COVID-19 test before being allowed on campus. The college will work with any student who needs to delay their arrival until a later date. If a student has a certificate of vaccination, the college asks that a copy be brought to the college for record keeping.

III. Classroom Configurations

Patrick Henry College remains committed to educational excellence in the classroom and will continue with in-person instruction in the Fall 2021 and Spring 2022 semesters. Accordingly, the following actions will remain in effect to support our community's academic success and health throughout the terms:

1. Classroom enrollment capacities will be managed to promote physical distancing among students and faculty.
2. Available seating in classrooms will be determined by the administration and will be clearly designated on the doors; in most cases, seats/desks in excess of the revised capacity will be removed.
3. The College will continue to repurpose existing larger facilities for classroom use, including Town Hall, the Templeton Board Room, the Library Study Center, or other space as necessary.
4. Cleaning supplies will be available in each classroom; faculty/students will use these at the conclusion of each class period to clean the desks/tables in preparation for the next class.

IV. Physical Distancing

PHC will continue to encourage physical distancing where it is feasible and practical, tailored to the need of our community. PHC presumes that all members of the campus community want to protect the vulnerable and will therefore observe our policies and practices willingly. Correction, where necessary, should be offered kindly and received with humility.

V. Visitor Access and Facility Rental

The College welcomes visitors to the campus with the following guidelines.

1. Outside rental of facilities will be allowed. All participants will be asked to observe any and all existing health policies communicated at the time of the rental.
2. Visitors are required to sign in at the security desk and will be asked several questions before being granted access to the facilities.
3. Visitors are restricted to those who have had no flu-like symptoms in the previous two weeks or meet the CDC guidelines for resuming close contact with others: 3 days with no fever (100.4°F or higher) and respiratory symptoms have improved and it has been 10 days since symptoms first appeared.
4. Hand sanitizer stations will be provided at building entrance/exits and in the fitness equipment area.
5. Overnight guests in the residential dorms will not be permitted at this time.

VI. Corporate Travel Plans

Travel is an important part of sustaining the college and providing a student formation experience that is unique to Patrick Henry College. Travel will be allowed for students, faculty and staff with appropriate risk analysis taken into consideration for each trip.

VII. Fitness & Exercise Facilities

Patrick Henry College operates the on-campus H. Kyle Seale Fitness Center for the health and benefit of students, staff, and faculty. Only students, staff, faculty, and friends of the college (plus their families) are permitted to use the facility. Use by the general public is not permitted without prior approval. The fitness center is equipped with two hand sanitizing stations and one disposable disinfectant towel dispenser. For the health and safety of our patrons, everyone is required to wipe down equipment before and after each use with the provided disposable disinfectant wipes. The wipes must be properly disposed of in one of the two closed trash containers. Custodial staff cleans the facility on a daily basis.

VIII. Dining Services

The Dining Hall is available to students, staff, faculty, HSLDA employees, and guests seven days a week. During the semester, the hours of operation are posted online at <https://www.phc.edu/food-services>.

For Fall 2021 and Spring 2022, the following guidelines will be in place:

1. Patrons from the general public will not be granted access to dining facilities unless a guest or friend of the college.
2. Seating will remain limited in the dining area. Tables will be well spaced and overflow seating will be available in the gym.
3. Plexiglass dividers will remain installed at various stations to separate patrons and staff.
4. Patrons will not be able to self-serve at any food station. Only Dining Hall staff will serve food.
5. Readymade meals and pre-made salads will be available.
6. Tables, chairs, counter surfaces, and other commonly touched areas will be regularly cleaned during operation and prior to the next meal time.

IX. College Library

While the College Library remains committed to educational excellence and will continue to offer excellent support to all campus patrons, the following adjustments will remain in effect:

1. Maximum occupancy of the lower-level of the Library will be 18 seated patrons plus staff.
2. A barrier will be set up at the circulation desk to impede transmission of virus.
3. Returned books will be disinfected by an ozone generator or held in isolation for 96 hours before being re-shelved.
4. Shared staff workstations will be cleaned at every shift change.
5. Tables, chairs, and other high-touch surfaces will be cleaned twice a day. Custodial staff will clean and disinfect all library study areas weekly.

X. Campus Bookstore

The bookstore will retain the following practices:

1. Physical plexiglass barriers will remain in place.
2. Work surfaces will be cleaned at least twice a day.

XI. Cleaning & Disinfecting Protocols

The Custodial Department is responsible for maintaining the cleanliness and sanitation standards of the Barbara Hodel Center common areas, restrooms, fitness center and gym, Town Hall, the first floor of Founders, the library areas, and college-owned vehicles. All staff/faculty offices are cleaned by the occupant with college-provided cleaning supplies. Residence hall rooms, suite restrooms, and study rooms are the responsibility of the student residents during the semester and Custodial Department during the summer months.

In addition to their regular practices, the Custodial Department will retain the extra cleaning practices of this past year. These practices are as follows:

1. Hand sanitizer will be provided outside each classroom and in common areas.
2. Disinfectant and PPE will be provided in each classroom to allow all furniture to be wiped down after each class session. The responsibility of wiping down all desks and chairs will belong to the faculty and students.
3. The custodial staff will clean and disinfect all classrooms and library study areas weekly.
4. The custodial staff will clean the fitness center and gym equipment daily and will deep clean on a weekly basis.

In the event of a suspected or confirmed case of COVID-19, the College will adhere to CDC guidelines for cleaning exposed areas before reopening:

1. Exposed areas will be identified and closed. Custodial staff will wait 24 hours before cleaning.
2. Appropriate PPE will be worn by custodial staff while cleaning/disinfecting.
3. Outside doors and windows will be opened to increase ventilation.
4. All exposed areas and touched items will be cleaned and disinfected.
5. A high-efficiency particle air (HEPA) filter will be used to vacuum the air.
6. Routine cleaning and disinfecting will continue after reopening.

XII. High-Risk Faculty and Staff

High-risk faculty and staff are responsible to take appropriate actions to ensure they are safe while working on campus. Patrick Henry College will be completely open and faculty, staff and administration will be expected to perform all of their normal job duties on campus.

XIII. Communication Plan

The College Health Promotion Plan will be communicated to all faculty, staff, and students. The plan will also be posted on the internet for visitors and the local community to view. Updates to the plan will be made as needed.

XIV. Signs & Messaging

PHC will post signs in highly visible locations such as building entrances, restrooms, and the dining hall that promote everyday protective measures and describe how to prevent the spread of viruses.

XV. Face Coverings

Face coverings are welcomed at Patrick Henry College at all times. Under normal conditions, the use of face coverings to promote health is considered a matter of personal responsibility. As such, they are considered optional. Conditions may arise, however, when community health concerns would require the use of face coverings in certain on-campus settings. This determination will be made by the President of the College in consultation with the COVID-19 Mitigation Task Force.

If changes to this policy are required at any time during the year the College will communicate appropriately.

XVI. Soccer, Basketball, & Practices

PHC will have a soccer season in Fall 2021 and a basketball season in Spring of 2022—as long other colleges and universities are able to participate. The college will return to normal practice and game protocols with a couple of minor precautions. Hand sanitizer will be used by all players before practices and games and coaches will practice physical distancing during practice as much as possible throughout the season.

XVII. Regular Religious Services

Patrick Henry College will keep all Corporate Religious Chapel Services in the largest facility on campus, our gym. The County of Loudoun has posted on the Occupant Load Permit a “Maximum Occupancy of 1,786.” Students will be dismissed by groups to manage egress through the gym’s 12 doors. These religious services will be held at the same time and days as the normal semester schedule.

The facility may be set up to utilize both seating in chairs on the gym floor and/or seating in the bleachers. Physical distancing practices will be observed vis-à-vis a prescribed seating arrangement. Chapel will be set up by the Events and Office of Information Technology teams, ensuring both efficiency and safety. Chairs and seating will be placed to safely accommodate physical distancing practices, approximately four-foot center between chairs.

XVIII. Baccalaureate/Commencement Religious Services

Patrick Henry College will hold Baccalaureate and Commencement in the largest facility on campus, our gym, described above. Operations will return to normal unless specified otherwise by the President of the College.

XIX. Residence Life & Student Health Care

Information from public health officials that promotes everyday protective measures and describes how to stop the spread of viruses will be placed on campus bulletin boards.

The cleanliness of residence hall rooms, suite restrooms, and study rooms are the responsibility of the student residents during the semester. Disinfectant and PPE’s will be provided in each residence hall wing for sanitizing rooms, suite restrooms, and study rooms.

To support each student’s mental health, the College has contracted with local professional counselors to provide on-campus counseling for students free of charge. Appointments are held in their on-campus office. Meetings are scheduled through email: Tracy Carter, tbcarter@phc.edu

SECTION B. CONTAINMENT AND SPREAD PREVENTION

I. Daily Self-Evaluations

The College asks all students, faculty, and staff to participate in daily self-evaluations of health before participating in any aspect of in-person activities, classes, or work assignments. Non-contact thermometers will be available in each residence hall and at locations throughout the campus.

If you have been in close contact (less than 6 feet or more for more than 15 minutes) with anyone within the last 10 days who has been diagnosed with COVID-19 please follow SECTION B(V) **Close Contact Protocol** outlined at the bottom of page 9.

As a part of daily self-evaluations, the following questions outlined in the COVID-19 Daily Self-Monitoring Protocol below should be asked throughout the day.

COVID-19 Daily Self-Monitoring Protocol

- Do you have cold-like symptoms (congestion or sore throat)?
- Do you have flu-like symptoms, such as a fever (100.4°F), fatigue, cough, headaches, loss of smell or taste, body aches, or shortness of breath?

Students:

If you reply YES to the question above you must: 1) self-isolate in your dorm room or return home, 2) call/email your RA, 3) contact your professor and let them know you are not feeling well and will miss class, and 4) take your temperature at least twice per day. If conditions persist or worsen after 48 hours, seek out medical guidance for appropriate testing.

Employees:

If you reply YES to the question above you must: 1) self-isolate at home, 2) call/email your supervisor, and 3) take your temperature at least twice per day. If conditions persist or worsen after 48 hours, seek out medical guidance for appropriate testing.

Resident Assistants should immediately complete an RA Activity Log for any student who goes/stays home or remains in the dorm room as a result of the Daily Self-Monitoring Protocol or close contact with another individual who was diagnosed with COVID-19 within the last 10 days.

II. Sick On-Campus Student Protocol

If an on-campus student's Daily Self-Monitoring Protocol is unfavorable and they have notified the RA, the RA will arrange for delivery of meals from the dining hall.

If symptoms improve within 48 hours, the student may return to normal activities.

If symptoms do not improve, the student will seek out medical guidance for appropriate testing. While waiting for the test results, the student must continue to self-isolate and wear a face covering while leaving their room to use the bathroom and/or seeking medical attention. If a student chooses not to get tested, they will be moved to a quarantine location for a period of at least 10 full days (24-hour time periods) from when the symptoms first appeared.

If a student has a confirmed case of COVID-19, the student will not be permitted in the student's residence hall but will be placed in a PHC designated quarantine location for a period of at least 10 days from when the symptoms first appeared.

The Dean of Student Life will notify the affected faculty that the student is authorized for remote or hybrid instruction until further notice. During quarantine, meals will be brought in from the cafeteria, a student life professional will video conference with the student once a day to monitor their condition.

Students in quarantine may resume normal activities once cleared by the Dean of Student Life.

Emergency care will be provided for students who have the following: trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face. Additionally, emergency care will be sought for students whose condition persists or worsens, including sustained fever of 104°F or higher.

III. Sick Off-Campus Student Protocol

If an off-campus Daily Self-Monitoring Protocol is unfavorable the student will notify their RA and self-isolate at their off-campus residence.

If symptoms improve within 48 hours, the student may return to on-campus activities.

If symptoms do not improve, the student will seek out medical guidance for appropriate testing. While waiting for the test results, the student must continue to self-isolate. If an off-campus student chooses not to get tested, they will quarantine at home for at least 10 full days (24-hour time periods) from when the symptoms first appeared.

If a student has a confirmed case of COVID-19, the student will not be permitted on campus for a period of at least 10 days from when the symptoms first appeared.

The Dean of Student Life will notify the affected faculty that the student is authorized for remote or hybrid instruction until further notice.

Students in quarantine may resume normal activities once cleared by the Dean of Student Life.

IV. Faculty and Staff Sick Protocol

If an employee's Daily Self-Monitoring Protocol is unfavorable, they will stay at home.

If symptoms improve within 48 hours, the employee will return to work and normal on-campus activities.

If symptoms do not improve, the employee will seek out medical guidance for appropriate testing. If an employee chooses not to get tested, they will quarantine at home for 10 full days (24-hour time periods) from when the symptoms first appeared.

If an employee has a confirmed case of COVID-19, the employee will not be permitted on campus for a period of at least 10 days (24-hour time periods) from when the symptoms first appeared.

Employees in quarantine or self-isolation may only re-enter campus after clearance from their supervisor.

V. Close Contact Protocol

If a student or employee has been in close contact (less than 6 feet or more for more than 15 minutes) with anyone within the last 10 days who has been diagnosed with COVID-19 please notify your RA and/or supervisor and immediately self-isolate for a minimum of 10 calendar days (24-hour time periods) from last contact with infected person. (see appendix B for self-isolation alternatives).

If an on-campus student is self-isolating due to coming in close contact with someone diagnosed with COVID-19 and they have notified the RA, the RA will arrange for delivery of meals from the dining hall.

When the College is notified that a student or employee has a confirmed case of COVID-19, the college will implement contact tracing protocol. The College will seek to identify and notify those persons who have come in close contact with that individual by filling out our contact tracing form. **Close contact** is defined by less than 6 feet for 15 minutes or more. Dean of Student Life and employee supervisors should notify the COVID-19 Coordinator of any student or employee who goes/stays home as a result of contact self-isolation or COVID-19 quarantine.

Virginia Department of Health considers a person to be contagious starting 2 days before they become sick, or 2 days before they tested positive if they never had symptoms.

VI. Case Monitoring

During the semester, a report of the RA Activity Log pertaining to the Daily Self-Monitoring Protocol will be submitted weekly by the Dean of Student Affairs to the COVID-19 Coordinator.

During the semester, the COVID-19 Coordinator will provide the President with, at least, weekly reports of students and employees who self-isolate and/or quarantine.

When a medical professional has determined that a student, faculty or staff has a confirmed case of COVID-19, that student, faculty, and staff member have a duty to report this determination to the College.

VII. Conclusion

As a College and as an Executive Team, we desire to have a safe and efficient on-campus, in-person instructional experience for all of our students. The COVID-19 Mitigation Plan incorporates procedures for safely reintroducing students and conducting in-person classes on campus Fall of 2021 and Spring of 2022.



Sincerely,

A handwritten signature in blue ink that reads "Jack W. Haye".

Jack Haye
President
Patrick Henry College

APPENDIX A

CONFIRMED COVID-19 CASE
CONTACT TRACING QUESTIONNAIRE

Name: _____ Date of First Symptom: _____
Status: Student, Living Residentially Time of First Symptom: _____
Student, Living Off Campus Date of Test: _____
Employee Date of Test Results: _____

The Center for Disease Control identifies 'close contact' as those who have been within 6 feet for 15 minutes or more. In the table below, please list the names of all individuals with whom you have had 'close contact'. Please list all known contacts beginning 48 hours prior to your first symptom to the present, or when tested if no symptoms, in order if possible.

Date of Contact	Name of Contact	Phone Number of Contact, if known

Appendix B
Self-Isolation Alternatives

The following options may be used to **shorten** the **10 calendar days (24-hour time periods)** of ***self-isolation***.

1. *Self-isolating* can end after Day 7 if a diagnostic specimen tests negative and if no cold or flu symptoms were reported during the 7 days of daily monitoring. The specimen must be collected no sooner than completing day 5 of self-isolation.
2. *Self-isolating* due to close contact is not required if evidence of a prior positive COVID-19 test **within the last ten months** can be provided to the College.
3. *Self-isolating* due to close contact is not required if evidence of a COVID-19 antibody test **within the last ten months** can be provided to the College.

Note: Vaccinated and fully vaccinated (boosted) individuals are required to self-isolate after close contact.