

Pfeiffer University

Total Quality Management Team 2020

Welcome Home: A Return to Campus Plan

Executive Summary

Pfeiffer University is working diligently to prepare and welcome students, faculty and staff “home” for the Fall 2020 semester. Our objective is clear: to offer a safe, quality on-campus residential experience to the greatest extent possible. In response to the ambiguous yet pervasive threat the novel virus COVID-19 brings, a working group of faculty and staff leaders from across the institution are working to develop a comprehensive plan to allow the University to safely return to campus, respond with flexibility to the COVID-19 pandemic, and to continue to provide quality educational experiences. Pfeiffer University will follow public health guidelines to prevent and monitor COVID-19 in our Pfeiffer community, to coordinate contact tracing efforts with the public health departments in the counties within which our campuses reside, and to be prepared to respond to any cases that arise.

Our planning efforts, collectively our “Welcome Home: A Return to Campus Plan,” are comprehensive. The modifications address the needs of students, faculty and staff with the health and safety of the university community identified as the top priority. The return to campus plan requires significant modifications to the traditional on-campus learning experience, including the reduction of classroom capacities and a mixture of hybrid and online instruction.

Pfeiffer's administrative leadership understands the complexities inherent in the safe re-opening of our campuses. We realize the ability to pivot to contingency plans is critical, as our situation changes. Therefore, we continue to rely on the recommendations of the CDC, best practices endorsed by the North Carolina Department of Health and Human Services, and the expertise of our clinical faculty in the healthcare professions to make both current and contingency plans toward the goal of safely welcoming our Pfeiffer Family home.

PREVENTION MEASURES

Required Public Health Measures

In order to make the return to Pfeiffer University campus(es) possible, the university is endorsing a public health campaign that includes the adoption of a myriad of safety measures as recommended or required by executive orders from the federal or state government, guidance from local and state public health officials, and experts on our faculty and staff. Additional measures that are important to the context of our campus (environment and population) will also be enacted.

The university plan includes requiring everyone on campus to wear a cloth mask in designated areas and when social distancing is not possible, practicing social distancing, and following CDC recommendations for handwashing, coughing/sneezing, and personal hygiene. Directional and educational signage as well as hand sanitizing stations will be strategically placed throughout campus as cues to action to prevent the spread of COVID-19. Rules and regulations that inform policy and procedures will be regularly assessed to ensure alignment with current policies set for by the federal and state government as well as OSHA.

Modified Academic Calendar

The complexity of our academic offerings warrants multiple start dates and delivery based on program needs. A modified academic calendar for traditional undergraduate students can be found in APPENDIX A. The graduate and adult degree completion academic calendar will remain the same.

Personal Protective Equipment

Pfeiffer University will issue a cloth face mask to all Pfeiffer Falcons (and other protective supplies as necessary) and supply sanitation supplies throughout each campus location. The distribution of cloth face masks will occur when students/faculty/staff return to campus.

Everyone will be *required to wear* face masks in hallways, common areas, classrooms, and other indicated areas in public settings where social distancing measures are difficult to maintain. We acknowledge that this is an inconvenience; however, masks are our best tools for minimizing potential spread of the virus through respiratory droplets.

Pfeiffer University Dining Hall: Face masks will be required in the dining hall at all times, except when eating.

While we cannot address every individual scenario for wearing vs. not wearing a mask while on campus, we implore every member of our community to use good judgment and to act with the safety of all in mind. If you have an underlying health condition that precludes you from wearing a mask, you may request a reasonable accommodation.

Pfeiffer University will work with individuals that need accommodations with regard to their ability to wear a face mask. Employees of Pfeiffer are to meet with and provide documentation to the Director of Human Resources and students are to provide documentation from their medical provider OR the Nurse Practitioner on campus to the Director of Academic Support.

**Pfeiffer University will provide 1 mask to students, faculty and staff. Visitors are required to supply their own mask. If they do not have one, a disposable mask will be provided.

Social Distancing

Before students, faculty and staff return to campus, the university is taking steps to ensure that all areas on campus are safe and expectations about social distancing are clear. These measures include:

- **Rearranging all classrooms** to ensure six feet between students, faculty and staff. In cases where six feet is not possible, safety measures such as a physical barrier will be implemented. Classrooms will have the designated number of desks that align with capacity requirements and markings on the floor will designate where desks should be located.
- **Branded public health signage** and messaging throughout campus that is educational and directional in nature to ensure and reinforce community expectations. Signs that indicate room capacity will be posted outside of classrooms, meeting spaces, and large areas such as the chapel and gymnasium. (See Appendix B for Back to Campus Signage).
- **Planning for coordinated move-in and student return to campus.** New and returning residential students will return to campus during a specific time that is scheduled in advance of campus arrival. A one-stop check-in spot will be located on campus for students to safely check in to get necessary materials. The goal for “Fast Pass” check-in is 95% (financial clearance prior to arrival to campus) in order to reduce contact with business office staff. If students are not cleared through this process, they will be escorted through a safe process to complete financial clearance. (See Appendix C for student arrival to campus.)
- **Planning for coordinated return of the workforce.** At the direction of the Office of Human Resources, a phased reopening designed to limit the number of staff on campus

will be determined based on the executive order of the Governor of NC. Your area director or VP will communicate your specific return to campus. The Office of Academic Affairs through Deans and Program Directors will coordinate the return of faculty to campus. All meetings of the faculty during the Fall Faculty Conference will be done in a virtual setting. (See Appendix D for the return of faculty and staff to campus.)

- **Limiting gatherings on campus(es).** Pfeiffer University will comply with executive orders established by the federal and state government (NC Executive Order 155) as well as recommendations by local and state public health officials with regard to gathering sizes. On campus events that may at one time have been large in-person groups will be reimagined. (See Appendix E for on campus meeting protocols.) Lounge areas will look different as well. The lounge areas on campus including those located in Stokes Student Center, the library, the nursing center, the wellness center, and the learning center will be modified to follow current guidelines.
- **Limiting visitors on campus(es).** Visitors and guests to campus increase the risk of exposure to our Pfeiffer community. All visitors on campus will be required to wear a protective face covering and complete health screenings. (See Appendix F for visitors and guests on campus.)

ADDITIONAL HEALTH MEASURES

In order to maintain a COVID-safe environment, Pfeiffer will:

- **Implement enhanced cleaning protocols** for all classrooms, public spaces, residence halls, and study spaces. Pfeiffer University will make cleaning supplies available in individual faculty and staff offices for daily use, and in classrooms for students to clean individual desk spaces prior to use. The intensity and frequency of cleaning will be increased daily and weekend cleaning of residence hall bathrooms has been added to the housekeeping schedule. Pfeiffer will use cleaning supplies found on list N Disinfectant Results Table provided by the EPA. (See Appendix G for Cleaning Plan.)
- **Implement changes to dining opportunities.** Pfeiffer University has one dining hall and one à la carte food service center both located in Stokes Student Center on the Misenheimer campus. On remote campuses, food services are not available. In order to accommodate the needs of residential and commuter students as well as faculty and staff on the Misenheimer campus, Pfeiffer is working with Sodexo to ensure a safe dining experience. (When it becomes available, dining plan can be found in Appendix H.)

- **Require cloth masks** for students, faculty, staff and campus visitors in order to reduce the risk of COVID-19 spread. Pfeiffer is also installing hand sanitizing stations, and physical barriers in office and classroom spaces where social distancing is not possible. Controlling the flow of traffic in buildings, limiting capacity in elevators, classrooms, and other common areas is also being adopted for Fall 2020.
- **Implement mandatory training** of all members of the Pfeiffer University community. Students will be required to complete an educational module specifically related to COVID-19 prior to returning to campus. Faculty and staff will complete training through Paycom as part of the opening to the academic year requirements.
- **Ensure ventilation, water and other systems adhere to OSHA guidelines.** Pfeiffer University Facilities team conducted an audit of all systems to ensure adherence to OSHA guidelines. A quarterly audit of systems will be conducted in order to continuously monitor quality of systems. (see Appendix I)
- **Require all individual meetings to occur by appointment only** in order to ensure that safety mechanisms can be put in place for the parties involved. The recommendation is that employees follow the CDC guidelines and that office doors remain closed. Guests should be invited in only by appointment. This process, however, will be managed at the discretion of the individual employee. Some areas, including Health Services, the writing center, the learning center and other offices where social distancing cannot be established, will require appointments.
- **Increase the number of online and hybrid (online/in-person) course offerings** while reducing fully in-person classes. This reduces the congestion in high traffic academic areas and allows for social distancing while maintaining reduced classroom capacity.
- **Encourage online office hours** for faculty and advisors where possible.

Commitment to Campus Health and Well-Being

- **A pledge** is being crafted by key stakeholders on campus for members of the community to affirm upon their return to campus. This pledge will be released as soon as it is available.

- **Daily Health Screenings** are expected to be completed by all students, faculty and staff. A daily symptom screening questionnaire via the LiveSafe app. should be completed by every campus community member
 - Upon return to campus
 - Every day prior to coming to campus (Employees)
 - Every day prior to attending class (Students).

Additional screenings should take place if students, faculty, or staff leave campus for an extended period of time. (See Appendix J to learn more about Daily Health Screenings and suggested Hygiene Protocols for Students/Staff/Faculty.)

- **All members of the campus community should follow the suggested personal hygiene protocols** in an effort to create a culture of shared responsibility. Each member of the Pfeiffer University campus community must participate in these practices in order to keep the community at large safe and well.

Travel

Pfeiffer University is committed to minimizing travel. All university-affiliated travel that is deemed essential will be subject to approval by the area VP/Director during the Academic 20-21 year. All non-essential travel is suspended for Fall 2020 and will be reassessed for Spring 2021. Essential Travel is defined as travel that is absolutely necessary and required for the operation of the institution. (See Appendix K for the Temporary Pfeiffer University Travel Policy)

Athletics

Pfeiffer University belongs to the USA South Athletic Conference which includes 18 institutions; eight in North Carolina, five in Georgia, two in Virginia, one in Alabama, one in Tennessee, and one in Kentucky. The Athletic Directors from each institution have been in constant contact and are collaborating with the NCAA, and conference presidents to develop and facilitate a safe plan for athletes. The USA South Athletic Conference has postponed all athletics for the Fall 2020. (See Appendix L for information from Athletics.)

Symptom Monitoring and Testing

All Pfeiffer University students, faculty and staff who report COVID-19 symptoms or who are exposed to the virus must follow the testing, contact tracing, and quarantine protocols

established by Pfeiffer University, the State of North Carolina, and the county in which the campus resides (Mecklenburg, Stanly, and Wake).

Pfeiffer University is partnering with LiveSafe to enable daily self-screening for students, faculty and staff. The university will comply with all applicable privacy and confidentiality laws related to the collection and maintenance of data.

If a student is symptomatic and/or answers “Yes” to any question on the daily screening, he/she should consult immediately with their healthcare provider, local hospital/health department, or campus health services (clinical provider). Appointments are required for students to be seen by the clinical provider.

The following steps will provide guidance for caring for a symptomatic student:

- Student should self-isolate from others. Student should wear face covering over nose and mouth if it is necessary to be around others.
- Student should seek advice by telephone from a healthcare provider (Pfeiffer Health Services, local health department, primary care provider or virtual visit, etc.) to determine whether medical evaluation is needed.
- Student should follow instructions from medical provider and/or local health department regarding monitoring and treatment of symptoms, testing if indicated, and isolation.
- Students will be able to isolate at their home residence if indicated. If this is not possible and the student resides on campus, the student will be reassigned to a campus housing unit designated for quarantine purposes.
- Students will follow guidance of health care provider and/or health department in accordance with CDC guidelines to determine when isolation can be discontinued and when he/she can return to campus/classes. (See Appendix L for student requirements to return to campus).

If an employee is at home and is symptomatic and/or responds “Yes” to any questions on the daily health screening, he/she needs to seek medical attention and stay at home. If the employee is at home, they should call their provider and seek medical attention. If the employee is on campus, he/she has the choice to contact Campus Health Services to schedule an appointment. To reduce contact with others, the employee is asked to leave immediately and notify their supervisor by phone or email that they are leaving campus.

Containment and Mitigation

Quarantine and Isolation

Pfeiffer University will require isolation for any community member who tests positive for COVID-19. Pfeiffer University will also require quarantine for individuals who meet the current

medical definition of COVID-19 exposure while test results are pending or until the 14-day quarantine period is complete.

Students who live in traditional housing on campus who require quarantine or isolation will be housed in a separate wing of a residence hall (14 beds/10 room/5 bathrooms) and a two-room apartment on campus (overflow).

The residential campus isolation coordinator for traditional undergraduate students is the Vice President for Student Development. (Refer to Appendix A for detailed isolation plan for residential undergraduate students isolation protocol).

Faculty, staff, and students who do not live on campus will be required to quarantine or isolate off campus at their place of residence or in an alternative location as determined by state and local health authorities. (See Appendix M for clearance protocols for students and Appendix N for faculty/staff protocols.)

If the history of exposure puts Pfeiffer University at risk, the Director of Human Resources may be notified. When this happens, the director of Human Resources will be directed to contact the people impacted. The Stanly County Health Department will give guidance related to the need for further testing or quarantine. If we have a contamination, Pfeiffer University will contract with services that will disinfect affected areas according to current guidelines.

Contact Investigations and Coordination with Public Health Authorities

Case Investigations and contact tracing is conducted by local health departments per communicable disease requirements. Trained case investigators will contact COVID positive patients and/or direct contacts.

Pfeiffer University will provide close coordination with the local health departments in the areas of campus locations in order to assist with contact tracing.

- **Misenheimer Campus:** The Director of Health Services is the designated contact for communication with Stanly County Health Department officials.
- **Albemarle Campus** The Director of Health Services is the designated contact for communication with Stanly County Health Department officials.
- **Charlotte Campus** – Campus Designee
- **RTP Campus** – Campus Designee

APPENDIX A

Fall 2020 Academic Calendar Information

- Given that many of our graduate programs are conducting classes during the summer months and given the distinctive delivery, start date and student needs of many of those programs, it is recommended that the scheduling of the fall semester and delivery of graduate programs at Pfeiffer University *remain as initially planned and published*.
 - This means that graduate program start dates will commence as follows:
 - MSOT classes will begin on August 3
 - FFI, MAPT, MBA, MHA, MMFT, MSL and degree-completion classes will begin on August 17
 - PAS classes for the fall session will begin September 8 (the summer session for the program ends on August 28)
 - Graduate programs will follow all holidays, breaks and exam schedules as originally planned and published.
- In an effort to mitigate the transmission of COVID-19 to the traditional, undergraduate community on the Misenheimer campus, it is recommended that the fall semester function on a “compressed” schedule that has most required contact hours completed prior to the beginning of Thanksgiving break (Wednesday, November 25).
 - Students will return to campus under the original published schedule.
 - New students report August 13
 - Returning students report August 15
 - Undergraduate classes will begin on Tuesday, August 18
 - Classes will be held during the Labor Day holiday (Monday, September 7)
 - Fall Break will not take place as currently scheduled (October 9-13)
 - Recognizing student, faculty and staff needs for respite during what will be a challenging semester for all, single-day breaks are planned during the 5th and 10th week of the semester (Tuesday, September 22 & Wednesday, October 28)
 - It is the university’s goal that these days to be utilized for individual study and research and for advising. The university strongly recommends that our community members not seek to travel long distances during these brief periods.
- To accommodate the remaining contact hours required for typical undergraduate coursework, virtual learning days will be required as follows:
 - for MWF courses – the equivalent of two, seated classes
 - for TR or MW courses – the equivalent of one, seated class
 - It is the university’s hope that these days may be used for review and preparation for the exam period and to ensure that students and faculty have the necessary technology to complete their semester.
- Final exams for the Misenheimer campus will take place online beginning Friday, December 4
 - A complete schedule will be made available at a later date.

Academic Calendar 2020-2021	
Undergraduate (Misenheimer Campus Only)	
	FALL
FALL	2020 MC
New Students Report	Thursday, August 13, 2020
Residence halls open for returning students	Saturday, August 15, 2020
Students deadline to submit Immunization Records	Monday, August 17, 2020
Opening Convocation	TBD
Classes Begin	Tuesday, August 18, 2020
Last day to add or drop a class 4:30 PM	Tuesday, August 25, 2020
Class rosters due for MC Campus 4:00 PM	Friday, August 28, 2020
No Seated Classes -Reserved for opportunities to engage in advising, research and/or studying	Tuesday, September 22, 2020
Deadline to appeal grades from the previous spring or summer	Monday, September 28, 2020
Late Graduation Applications due for December	Monday, September 28, 2020
Midterm grades due at 12:00 noon	Thursday, October 8, 2020
Last day to withdraw from a course (“WP”, “WF”, or “W”)	Monday, October 26, 2020
No Seated Classes -Reserved for opportunities to engage in advising, research and/or studying	Wednesday, October 28, 2020
Spring registration/graduation application due for Summer & December 2020	Mon./Fri., November 2-6, 2020
Thanksgiving Holidays	Wed. Nov 25 to Sun. Nov 29, 2020
Classes Resume ONLINE at 8:00 am	Monday, November 30, 2020
Last day of classes	Wednesday, December 22, 2020
Reading Day	Thursday, December 3 rd , 2020
Final Exams	Friday Dec 4th-Dec 11th11
Last day to submit grades for fall 9 am	Monday, December 14 th

APPENDIX B

Back to Campus Signage

Signage will be placed in highly visible areas in all campus locations reminding employees and students of the 3 Ws: **Wear** a mask, **Wait** 6 feet apart, **Wash** your hands (personal hygiene), social distancing policies, daily health screenings and office protocols. A link to download the signs will be made available on My.Pfeiffer and the Pfeiffer University website.

Signage at building entrances will designate traffic patterns for entrances and exits to ensure social distancing is maintained.

Floor markers will be mandatory in high traffic areas where there is potential for lines to develop.

In order to maintain social distancing, community members are asked to please use the stairs unless mobility issues necessitate elevator use.

The new room capacities for classrooms and gathering spaces, based on the current 50% rule, will be posted at room entrances.

Vendors should follow the instructions posted at the different delivery spots on campus.

Appointments are a required safety and preventative measure on campus. All visitors should make an appointment prior to their arrival to campus. Signage to remind campus guests of this policy will be posted at various campus locations.

Pfeiffer University COVID-19 NCGS legal notice pursuant to NCGS 99E-71(b) is posted on campus and on our website.

Link to the most current, up to date signs:

<https://teams.microsoft.com/#/school/files/General?threadId=19%3A857a52eaa28048819ee2be6b42d29bd8%40thread.tacv2&ctx=channel&context=COVID-19%2520Branded%2520signs&rootfolder=%252Fsites%252FPfeifferUniversityTotalQualityManagementTeamPU-TQM%252FShared%2520Documents%252FGeneral%252FSubcommittees%252FFacilities%252FCOVID-19%2520Branded%2520signs>

APPENDIX C STUDENT ARRIVAL TO CAMPUS

Arrival to Campus

Students should not report to campus if they are experiencing [symptoms](#) of COVID-19. Instead, please isolate, seek medical consultation, and follow provider recommendations prior to coming to campus.

Upon arrival, both first year and returning students must report first to Stokes Student Center.

Beginning in mid-August, Stokes Student Center will serve as a **one-stop check-in center**. Immediately upon arrival to campus (and before going to their residence halls), all students and their family members must go to Stokes Student Center for the following screening activities:

- Complete a COVID-19 self-screening questionnaire
- Speak with a Pfeiffer University staff member about any health-related questions or concerns
- Receive your personal Pfeiffer face covering
- Complete a short educational module to learn about campus policies and protocols to protect our community's health and wellness

Students moving into residence halls should not arrive prior to their appointment time. As much as possible, students should limit the number of family members who help them move in, preferably being assisted by only one or two others.

All undergraduate students residing in off-campus residences must complete the screening process before classes begin.

More information will be forthcoming about schedules and check-in appointments.

Whether you are on campus or away, it is important that you take precautions to prevent the spread of the COVID-19 virus. This is a shared responsibility and all students are always expected under the Pfeiffer Honor Code to follow these guidelines and take these precautions.

International Students:

International students or students who have traveled abroad this summer must self-quarantine for 14 days upon arriving to the United States OR arriving to campus, whichever is sooner. Undergraduate international students and students who fall into this category are asked to contact Regina Simmons at regina.simmons@pfeiffer.edu to discuss plans for arrival to campus. Graduate or degree completion students who are taking seated classes on one of our campuses, should contact their program directors.

APPENDIX D

RETURN OF FACULTY AND STAFF TO CAMPUS

Return to Work:

Pfeiffer University will return staff and faculty in a coordinated process over time to ensure appropriate social distancing. The phased return to Pfeiffer is based on ensuring appropriate social distancing measures can be managed and cleaning/sanitizing of workplace surfaces meets standards.

The University will continually assess and evaluate staffing levels based on mission-critical operations and its ability to control and manage specific work environments. These decisions, once approved, will be communicated through your respective Deans, Vice Presidents or appropriate supervisors.

As the phase staffing continues and staffing numbers increase and operations expand, University officials will be closely monitoring and assessing the potential spread of the virus, as well as assessing and possibly altering as needed current policies and procedures to mitigate it. One critical step in the impact will be the self-monitoring by all staff and faculty. If localized outbreaks were to emerge, tighter restrictions and adjustments to staffing and policies may need to be implemented.

Staffing Options:

Once staff and faculty have returned to work on-site, several options should be considered by each department in order to maintain required social distancing and reducing population in each area.

Flexible Work Arrangements:

Remote Work: Staff and faculty who are able to fulfill their work responsibilities remotely, as deemed by their supervisor(s), may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements can be structured on a full or partial day/week schedule as appropriate and approved by their supervisor(s).

Alternating Days: Departments are able to consider alternating days on campus/remote work for staff and faculty to limit the number of individuals and interactions. Any altered schedule must be approved by their supervisor(s).

Staggered Reporting/Departing: Department supervisors are able to stagger reporting and departing times by at least 10 minutes to reduce the number of people/traffic in common areas to meet social distancing requirements.

Reasonable Accommodations for Faculty and Staff in Temporary Response to COVID-19

As Pfeiffer University implements its phased return to work plan, we recognize faculty and staff members with disabilities, health issues or those who are at a higher risk for developing complications associated with COVID-19 may require additional accommodations to reduce their risk for exposure while still performing their job duties.

The process below describes the steps that employees should take to request accommodations related to COVID-19. This process aligns with the requirements of the Americans with Disabilities Act (ADA) and the Rehabilitation Act, as well as incorporates guidelines made by the CDC and state and local public health authorities. Pfeiffer also will consider employee requests for accommodations for other issues that may be impacted by COVID-19, such as a lack of available child care or living with an individual who may be at a higher risk of severe illness from COVID-19.

Process for Requesting Accommodations

1. Faculty or staff member should initiate request with the office of Human Resources by completing the information on the Request for Accommodation Form (see below).
2. Faculty or staff member may need to provide any necessary supporting medical documentation and/or permission for the Director of Human to speak directly with your healthcare provider(s) about your specific request by completing the medical information form. Human Resources will gather relevant information from appropriate individuals identified as having a need to know, such as the individual's supervisor or department head, keeping medical information confidential.
3. Appropriate accommodation will be identified.
4. Human Resources will communicate with all necessary impacted stakeholders, providing only the minimum details necessary to implement the accommodation and will facilitate the accommodation being made.
5. Human Resources will work with the requesting faculty or staff member to establish a timeline to review the accommodation effectiveness.
6. If a request is not approved, Human Resources will communicate the factors utilized in the decision and explore options for leave usage with the faculty or staff member.

Staff will be phased back to work Based on current recommendations found in the Executive Order of the Governor of NC.

- Prior to arriving to campus employees will complete an educational module in Paycom specifically related to COVID19.
- All employees will be required to complete a daily symptom screening questionnaire via LiveSafe
- Upon arrival to campus, faculty and staff will go directly to his/her office.
- Cleaning supplies, face covering, and a packet of information specific to COVID19 return to campus plan will be located in the office for the employee.

Faculty:

New Faculty orientation will be done differently this year. Clinical Faculty and traditional undergraduate faculty orientation will be held on two separate occasions and done virtually. All new faculty will be onboarded by August 7th.

Fall faculty conference will be held in a virtual setting. Schedule is below for August 2020:

Monday August 10:	*Division meetings Virtual Department Meetings Choice to have online or F2F
Tuesday August 11:	Virtual Fall faculty Conference
Wednesday August 12:	Faculty Assembly Virtual Meeting
Thursday August 13:	SOAR/ADVISING/Move in day Sheltered work day (faculty are available either in office by appointment or virtually) Committee meetings- Follow Meeting Guidelines
Friday August 14 th :	Sheltered Work Day (faculty are available either in office by appointment or virtually) Committee meetings – Follow Meeting Guidelines

A physical return to campus for faculty will be coordinated by the Office of Academic Affairs the Division Deans and Program Directors.

Human Resources
COVID-19 Request for Accommodation Form
(Medical or Other Accommodations)

To Pfeiffer University Employees:

- Employees are to complete Section I below providing details about the nature of the qualifying disability (medical, care for another COVID-19 patient, child care issues, etc)
- If medical in nature, the employees should provide a written statement signed by the medical professional explaining the employee's need for accommodations.
- Completed forms are to be sent to Human Resources. For questions, please call 704-463-3067.

Section 1: To be Completed by Faculty or Staff Member:

Name: _____ Job Title: _____

Department: _____ Supervisor: _____

Nature of Qualifying Disability: (Please describe the nature, extent, and duration of your disability)

Request/Suggested Accommodation(s): Please describe the accommodations you believe are needed to enable you to perform the essential functions of this job.

Section II: To be completed by the medical professional (if applicable)

Please describe the employee's medical condition, nature, and extent of disability and suggested accommodations.

Signature and contact information of Medical Provider: _____

I hereby authorize the release of the above information to Pfeiffer University for the purpose of determining the availability of reasonable workplace accommodations. I further authorize Pfeiffer University to seek clarification of this documentation, if necessary, by contacting my medical or health care provider.

Employee Signature: _____ Date: _____



COVID-19 Temporary Work from Home Policy

Overview:

As a part of Pfeiffer University's continued response to the coronavirus (COVID-19) pandemic, Pfeiffer University may allow employees to continue temporarily working from home. This will continue until the state of North Carolina enters into Phase 3 as deemed by Governor Roy Cooper or rescinded by the University. Under the temporary remote work policy, employees will perform essentially the same work that they would in their on-campus workplace in accordance with performance expectations and other terms determined by their supervisors.

Pfeiffer University may support work from home arrangements for faculty and staff in some situations based on the individual's request and the department's ability to accommodate the request in accordance with their department's specific contingency plan. Work from home arrangements may not be feasible in all cases and requests should not compromise continuity of operations for members of the Pfeiffer Community and the performance of essential functions of each office and department.

Work from Home Agreement:

The temporary work from home request form is found at the end of this document. Once submitted, your direct supervisor may contact you for additional information and/or ask you to further explain: (1) how you plan to fulfill work expectations remotely and (2) how you plan to communicate regularly with co-workers, supervisors, and members of the Pfeiffer community during regular work hours.

If approved by the area Vice President and supervisor(s), a remote work agreement must be executed by the appropriate parties prior to beginning remote work. Work performed remotely or from home is considered official university business; therefore, departments may establish specific conditions that apply to employees engaged in remote work.

Termination of the Temporary Work from Home Agreement:

The University reserves the right to modify the temporary work from home arrangement at any time. Employees may be required to return to the central workplace if deemed as having performance or work conduct problems, or if the University feels it is in the best interest of the University and/or the employee to modify or suspend the arrangement, either permanently or temporarily.

Hours of Work:

The amount of time and work hours that the employee is expected to work will not change due to participation in a temporary work from home agreement. Hours of work should remain the same unless specified in the agreement. The employee agrees to apply themselves to work and be available to communicate with their co-workers, supervisor(s), and members of the Pfeiffer community during work hours. Normal procedures will be followed for the approval of overtime and use of leave. Nonexempt employees are responsible for reporting all hours worked each week. Failure to report time, like failure to obtain approval for overtime, can result in the termination of the temporary work from home arrangement or other disciplinary action.

Compliance with University Policies:

Employees must agree to comply with University rules, policies, handbooks, practices and instructions and understand that violation of such may result in the termination of the temporary remote work arrangement and/or disciplinary action, up to and including dismissal.

Security of Information and Records:

Employees must use secure remote access procedures and are responsible for the security of all documents and records in their possession while remote working and must adhere to the university's IT and other security procedures to ensure confidentiality and security of data. Employees working from home agree not to share individual log-in passwords with anyone outside of the University. Any use of restricted-access information or materials at an alternate work location must be approved and described in the work from home agreement, along with procedures for removing and returning those materials. Employees approved to work from home agree that their access and connection to Pfeiffer University's network(s) may be monitored to record dates, times, and duration of access. If any unauthorized access or disclosure occurs, the employee must inform the direct supervisor immediately.

Equipment and Materials:

Employees approved to work from home must agree to use equipment provided by the department and supplies for business purposes only and to notify the supervisor immediately of equipment malfunction in order to schedule repair or replacement. Please work with the Technology Service Help Desk at 704-463-3002 to address any of these issues. Any damage or theft of the equipment should immediately be reported to the supervisor. University-owned equipment used in the normal course of employment will be maintained and repaired by the department. Employees approved to work from home must return all University-owned property when the temporary work arrangement ends. When employees are authorized to use their own equipment, the department will not assume responsibility for costs of repairs, maintenance, or service.

Other Costs:

Under this temporary policy, Pfeiffer University is not responsible for other operating costs (such as electric bills, internet, etc.), home maintenance, or other costs incurred by employees in the use of their homes as alternate work locations.

Liability:

The University assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed-upon work hours, or for liability damages to employee's real or personal property resulting from participation in the telework program. Workers' compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Workers' compensation does not apply to injuries of any third parties or members of the employee's family on the employee's premises. Employees agree to practice the same safety habits they would use in the university and maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

Please contact the Office of Human Resources if you have any questions regarding this policy or if you have questions about teleworking that are not addressed in this policy.



Pfeiffer University COVID-19 Temporary Work from Home Request Form

This form should be completed to request a temporary work from home arrangement beginning August 1, 2020 and continuing until North Carolina enters Phase 3 issued by Governor Roy Cooper, or until current circumstances or conditions change. You must obtain approval from your supervisor and Vice President. Department operations and office coverage will be considered before requests are approved.

Please send the signed copy as an attachment to the Human Resources office at hr@pfeiffer.edu.

Note: – any faculty member granted a “work adjustment” to teach courses online prior to August 3, does not have to complete this process (although having a record of the agreement is recommended).

Temporary Remote Work Option - Employee Completes

Name: _____

Pfeiffer E-mail Address: _____

Job Title: _____

Department: _____

Begin Date: _____

End Date: _____

Provide details about how you will complete your work effectively under this requested arrangement:

Detailed plan to fulfill work expectations: _____

Detailed plan on how communications with co-workers, supervisors, and Pfeiffer community members will occur during your regular work hours. _____

I understand that Pfeiffer University may modify or suspend temporary remote work arrangement at any time

Employee Signature: _____

Date: _____

Adjusted Work Arrangement – **Supervisor Completes**

Approved: _____
(signed by Supervisor)

Approved with Adjusted Date(s): _____

Begin Date: _____

End Date: _____

Not Approved: _____

Comments: _____

For security purposes, all remote work must be performed using a Pfeiffer-issued device connecting through Pfeiffer VPN. Remote workers must always adhere to Pfeiffer University IT policies and best practices.

Approval Signatures:

_____ (Supervisor)	_____ (Date)
_____ (Department Head: AVP, Dean, etc)	_____ (Date)
_____ (Vice President/Provost)	_____ (Date)
_____ (Human Resources)	_____ (Date)

APPENDIX E

CAMPUS MEETING PROTOCOLS

Meetings

Employees:

Because gathering in groups increases the risk of viral transmission, in-person meetings of any size are discouraged. Use online collaboration tools (e.g., Zoom, Skype, Microsoft Teams) to conduct meetings. When working with a colleague one-on-one, use email, chat or the telephone to communicate rather than face-to-face interaction.

Meetings:

If you must conduct a face-to-face meeting or use a conference room, abide by the following:

- No meeting or conference space should exceed 50 percent capacity.
- Meetings should involve 10 people or fewer if they are face to face. If there are more than 10 people, the meeting should be held virtually.
- Allow 6 feet of distance between participants.
- Wear a mask or face covering.
- Don't shake hands.
- Disinfect all surfaces and touched items (e.g., touchpads, door handles) when finished.

Students:

We strongly recommend using a scheduling application such as Signup Genius or Calendly to make individual appointments with students when possible.

If you must conduct a face-to-face meeting or use a conference room, abide by the following:

- No meeting or conference space should exceed 50 percent capacity.
- Allow 6 feet of distance between participants.
- Wear a mask or face covering.
- Don't shake hands.
- Disinfect all surfaces and touched items (e.g., touchpads, door handles) when finished.

Pfeiffer University will not conduct outside rentals on any campuses at this time and until further notice.

APPENDIX F
GUIDELINES FOR VISITORS AND GUESTS ON CAMPUS(ES)

Visitors to campus: Visitors and guests to campus create an exposure issue for the Pfeiffer campus community. All visitors on campus will be required to wear face covering and complete a health screening.

SOAR: students will be allowed to have 1 person accompany them to campus during SOAR.

Arrival to campus/move-in: Students will be allowed to have 2 people accompany them during the move-in time.

Athletic Competitions: When athletic competitions resume in Spring 2021, a decision will be made regarding spectators.

Academic Guests: We recommend faculty consider a single guest speaker in a class model. Panels and multiple guests should be done virtually.

Student Guests/Visitors: Move-in day: Students can bring up to two family members to help them move in.

After move-in day:

- No non-Pfeiffer community members will be permitted inside of the residence halls.
- Commuters may visit but cannot spend the night.
- Each resident may have one guest in their room at a given time:
 - For a single room, the maximum capacity is 2 people (resident plus one guest).
 - For a double room, the maximum capacity is 4 people (each resident may have one guest).
 - For New Hall, the maximum capacity is be 6 people.

There will be conduct sanctions for violations of this policy.

Advancement/Alumni visitors: Advancement and alumni guests will be limited to 2 guests on campus at a time. All safety protocols should be followed. In the case that a meeting is necessary, staff will follow the current meeting protocols.

Vendors: Vendors on campus should follow the instructions posted at the various delivery spots on campus.

Prospective students/families (admissions): All visitors are expected to come through the Admissions Event Management System. Only 2 guests may accompany a visiting student, and

each participant must complete a Health Survey (built into registration form). Visitors can submit a request to visit campus according to a modified schedule (currently 3 days per week (Tuesday-Thursday). Upon arrival, prospective students and their family member(s) will park in the designated area and enter the Merner Welcome Center where they will be directed by an attendant to ensure appropriate preventative COVID –safe measures are taken.

At this time, the Office of Admissions is not accommodating any group tours or full-service Admissions Counselor in person meetings. Prospective students can schedule a virtual counselor meeting session following a campus visit.

APPENDIX G

ENHANCED CLEANING PLAN

The following infection control policies and guidelines will be activated in the event of a Tier 2 Pandemic Event – Major Outbreak. A Major Outbreak is defined as local or national media and/or state/federal agency reports of a high rate of human-to-human transmission of the COVID-19 in the continental U.S. or a widespread outbreak in a country or region outside the continental U.S. Whereas, it is anticipated the university may cease campus-based operations for the duration, the following will apply for those staff and students remaining on the Misenheimer campus for any length of time.

Mandatory Cleaning Guidelines for Housekeeping Staff

- All surfaces experiencing a high degree of human contact should be cleaned and disinfected two times per day.
 - Exterior door knobs and handles
 - Service counters
 - Lab equipment
 - Computer keyboards
- Shower stalls and toilet seats/handles should be cleaned and disinfected daily.
- All obvious or suspicious bodily fluids should be treated as blood-borne pathogens and cleaning protocols applied.
- Mattresses that have been used by infected students will be handled based on CDC recommendations.
- Housekeeping staff should wear both latex gloves and N95 masks while performing duties.

Hygiene Protocols for Food Preparation

- Only paper plates and plastic utensils will be used.
- Servers must wear protective masks and latex gloves.
- Staff must wash/sanitize hands prior to and after handling any food or ingredients.
- All cooks and food handlers must wear protective masks and gloves.
- All cooking utensils and containers must be cleaned and disinfected two times prior to being returned to inventory for next day meal prep.
- All poultry or poultry products must be prepared to 165 degrees Fahrenheit.
- Eating surfaces must be cleaned and disinfected after each meal.
- Kitchen areas floors must be cleaned and disinfected prior to each meal preparation and serving.
- Sodexo food services will be expected to comply with any additional requirements as set forth by county health officials and the Sodexo national office.

Weekly Cleaning Frequencies for RESIDENCE HALLS**9 Res Halls**

	Trash collection (1 extra pick up daily due to take out meals)	(wkday 10) (wkend 2)
	High touch surfaces, wipe down common areas	(wkday 10) (wkend 2)
38 restrooms	Complete restroom cleaning	(wkday 5) (wkend 2)
38 restrooms	1 extra restroom cleaning, wipe down high tough surfaces	(wkday 5) (wkend 2)

Weekly Cleaning Frequencies for ACADEMIC, ADMINISTRATIVE AND ATHLETIC BUILDINGS

	Trash collection	(wkday 5) (wkend 0)
	Classroom complete clean including wipe down of desks and chairs	(wkday 5) (wkend 0)
	Office cleaning	none
	Wipe down high touch surfaces -lobbies, lounges, hallways, elevators etc.	(wkday 10) (wkend 0)
47 restrooms	Complete restroom cleaning	(wkday 5) (wkend 0)
47 restrooms	1 extra restroom wipe down high tough surfaces	(wkday 5) (wkend 0)

Weekly Cleaning Frequencies for BASEBALL, SOFTBALL AND SOCCER/LACROSSE HOUSES

	Trash collection -Trash bags to be put outside by occupants	(wkday 5) (wkend 0)
	Office cleaning	none
	Wipe down high touch surfaces -lobbies, lounges, hallways etc	none
	Restroom cleaning	none

Cleaning Solution/Disinfectant Information

List N Disinfectant Results Table - Explore

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging Viral Pathogen Claim?
1677-238	Hydrogen peroxide	Peroxide Multi Surface Cleaner and Disinfectant	Ecolab Inc	Norovirus	2	Dilutable	Hard Nonporous (HN)	Healthcare; Institutional	Yes

Cleaning and disinfecting your personal workplace

Frequent cleaning and disinfecting of surfaces are key to helping reduce the risk of exposure to illness. The facilities staff works hard to clean and disinfect each building on all University campuses daily. To supplement their work, we ask members of the Pfeiffer community to clean and disinfect their personal workspaces and commonly touched surfaces within departments. Cleaning supplies will be provided through the Facilities office. You must request that cleaning supplies be replenished by emailing your request to CovidSafe@Pfeiffer.edu. Here are some examples of opportunities to help keep our environment clean:

- Personal work areas (desks, chairs, keyboards/mice, and telephones) should be cleaned and disinfected daily.
- Frequently touched surfaces in an office or common area such as coffee maker, door handles, light switches, faucets, and copy machines, should also be cleaned and disinfected daily or more frequently depending on shared use.
- Conference rooms, tables and chairs and other shared work surfaces should be cleaned and disinfected after each use.
- Shared office equipment (touch pads on copiers, phones, staplers, etc.) should be cleaned and disinfected before and after each use.
- Sharing of phones, desks and other office equipment should be avoided whenever possible.

How to clean and disinfect

Information taken directly from the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Clean

- Wear disposable gloves to clean and disinfect
- Clean surfaces using soap and water, then use disinfectant
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces
 - More frequent cleaning and disinfection may be required based on level of use.

- Surfaces and object in public places should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Follow the instructions on the label to ensure safe and effective use of the product
- Many Products recommend:
 - Keeping surface wet for a period of time
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Soft Surfaces

For soft surfaces such as carpeted floor, rugs, drapes, sofas

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces
- Launder items (if possible) according to the manufacturer's instruction OR
- Disinfect with an EPA – registered disinfectant
- Vacuum as usual

Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls,

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

APPENDIX H
DINING

APPENDIX I
INVENTORY OF HVAC SYSTEMS

Inventory of HVAC Systems

Areas with HVAC systems that have outside air circulating

Admin 25 ton	has outside air
Admin	has outside air
Band room	Has outside air
Chapel crawl space	Has outside air
Chapel up stairs	Has outside air
Cline attic	Has outside air
Cline	Has outside air
Ervin	Has outside air
Jane Freeman	Has outside air
Harris new	Has outside air
Harris old	Has outside air
Knapp fitness	Has outside air
Library 30 ton	Has outside air
Library 3rd floor	Has outside air
Merner Gym	Has outside air
Merner Res Attic	Has outside air
Merner Res 1st floor	Has outside air
Merner East wing	Has outside air
Plyler	Has outside air
Post Office	Has outside air
Rowe Attic	Has outside air
Rowe main 1st floor	Has outside air
Stokes cafeteria	Has outside air
Stokes game room	Has outside air
Stokes Community room	Has outside air
Washington attic	Has outside air
Washington crawl	Has outside air
Welcome center	Has outside air
Welcome center	Has outside air
Harris Annex	Has outside air

Areas that do not have indirect outside air or CDC recommended solution

Kluft	No outside air	Purchased UV for AHU
Admin 102 (HR)	No outside air	Purchased UV for AHU
Admin HALLWAYS	No HVAC	Good natural ventilation Adjacent to hallway with outside air
Cline parlor	No outside air	outside air

Cline sunroom	No outside air	Adjacent to hallway with outside air
Merner gym HALLWAYS	No HVAC	Some natural ventilation
University House	No outside air	Has UV light in AHU
Washington parlor	No outside air	Adjacent to hallway with outside air

Recommendation based on CDC and ASHRAE statements:

Opening windows should be used when adequate ventilation **cannot** be provided by the HVAC system, when it is safe and when the temperature and humidity can be kept at an acceptable level when windows are open.

ASHRAE: (American Society of Heating, Refrigeration and Air Conditioning Engineers)

Natural ventilation, such as that provided by user-operable windows, is not covered as a method of infection control by most ventilation standards and guidelines. There are very few studies on natural ventilation for infection control in hospitals. One guideline that does address it recommends that natural ventilation systems should achieve specific ventilation rates that are significantly higher than the ventilation rates required in practice guidelines for mechanical systems (WHO 2009).

CDC:

Consider using natural ventilation (i.e., opening windows if possible and **safe** to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.

Please know you can damage HVAC systems by opening windows in spaces with adequate outside air balance.

Areas we are working to find a better solution than just open windows

Admin 101 (IT)	No outside air
Admin old server room	No outside air
Admin new server room	No outside air
Maint shop	No outside air
Maint office	No outside air
Housekeeping	No outside air
Knapp Tennis	No outside air
Newhall	No outside air
Ladies swim locker room	No outside air
Rowe east wing	No outside air
Rowe west wing	No outside air

APPENDIX J

DAILY HEALTH SCREENING AND SUGGESTED HYGIENE PROTOCOLS

Pfeiffer University students, faculty, and staff are required to complete the Daily Health Questionnaire found on the LIVESAFE app.

Students:

Residential- prior to leaving dorm

Commuter: Prior to arriving to campus

Faculty/Staff: Prior to arriving on campus

Steps to complete the Daily Health Questionnaire

1. Download the LIVESAFE app onto your mobile device. Chose Pfeiffer University as your organization and enter required information. (this only has to be done the first time)
2. Open up the application to complete the daily health questionnaire (found at the top of the first screen) .



3. Once you have completed the questionnaire, press submit and follow the instructions on your screen.

Back Pfeiffer

If so, what residence hall and what room?

Are you a student athlete? *

Yes

No

If so, what sport?

What is your cell phone number?

Area Code Phone Number

I certify all the information provided is shared to the best of my ability.

Submit

HIPAA COMPLIANT

Back Pfeiffer



Feeling good today.
Keep wearing your mask, wash hands constantly, and continually social distance 6 feet apart.

Jane Doe
2020-08-05 12:15 PM

Back Pfeiffer



If you are an employee, contact your direct supervisor to review symptoms before coming to work.

If you are a student, stay in your room or home, and contact Student Health Services at (704) 463-3425.

Or, contact Ron Laffitte at ron.laffitte@pfeiffer.edu or (704) 463-3401.

Suggested Hygiene Protocols for Students

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Maintain social distancing (as defined by state and local orders and/or by the CDC).
- Avoid off campus travel and follow established public health regulations
- Inform health center staff at the first sign of any symptoms.
- Avoid sharing cups or other utensils.
- Change bed linen and towels weekly.
- Avoid large gatherings both on or off campus.
- Practice frequent hand washing and use hand sanitizers prior to each meal, touching railings, counters, etc.
- Shower immediately after athletic competition, practices, or other strenuous activity.
- Inform health center staff at the first sign of any symptoms.

Suggested Hygiene Protocols for Staff/Faculty

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Maintain social distancing (as defined state and local orders and/or by the CDC).
- Limit personal travel to within your county or region.
- Follow policy for university related travel
- Staff or faculty who become ill during this period should not report to work until they are well again. Follow the guidance of your health care provider.
- Avoid large gatherings both on or off campus.
- Practice frequent hand washing and use hand sanitizers prior to each meal, touching railings, counters, etc.
- Mandatory social distancing (as defined by local and state guidelines and/or CDC recommendations).
- Refer symptomatic students to call Health Services.
- Wear PPE in the presence of bodily fluids

APPENDIX K

Interim travel Policy (7.30.2020)

A. Policy:

Pfeiffer University is committed to minimizing travel. All university-affiliated travel that is deemed essential will be subject to approval by the area VP during the Academic 20-21 year. All non-essential travel is suspended for Fall 2020 and will be reassessed for Spring 2021.

Essential Travel is defined as travel that is absolutely necessary and required.

For Students:

- Travel is considered essential when the travel is for academic credit that is necessary to meet a graduation requirement and cannot be postponed.
- If a student travels off campus for an internship or job, he/she is expected to follow all local guidelines to ensure health and safety. When the student returns to campus, he/she should repeat the daily health screening, immediately wash hands, and take extra precautions with interactions.

For Faculty:

- Travel is deemed essential when travel for research or field work is critical and cannot be postponed. Written permission from the Office of Academic Affairs is necessary prior to engaging in travel. Faculty are required to submit a written explanation via email as to the purpose of the travel, why the travel for research or field work is essential at this time, and an itinerary of the travel.
- Travel to attend professional or educational conferences is defined as non-essential. Faculty with questions about whether specific proposed travel is essential or those seeking approval to engage in essential travel must receive the approval of the Provost.

For Staff:

- Travel is considered non-essential except when accompanying students on approved essential travel OR when not traveling will cause harm to the operations of the university.

For all Travelers:

- If travel is approved and deemed essential, anyone traveling outside of North Carolina for university-related purposes must register their travel with the Human Resources Office before their expected departure and update this information as changes occur, before and during travel (employees through Paycom, students through Office of Student Development). Registration is an important step in reducing the risks of traveling abroad and helps keep the university community safe, especially in environments with heightened health risks such as COVID-19.
- All non-essential faculty, staff, and student international university travel is suspended.
- All non-essential, non-athletic, faculty, staff, and student university out-of-state travel is suspended.

- University-sponsored athletic travel is not restricted at this time. Pfeiffer Athletics is working closely with USA South and the NCAA regarding best practices. Pfeiffer University Sports Medicine has developed a comprehensive travel plan for competitions and is in constant collaboration with the Athletic Trainers at USA South member schools.

Personal Travel and Potential Exposure

We encourage but do not mandate, residential students to remain on campus. We encourage faculty, staff, and commuting students to use good judgment when thinking about travel that is different from daily activities or outside of their local community.

Employees who travel domestically to areas where there are confirmed cases of COVID-19 or feel they may have been exposed are asked to self-report to the Office of Human Resources via Paycom. This information is confidential. [The CDC has published specific factors to consider before traveling within the United States.](#)

- Do not travel while ill, unless you are seeking medical care. Limiting contact with others as much as possible can help prevent the spread of an infectious illness.

NOTE: Pfeiffer University's schedule of benefits does provide world-wide emergency travel assistance services for employees who become ill while abroad.

APPENDIX L

Pfeiffer Sports Medicine COVID-19 Safety Requirements and Recommendations

Background/Education

A coronavirus is a kind of common virus that causes an infection in your nose, sinuses, or upper throat. Most coronaviruses aren't dangerous.

In early 2020, after a December 2019 outbreak in China, the World Health Organization identified SARS-CoV-2 as a new type of coronavirus. The outbreak quickly spread around the world.

COVID-19 is a disease caused by SARS-CoV-2 that can trigger what doctors call a respiratory tract infection. It can affect your upper respiratory tract (sinuses, nose, and throat) or lower respiratory tract (windpipe and lungs).

It spreads the same way other coronaviruses do, mainly through person-to-person contact. Infections range from mild to deadly.

SARS-CoV-2 is one of seven types of coronavirus, including the ones that cause severe diseases like Middle East respiratory syndrome (MERS) and sudden acute respiratory syndrome (SARS). The other coronaviruses cause most of the colds that affect us during the year but aren't a serious threat for otherwise healthy people.

Signs & Symptoms

COVID-19 is mostly spread by respiratory droplets release when people talk, cough, or sneeze. The virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infections. Transmission from individuals with mild or no apparent symptoms remains a risk. Any scenario in which many people gather together poses a risk for COVID-19 transmission. Symptoms may appear 2-14 days after exposure to the virus.

People with the following symptoms may have COVID-19

- Fever or chills (fever is determined by measuring a temperature of 100.4°F or greater, or feeling warm to the touch, or giving a history of feeling feverish)
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Cough
- Sinus Congestion
- Fatigue
- Muscle or body aches
- Sore throat
- Headache

There are some preexisting conditions that may put individuals more at risk for severe case of COVID-19 if they contract it. The individuals that fall into this category are asked to follow strict social distancing policies and will not be allowed to participate in athletics until they are cleared to by a medical professional. Those conditions are as follows:

- High blood pressure

- Diabetes
- Severe Obesity
- Moderate to severe asthma
- Immunocompromised
- Chronic Lung Disease
- Liver Disease
- Serious heart conditions

Preventive Policy & Procedure

Since there is no cure or vaccine for COVID-19 the best course of action is to prevent the spread of the virus. This can be done by practicing proper hygiene methods and social distancing. Most sports are unable to enact proper social distancing measures so other safety requirements are needed. The following section list those and they are subject to change. The requirements and recommendations are based on guidance from the NCAA and the North Carolina Department of Health and Human Services. All student athletes and athletic staff must comply with all safety requirements implemented.

- A cloth face is required when not actively engaged in physical activity. Face coverings are not to be shared.
 - This means inside every building
 - They can only be taken off at practice
- Avoid touching your face, eyes, and nose.
- Cough and sneeze into elbows or cover with a tissue. Used tissues should be thrown in the trash.
- Wash hands with soap and water for at least 20 seconds, or use hand sanitizer containing at least 60% alcohol often, especially after sneezing, coughing, and touching frequently used items or surfaces.
- Wear appropriate clothing and shoes at all times to minimize sweat from transmitting onto equipment/surface.
- Shower after practice and wash workout clothes and towel.
- Do not share towels. Student athletes will need to bring their own towel to use at practice
- Do not share water bottles
 - All student athletes will be given a water bottle that will be their responsibility to bring to each practice
- Report in everyday for your screening check.

Daily Screenings

Before participation including weight room and Athletic Training room each student athlete will be screened for signs/symptoms of COVID-19 prior to participating, including a temperature check.

- An individual with a temperature of 100.4 °F or higher, or who reports any COVID-like symptoms (1) is not allowed to participate; (2) will be sent to their room; and (3) will be directed to the school health center for evaluation and potential need for further testing.
- An individual who has a positive pre-participation screening is not allowed back until they have a note from their healthcare provider indicating that they do not need to be tested or that their symptoms are not due to COVID-19
- The Return to Play form must be filled out and return to the Athletic Training Room

If a student athlete test positive and is asymptomatic for COVID-19:

- To resume participation, the student athlete must meet each of the following criteria:
 - 10 days after getting positive test results;
 - A note of clearance from a licensed medical provider (MD,DO, NP, PA)
 - The Return to Play form must be filled out

If a student athlete test positive with symptoms for COVID-19:

- To resume participation, the student athlete must meet each of the following criteria:
 - No fever for 24 hours without fever reducing medications, since recovery;
 - Resolution of respiratory symptoms;
 - Completion of a cardiac evaluation (see below for further details)
 - A note of clearance from a licensed medical provider (MD,DO, NP, PA)
 - The Return to Play form must be filled out
 - Student Athletes will follow the Return to Exercise section (i.e. there will be a gradual return to participation)

All student athletes who had close contact with an individual who test positive will be asked to (i.e. was exposed to someone who tested positive):

- Student athlete will be tested for COVID-19 and/or quarantine for 14 days after their last exposure
- Check their temperature twice a day and watch for developing symptoms of COVID-19 and remain isolated in a designated area.
- If possible, stay away from people who are at high-risk for getting very sick contracting COVID-19

Cardiac Evaluation

Because of the cardiac risks associated with Covid-19 infections, the Pfeiffer Athletic Department will follow the American College of Cardiology (ACC) and the NCAA recommendations.

Student Athletes with a confirmed past infection (antibody or prior diagnostic test), and mild to moderate illness or asymptomatic, (i.e., managed at home):

- A medical evaluation or routine pre-participation exam can be performed, including a symptom screen.
- Electrocardiogram can be considered.
- Further workup as indicated in conjunction with a cardiologist.

Student Athletes with a confirmed past infection and severe illness (hospitalization) or ongoing cardiovascular symptoms:

- Medical evaluation with symptom screen.
- Additional testing, which may include:
 - Cardiology consult, electrocardiogram; blood troponin 48 hours after exercise and echocardiogram.
 - Consider additional cardiac tests such as cardiac MRI, Holter, stress test, chest X-ray, spirometry, pulmonary function tests, d-dimer and chest CT.

Student Athletes with new infections

- Asymptomatic
 - Consider ECG and Troponin and medical evaluation before a return to exercise progression
 - Further work-up as indicated in conjunction with a cardiologist
- Mild illness (common cold-like symptoms without fever)
 - Consider ECG and Troponin and medical evaluation before a return to exercise progression
 - Further work-up as indicated in conjunction with a cardiologist
- Moderate illness (fever, flu-like illness or chest symptoms)
 - ECG and Troponin and medical evaluation before a return to exercise progression
 - Cardiology consultation and consider cardiac MRI if initial evaluation is abnormal
- Severe illness (hospitalized)
 - A comprehensive cardiology consult is recommended
 - Consider Cardiac MRI

Return to Exercise Recommendations

Athletes with new infection and no symptoms:

- No exercise for 10 days
- Monitor for development of symptoms during isolation.
- Cardiac recommendations as above.

Athletes with new infection and mild illness (common cold-like symptoms without fever):

- No exercise for at least 10 days or while symptomatic
- Monitor for symptom development with exercise.

- Cardiac recommendations as above.

Athletes with new infection and moderate illness (fever and flu-like illness):

- No exercise for at least 14 days or while symptomatic.
- Monitor for symptom development with exercise.
- Cardiac recommendations as above.

Athletes with new infection and severe illness (hospitalized):

- For more severe illness, hospitalization, or ongoing symptoms, a comprehensive medical evaluation and cardiology consult is required.

Athletes placed in quarantine for high risk contact but who are not infected with COVID-19:

- Exercise in quarantine is permitted if such exercise does not cause cardiopulmonary symptoms.
- Monitor for development of symptoms during quarantine.
- If symptoms develop, with or without exercise, test for SARS-CoV-2.

Coaches and Athletic Staff that Test Positive

If a coach test positive for COVID 19, their team will have to be isolated and be tested since the coach has access to the whole team along with assistant coaches.

If an athletic staff member (i.e. athletic director, athletic trainer) test positive for COVID 19, contact tracing will be done to see who they have been in close contact with.

Staff members will follow the Pfeiffer University guidelines for returning to work.

COVID 19 Athletic Training (AT) Room Response

- No one shall enter the AT room if they are feeling sick or have a temperature. Temperature will be taken at the door using the forehead thermometer. (100.4 degrees Fahrenheit/38 degrees Celsius or higher)
- Any student athlete that reports that they are not feeling well will immediately report to the Student Health Center and call an Athletic Trainer to report their symptoms. Via phone conversation with the Athletic Trainer, the student athlete will fill out a COVID 19 tracing form. They will not report to the AT room; everything will be done remotely. They will not be able to return until cleared by a medical physician.
- Only those that have AT needs will be allowed in the AT room and office. This includes coaches, administrators and other staff members.
- No more than 10 people will be allowed in the AT room at one time, including the staff Athletic Trainers and work study students and interns.
- Vulnerable student athletes or coaches will not be allowed in the AT room
- Athletic Trainers will have access to the appropriate PPE and will wear a mask
- Everyone coming into the AT room for treatment will also wear a mask.

- Only Pfeiffer University student athletes will be allowed into the AT room. All visitors, i.e. recruits and families will remain outside the AT room. Visiting teams will only be allowed in the AT room for emergencies only. There will be a table located outside the AT room for visiting teams pregame needs
- Pre-practice needs like taping and stretching will take place outside of the AT room (either in the hallway, gym, or outside under the tent)
 - Student athletes will maintain proper social distance while waiting for pregame needs
- Regular treatments and rehabilitation will be on an appointment basis. All student athletes will need to check in at the desk outside the AT room
- Everyone will either wash their hands (in the officials' locker room) or use the hand sanitizer located outside the AT room before entering the AT room
- Follow cleaning procedures listed below
- There will be visible signage stating these facts before people come into the AT room
- There will be no treatments after practice due to sanitization of the AT room unless there is an emergency situation

Cleaning Procedures

All surfaces and equipment will be cleaned with a recommended cleaning solution after every use (i.e. taping tables, weights, and exercise bike, etc).

All Athletic Trainers will wash their hands before and after every interaction with, and treatment of, student athletes.

The whirlpools will be cleaned with a recommended cleaning solution every morning and the recommended amount of chlorine will be added to them. They will also be drained every night. When using a hot pack a towel will be used between the cover and the SA bodies. Towels will be washed after every use. Covers will be washed once a week.

All towels and covers will be washed with hot water and dried on high heat.

All bottles tops will be soaked in a recommended cleaning solution overnight.

All water coolers will be emptied after each practice or game and the cooler will be cleaned with a recommended cleaning solution.

Ultrasound sound head will be cleaned with an alcohol wipe before every use.

Before sticking on electrical pads, the area that will be treated will be wiped down with an alcohol wipe.

Pfeiffer University Athletic Department **Weight Room COVID 19 Procedure**

- No one shall enter the weight room if they are feeling sick or have a temperature. Temperature will be taken outside weight room using the forehead thermometer.
- Any student athlete that reports that they are not feeling well will immediately contact the Student Health Center and call an Athletic Trainer to report their symptoms. Via phone conversation with the Athletic Trainer, the student athlete will fill out a COVID 19 tracing form. Everything will be done remotely. They will not be able to return until cleared by a medical physician.
- Only those that have filled out all applicable paperwork, including the PUSM Covid 19 PPE, will be allowed to use the weight room. This includes coaches, administrators and other staff members.
- **Workouts are to be conducted in “pods” of students with the same 8 student athletes always working out together**
- All exercises must be completed with at least 6 ft. distance between individuals. i.e., leave the middle squat rack open while the two on the end are in use.
- Vulnerable student athletes or coaches will not be allowed in the weight room
- Coaches and student athletes will have access to the appropriate PPE should they choose to wear it
- Only Pfeiffer University student athletes will be allowed into the weight room. All visitors, i.e. recruits and families will remain outside the weight room.
- Everyone will either wash their hands in the bathrooms or use the hand sanitizer located outside the weight room before entering the weight room
- Follow cleaning procedures listed below
- There will be visible signage stating these facts before people come into the weight room

Cleaning Procedures

- All equipment (weights, benches, ropes, mats, floor, boxes, bands, etc.) will be wiped down after use, including between sets.
- Coaches that are monitoring the weight room may need to direct the cleaning or clean the area themselves while wearing the proper PPE
- The weight room will be thoroughly cleaned and disinfected once a week.

Pfeiffer University Sports Medicine **Practice & Game Day COVID 19 Procedure**

Practice:

The following procedures will be implemented at all times and with all sports:

- Temperatures will be taken of all student athletes and coaches before they can precede with practice. The CDC states that a fever for COVID-19 purposes is any temperature at 100.4 degrees Fahrenheit/38 degrees Celsius or higher. The student athlete will be removed from the area and told to report to the school nurse. The student athlete will then follow the procedures given to them by the school nurse as well as the RTP procedure above.
- Hand sanitizer will be available to use during practice. All participants will be asked to wash or use hand sanitizer before practice starts.
- The coach will make sure all equipment is wiped down after practice
- Coaches and support staff will wear a face covering at all times
- Student athletes and coaches should maintain a minimum distance of three feet when not directly participating in practice or games
- Student athletes will wear mask until practice starts and will put them back on after practice ends. This means walking out and back after practice (field to locker room)
- If using the weight room please see the weight room procedures
- Vulnerable student-athletes, athletics health care providers, coaches and athletics personnel should continue to shelter in place. Vulnerable populations include individuals with serious underlying health conditions such as high blood pressure, chronic lung disease, diabetes, obesity and asthma, and those whose immune system is compromised, such as by chemotherapy.
- No spitting, sharing of water bottles or towels
- Coaches should use electronic whistles

Sports Acclimation

There will be no physical activity during the first few weeks of classes. Coaches will be allowed to have meetings but must maintain proper social distancing. To achieve this meetings may have to be held in smaller groups or outdoors.

Practice

Per NCAA regulations each sport now has a total of 114 days to practice and compete throughout the school year. Practice constitutes as any gathering where student athletes are participating in athletic related activities. Including: Team Meetings where your sport is discussed, weight/conditioning sessions, practices, and/or competitions

- In order to maintain social distancing, teams will have set practice days.
- Practices may only include 10 players per coach/s at a time. You may spread the practice facility. For Example, head coach with 10 players on one half of the soccer field and 10

players with the assistant coach or volunteer coach on the other half of the soccer field. This is only for OUTDOOR practices.

- The same 10 players working together during practices and weight training sessions. Working in functional units require the same members of your team who consistently participate in activities together. This is for team sports only.
- Individual sports must maintain social distance and room capacity requirements. Per NCAA and state recommendations.
- Indoor practice may only include 10 players at a time within the gymnasium.

High Risk: men's lacrosse, competitive cheer, dance, soccer, volleyball, basketball

Moderate Risk: baseball, softball, tennis, relay swimming, some track events, women's lacrosse

Lower Risk: individual running events, individual swimming events, cross country running, golf

Home Games' Pre-game:

- All student athletes will have their temperature taken before going onto the game field by a designate official either an Athletic Trainer or a coach that has been trained.
- All officials will have their temperature checked upon arriving at the facility. If there is a fever of 100.4 degrees Fahrenheit/38 degrees Celsius or higher they will be asked to leave and contact their healthcare provider.
- All student workers will have their temperature checked before they start working

In Game:

- Hand sanitizer will be located at each bench
- Cups will be used for games. Hand sanitizer is to be used before filling up the cup with water.
- Student athletes on the bench will wear a mask until they have to be substituted into the game. Student athletes exiting the game will put a mask back on. Coaches and other support staff will wear a mask the entirety of the game.
- The sports information crew and work study students will also wear mask and will be responsible to clean their area up

Post-Game:

- It is the responsibility of the visiting team to be sure their bench is left clean. This means no trash is left to be picked up by a game day worker as to avoid the spread of germs.
- All equipment used, chairs, benches, etc. will be properly disinfected

Game Attendees

There are three tiers of who should be allowed at events. Only Tier 1 and Tier 2 will be allowed to attend events until state/local health departments lift restrictions on mass gatherings

Tier 1 (Essential): Athletes, Coaches, officials, event staff, medical staff, and security

Tier 2 (Preferred): Media

Tier 3 (Non-essential): spectators and vendors

Away Games Procedure

- For away conference games, Pfeiffer shall follow the policies and procedures set by the conference.
- For away non-conference games, at least 48 hours out from the game a Pfeiffer Athletics Administer or Athletic Trainer will contact the school and ask about their COVID-19 status and explain to them what we are doing to ensure the safety of the student athletes and staff. The opposing school may have more criteria than what is listed below in order to play at that school. If the Pfeiffer team chooses to play that school, they must comply with those requirements.
- Before getting on bus or school vehicle, temperatures will be taken of all student athletes, coaches, and driver (if not the charter driver).
- If anyone has a temperature above 100.4°F, they will remain home.
- If the bus stops for a rest break and the student athletes leave the bus they will need to hand sanitizer before getting back on and wear a mask when they are off the bus
- If an Athletic Trainer is unable to travel with the team, the students that have pregame needs will wear a mask while getting treatment. They may be subjected to another temperature test.
- Student athletes and coaches will clean up their sidelines to avoid spreading germs to the host school's staff



RETURN TO PLAY FORM:

COVID-19 INFECTION MEDICAL CLEARANCE RELEASING THE STUDENT ATHLETE
TO RESUME FULL PARTICIPATION IN ATHLETICS

This form must be signed by one of the following examining Licensed Health Care Providers (LHCP) before the student athlete is allowed to resume full participation in athletics: Licensed Physician (MD/DO), Licensed Physician Assistant (PA), Licensed Nurse Practitioner (NP). This form must be signed by the student athlete's parent/legal custodian if under the age of 18.

Name of Student Athlete: _____ DOB: _____

Name of LHCP (Please print): _____

Home Address: _____

Phone Number: _____

Only fill out this section if the test results were negative:

COVID-19 Symptom Diagnosed: _____ Date COVID-19 Symptoms Resolved: _____

**I am _____
is to certify that the above-named student athlete had a negative test result after having acknowledge
sign(s)/symptom(s) consistent with COVID-19.**

I, the examining LHCP, by signing below I give the above-named student athlete consent to resume full
participation in athletics.

Name of LHCP

Date

Legal Custodian Signature if Student Athlete is under the age of 18

Date

Only fill out this section if results were positive:

Date COVID-19 Infection Diagnosed: _____ Date COVID-19 Infection Resolved: _____

This is to certify that the above-named student athlete has been diagnosed and treated for COVID-19 infection.

As the examining LHCP, by signing below I give the above-named student athlete is now reporting to be completely free of all signs and symptoms of COVID-19 and has had negative results on all the appropriate cardiopulmonary diagnostic studies. By signing below therefore, I give the above-named student athlete consent to resume full participation in athletics.

Signature of LHCP

Date

Parent/Legal Custodian Signature if Student Athlete is under the age of 18

Date

Please Print Name

APPENDIX M
REQUIREMENTS AND CERTIFICATIONS FOR STUDENT RETURN TO CAMPUS FOLLOWING
POSITIVE COVID-19 TEST

In the event that a student tests positive for COVID-19, the following requirements must be met for the student to return to campus/class:

- Students must be symptom free for the appropriate number of days in accordance with the CDC guidelines.
- Students must receive clearance from the Vice President of Students Development and/or their designee prior to physically arriving to campus and/or occupying a residence hall.
 - Charlotte and Raleigh students must receive approval by their respective campus coordinators or designees.
- Students must meet the certifications listed below prior to returning to campus.
- Upon return to campus, students must continue to practice infection control protocols suggested by the university.
- Residential students who do not leave campus, must reside in any consolidated housing assignment during isolation/quarantine and can re-enter their assigned housing upon being symptom free for 14 days.

Certifications:

- Students may be required produce a letter from a board-certified provider or medical provider, clearing them to return to the university due to the nature of the pandemic and CDC recommendations.

Pfeiffer University reserves the right to deny readmission or continuation of enrollment for any student that does not meet the preceding requirements or certifications.

Medical Withdrawal for Coronavirus – Voluntary or Involuntary:

- As is the case with current Medical Withdrawal policies, students must present documentation from a board-certified provider if they are requesting a medical withdrawal during a Tier 1 – Outbreak Warning event.
- Students wishing to file for a Medical Withdrawal at the end of a pandemic event when the university has resumed operations must follow the current procedures for requesting a medical withdrawal.
- Students granted a Medical Withdrawal related to the Coronavirus are eligible for all standard financial, academic, and other dispensations.
- The university reserves the right to require a medical withdrawal and subsequent removal from campus and/or in-person instruction for those students exhibiting symptoms and/or otherwise suspected of being infected by the Coronavirus.
- Students must follow medical withdrawal policy process as stated in the current student handbook and course catalog.

APPENDIX N
REQUIREMENTS AND CERTIFICATIONS FOR FACULTY/STAFF RETURN TO CAMPUS FOLLOWING
POSITIVE COVID-19 TEST

In the event that an employee tests positive for COVID-19, the following requirements must be met for the employee to return to campus/class:

Requirements:

- Staff/Faculty must be symptom free for the appropriate number of days in accordance with the CDC guidelines.
- Staff/Faculty must receive clearance from the Director of Human Resources and/or their campus designee prior to physically arriving to campus.
 - Charlotte and Raleigh staff/faculty must receive approval by their respective campus coordinators or designees.
- Staff/Faculty must meet the certifications listed below prior to returning to campus.
- Upon return to campus, staff and faculty must continue to practice infection control protocols suggested by the university.
- Staff/Faculty returning from international travel to areas of suspected infection must be cleared by a medical provider prior to returning to campus.

Certifications:

- Staff/Faculty may be required to produce a letter from a board-certified medical provider or medical provider clearing them to return to the university due to the nature of the pandemic and CDC recommendations.

