Pfeiffer University

Total Quality Management Team 2020

Welcome Home: A Return to Campus Plan

7/14/2020
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 COVID19 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 that includes 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 need to be able to pivot to contingency plans should the situation arise. 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 so that we may safely welcome 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 planning to endorse a public health campaign that will includes the adoption of a myriad of safety measures as recommended or required based on 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 will include requiring everyone on campus to wear a cloth mask in designated areas and when social distancing is not possible, practice social distancing, follow 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 Gear

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 student/faculty/staff first 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. Masks will not be required in outdoor and personal areas. 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 Cafeteria: Face mask will be required to be worn in the cafeteria 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 family physician OR the Nurse Practitioner on campus.

**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.

- **Rearranging all classrooms** to ensure six feet between students, faculty and staff. In a case where six feet is not possible, safety measure such as a physical barrier will be established. Classrooms will have the designated number of desks that align with capacity requirements and marking on the floor will designate where the desk is supposed to be.

- **Branded public health signage** and messaging throughout campus that are 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 students returning to campus.** New and returning residential students will return to campus during a specific time scheduled in advance to arriving on campus. 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 make sure this is completed. (See Appendix C for student arrival to campus)
• **Planning for coordinated return of the workforce** including both faculty and staff. Through the direction of the Office of Human Resources, a phased reopening through limiting the number of staff on campus will begin July 6th and end July 20th. The Office of Academic Affairs through Deans and Program Directors will coordinate the return of faculty to campus. All meeting of the faculty prior to August 17th 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 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 in areas such as Stokes, the Library, Nursing, the wellness center and learning center will be modified to follow 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).

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**ADDITIONAL HEALTH MEASURES**

• **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 desks spaces prior to use. The intensity and frequency of cleaning will be increased daily and added weekend cleaning of residence hall bathrooms has been arranged. Pfeiffer will use cleaning supplies found on list N Disinfectant Results Table from the EPA. (See Appendix G for Cleaning Plan)

• **Dining** Pfeiffer University has one dining hall and one ala cart 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 Sodexho to ensure a safe dining experience. (When it becomes available: Dining plan can be found in Appendix H)

• **Requiring cloth masks** for students, faculty, staff and campus visitors is one way to reduce the risk of 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.

- **Implementing mandatory training** of all members of the Pfeiffer University Community. Students will be required to complete an educational module specifically related to COVID19 prior to returning to campus. Faculty and Staff will complete training through Paycom as part of the opening to the Academic Year requirements.

- **Ensuring ventilation, water and other systems adhere to OSHA.**

- **Requiring all individual meetings to occur by appointment only** ensures that safety mechanisms can be put in place for the parties involved. The recommendation is to follow the CDC guidelines recommendation and that office doors remain closed and guests invited in only by appointment. However this will be done at the discretion of the individual. Some areas will require appointments such as Health Services, writing center, the learning center and other offices where social distancing cannot be established.

- **Increase the number of online and hybrid (online/in-person) course offerings** while reducing fully in-person classes. This reduces the high traffic academic areas and allows for social distancing while keeping classroom capacity in mind.

- **Encourage online office hours** for faculty and advisors where possible

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**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 specific return to campus. This pledge will be released as soon as it is available.

- **Daily Health Screening** All students, faculty and staff are expected to complete a daily symptom screening questionnaire via the LiveSafe app. This should be done
  - 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 the students, faculty, staff leave campus for an extended period of time. (See Appendix I to learn more about Daily Health Screenings and suggested Hygiene Protocols for Students/Staff/Faculty)
• **Follow the suggested personal hygiene protocols** in an effort to create a culture of shared responsibility of each member of the Pfeiffer University to keep the community at large safe and well.

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**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 during the Academic 20-21 year. A team is currently working to define “Essential travel” (See Appendix J for CDC travel recommendations)

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**Athletics**

Pfeiffer University belongs to the USA South Athletic Conference that 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. (See Appendix K for information from Athletics).

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**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 Atrium Health Services to enable daily self-screening for students, faculty and staff. The university will comply with all applicable privacy and confidentially 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, or local hospital/health department or campus health services (clinical provider). Appointments are required for students to be seen by the clinical provider. The following are the steps the university clinical provider will take if she is made aware:
• Identification of symptoms
• If warranted, isolate the student
• Mask them
• Close them in their space and keep others away
• Contact Atrium infectious disease, state and county health department, CDC
• Contact parents (Ron or Jenny) to let them know status and ask them to come get them
• If not, student goes to the ER
• Contact residence life if a resident student
• Contact facilities regarding of housing status
• 14 days of isolation
• Student contacts Jenny once well in order to return to classes and campus

If the 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, we ask them to 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 for testing. 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. Pfeifer 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) or the Presidents House (currently unoccupied).

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

If the history of exposure puts Pfeiffer University at risk, the Director of Human Resource may be notified. When this happens, the director of Human Resource will be directed to contact the people impacted. The Stanly County Health Department will give guidance on if the people
indicated in the report need to be tested or quarantined. If we have a contamination, Pfeiffer University will have to contract with services that will correctly disinfect.

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**Contact Investigations and Coordination with Public Health Authorities**

Pfeiffer University will provide close coordination with the local health departments where the campus resides in order to assist with contact tracing.

- **Misenheimer Campus**: The Director of Health Services is the designated person to be in contact Stanly County Health Department officials.
- **Albemarle Campus** The Director of Health Services is the designated person to be in contact 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 the same 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 goal of 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 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 on-line beginning Friday, December 4
  - A complete schedule will be made available at a later date.
<table>
<thead>
<tr>
<th>Academic Calendar 2020 -2021</th>
<th>FALL 2020 MC</th>
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<tbody>
<tr>
<td><strong>FALL</strong></td>
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<tr>
<td>New Students Report</td>
<td>Thursday, August 13, 2020</td>
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<tr>
<td>Residence Halls open for returning students</td>
<td>Saturday, August 15, 2020</td>
</tr>
<tr>
<td>Students deadline to submit Immunization Records</td>
<td>Monday, August 17, 2020</td>
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<tr>
<td>Opening Convocation</td>
<td>TBD</td>
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<tr>
<td><strong>Classes Begin</strong></td>
<td>Tuesday, August 18, 2020</td>
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<tr>
<td>Last Day to add or drop a class 4:30 PM</td>
<td>Tuesday, August 25, 2020</td>
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<tr>
<td>Class Rosters Due for MC Campus 4:00 PM</td>
<td>Friday, August 28, 2020</td>
</tr>
<tr>
<td><strong>No Seated Classes</strong>-Reserved for opportunities to engage in advising, research and/or studying</td>
<td>Tuesday, September 22, 2020</td>
</tr>
<tr>
<td>Deadline to appeal grades from the previous spring or summer</td>
<td>Monday, September 28, 2020</td>
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<tr>
<td>Late Graduation Applications due for December</td>
<td>Monday, September 28, 2020</td>
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<tr>
<td>Midterm grades due at 12:00 noon</td>
<td>Thursday, October 8, 2020</td>
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<tr>
<td>Last day to withdraw from a course (“WP, “WF”, or “W”)</td>
<td>Monday, October 26, 2020</td>
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<tr>
<td><strong>No Seated Classes</strong>-Reserved for opportunities to engage in advising, research and/or studying</td>
<td>Wednesday, October 28, 2020</td>
</tr>
<tr>
<td>Spring registration/graduation application due for Summer &amp; December 2020</td>
<td>Mon./Fri., November 2-6, 2020</td>
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<tr>
<td>Classes Resume <strong>ONLINE</strong> at 8:00 am</td>
<td>Monday, November 30, 2020</td>
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<tr>
<td><strong>Last day of classes</strong></td>
<td><strong>Monday, December 7, 2020</strong></td>
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<tr>
<td>Reading Day</td>
<td>Tuesday, December 8, 2020</td>
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<tr>
<td>Final Exams</td>
<td>Wed. Dec 9 – Wed. Dec 16</td>
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<tr>
<td>Last day to submit grades for fall 9 am</td>
<td>Friday, December 18, 2020</td>
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Signage will be placed in highly visible areas on all campus reminding employees and students of the 3 Ws: **Wear** a mask, **Wait** 6 feet apart, **Wash** your hands (personal hygiene), social distancing reminders, daily health screenings and office protocols. A link to download the signs will be made available on My.Pfeiffer and the website.

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

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

Elevators- please use the stairs unless there are mobility issues.

**Room Capacity**- the new room capacity based on the current 50% rule

**Vendors**: Please see attached example Sharon sent

**Visitor**: A discussion today regarding a sign and process for visitors on campus was discussed today. Thoughts- “Stop”, do you have an appointment? IF so, proceed. If not, please return to your car and contact the person or people you are trying to see. Appointments are a required safety and preventative measure on 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.

On 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 perspective program directors.
APPENDIX D
RETURN OF FACULTY AND STAFF TO CAMPUS

Return to Work
Pfeiffer University will return staff and faculty in a coordinated proves 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 approve, 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 out breaks 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 beginning July 6 with the complete workforce returning by July 20th (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 Atrium Health Symptom Checker App.
- 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 7\textsuperscript{th}.

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 |
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<tr>
<td>Tuesday August 11:</td>
<td>Virtual Fall faculty Conference</td>
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</table>
| 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\textsuperscript{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 Medical Information Request Form  
for Medical Providers of Pfeiffer University Faculty and Staff

To Pfeiffer University Employees:

- The Medical Information request form is to be completed by the employee’s physician or healthcare provider.
- Employees are to complete Section I below, provide details about the essential functions of their job to their medical provider and complete Section II.
- Completed forms are to be provided to Human Resources. For questions, please call 704-463-3067.

Section I: To be completed by faculty or staff:

<table>
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<tr>
<th>Name</th>
<th>JobTitle</th>
<th>Department</th>
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<td>Dean or Supervisor</td>
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**Nature of the Qualifying Disability:** (Please describe the nature, extent, and duration of your disability.)

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

**Release of Information**

I hereby authorize the release of the following 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 physician or health care provider.

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<th>Signature</th>
<th>Date</th>
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**Section II:** To be completed by the physician or health care provider:
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.

For 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 you are finished.

Students:
We strongly recommend using a scheduling application such as Signup Genius or Calendly to make individual appointment 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 you are finished.

Pfeiffer University will not conduct outside rentals on any or all campuses at this time 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 Community on our campuses. 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: decision in July

Plan A- no spectators allowed at events. Livestream athletic event.

Plan B- Screen all spectators upon entering the athletic competition. Limit spectators to students and family members with the livestream option of events.

Plan C- No outside guests at athletic events. Only students are allowed to attend athletic events. Livestream the event.

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, the maximum capacity would be 2 people (resident plus one guest).
  - For a double, the maximum capacity would be 4 people (each resident may have one guest)
  - For New Hall, the maximum capacity would be 6 people

There will be conduct sanctions for violating this policy.
**Advancement/Alumni visitors:** Advancement and alumni guests will be limited to 2 guests on campus at a time following all safety protocols put in place. In the case that a meeting is necessary, staff will follow the meeting protocols put in place.

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

**Perspective students/families (admissions):** All visitors are expected to come through Admissions Event Management System. Only 2 guests may accompany student with each participant completing a Health Survey (built into registration form). Visitors can submit request to visit campus currently 3 days a week (Tuesday-Thursday). At this time the Office of Admissions is not accommodating any group tours or full-service Admissions Counselor In person meetings. Perspective students can schedule a virtual counselor session following a campus visit. Upon arrival, perspective students and their family member will park their car in the designated spot and enter the Merner Welcome Center to be directed by attendant to ensure appropriate preventative measures are taken.
APPENDIX G
ENHANCED CLEANING PLAN

TIER I

The following Infection Control policies and guidelines will be activated in the event of a Tier 1 Pandemic Event – Outbreak Warning. An Outbreak Warning is defined as local or national media and/or state/federal agency reports of isolated human-to-human transmission of the CPPVID-10 (coronavirus) in the continental U.S. or a widespread outbreak in a country or region outside the continental U.S.

Cleaning Guidelines for Housekeeping Staff

Housekeeping will follow and add services as needed in accordance with Federal and Stated guidelines and will address areas of concern as recommended by the CDC. The university standard is to clean and disinfect all areas once a day, in areas of concern based on the pandemic, the university will adjust the cleaning schedule based on the recommendations per specific pandemic.

- All surfaces experiencing a high degree of human contact should be cleaned and disinfected x2 daily
- 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 disinfected or disposed in accordance with guidelines for the specific pandemic
- Housekeeping staff should wear both latex gloves and dust masks while performing duties

Hygiene Protocols for Food Preparation

- All utensils and glass wear must be cleaned x2 prior to being returned to serving line or use disposable serving items as needed.
- Servers must wear latex gloves unless required to do more.
- Staff must wash/sanitize hands prior to and after handling any food or ingredients
- All cooks and food handlers must wear gloves
- All cooking utensils and containers must be cleaned x2 prior to being returned to inventory
- All poultry or poultry products must be prepared to 165 degrees Fahrenheit
- All eating surfaces must be cleaned and disinfected daily
All kitchen area floors must be cleaned and disinfected daily

TIER 2

The following Infection Control policies and guidelines will be activated in the event of a Tier 2 Pandemic Event – Major Outbreak. An 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 H5N1 Coronavirus virus 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 x2 daily
  - 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-born 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 x2 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 period
- 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 Sodexo national office
### Weekly Cleaning Frequencies for RESIDENCE HALLS

<table>
<thead>
<tr>
<th>Area</th>
<th>Task Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trash collection</td>
<td>(1 extra pick up daily due to take out meals)</td>
<td>(wkday 10)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(wkend 2)</td>
</tr>
<tr>
<td>High touch surface</td>
<td>Wipe down common areas</td>
<td>(wkday 10)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(wkend 0)</td>
</tr>
<tr>
<td>Restrooms</td>
<td>Complete restroom cleaning</td>
<td>(wkday 5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(wkend 0)</td>
</tr>
<tr>
<td>Restrooms</td>
<td>1 extra restroom wipe down high tough surfaces</td>
<td>(wkday 5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(wkend 0)</td>
</tr>
</tbody>
</table>

9 Res Halls

### Weekly Cleaning Frequencies for ACADEMIC, ADMINISTRATIVE AND ATHLETIC BUILDINGS

<table>
<thead>
<tr>
<th>Area</th>
<th>Task Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trash collection</td>
<td></td>
<td>(wkday 5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(wkend 0)</td>
</tr>
<tr>
<td>Classroom complete</td>
<td>Clean including desks and chairs wipe down</td>
<td>(wkday 5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(wkend 0)</td>
</tr>
<tr>
<td>Office cleaning</td>
<td></td>
<td>none</td>
</tr>
<tr>
<td>Wipe down high</td>
<td>Touch surfaces -lobbies, lounges, hallways, elevators etc.</td>
<td>(wkday 10)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(wkend 0)</td>
</tr>
<tr>
<td>Restrooms</td>
<td>Complete restroom cleaning</td>
<td>(wkday 5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(wkend 0)</td>
</tr>
<tr>
<td>Restrooms</td>
<td>1 extra restroom wipe down high tough surfaces</td>
<td>(wkday 5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(wkend 0)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Task Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trash collection</td>
<td>-Trash bags to be put outside by occupants</td>
<td>(wkday 5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(wkend 0)</td>
</tr>
<tr>
<td>Office cleaning</td>
<td></td>
<td>none</td>
</tr>
<tr>
<td>Wipe down high</td>
<td>Touch surfaces -lobbies, lounges, hallways etc</td>
<td>none</td>
</tr>
<tr>
<td>Restroom cleaning</td>
<td></td>
<td>none</td>
</tr>
</tbody>
</table>
Cleaning Solution/Disinfectant Information

Cleaning and disinfecting your personal workplace

Frequent cleaning and disinfecting of surfaces are key to help reduce the risk of exposure to illness. Facilities works hard to clean and disinfect each building on 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 to have your cleaning supplies replenished through emailing your request to XYZ@Pfeiffer.edu  Here are some examples where we can 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, 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
APPENDIX I
DAILY HEALTH SCREENING AND SUGGESTED/MANDATORY HYGIENE PROTOCOLS

TIER I

The following Infection Control policies and guidelines will be activated in the event of a Tier 1 Pandemic Event – Outbreak Warning. An Outbreak Warning is defined as local or national media and/or state/federal agency reports of isolated human-to-human transmission of the CPPVID-10 (coronavirus) in the continental U.S. or a widespread outbreak in a country or region outside the continental U.S.

While handwashing, social distancing, and the use of cloth face masks reduce the risk of spreading COVID19 and other illnesses. Additional personal hygiene protocols are suggested by the CDC to add another layer of protection.

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 blowing your nose, coughing, or sneezing.
• Maintain social distancing (as defined state and local orders and or by the CDC)
• Avoid travel to regions or areas with reported high rates of infection
• 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 blowing your nose, coughing, or sneezing.
• Maintain social distancing (as defined state and local orders and or by the CDC)
- Avoid travel to regions or areas with reported high rates of infection
- Staff or faculty who become ill during this period should not report to work until well again

TIER 2

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 H5N1 Coronavirus virus 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 Hygiene Protocols for Students
- No sharing cups or other utensils
- Change bed linen and towels weekly
- Cough into clothing, handkerchiefs or tissues
- Avoid large gatherings both on or off campus
- Mandatory travel restrictions and cancellations for athletic events, service trips, etc.
- 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

Mandatory Hygiene Protocols for Staff/Faculty
- Only essential personnel will be allowed on campus during the duration of the pandemic event
- No sharing cups or other utensils
- Cough into clothing, handkerchiefs or tissues
- Avoid large gatherings both on or off campus
- Travel to regions or areas with reported high rates of infection will be cancelled
- 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 a symptomatic student to seek medical help at Student Health Services.
- Wear PPE’s in the presence of bodily fluids and while in student residences
COVID-19 (coronavirus) is a respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in almost 70 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”). An assessment of the current situation can be found on the Centers for Disease Control and Prevention (CDC) Coronavirus website: https://www.cdc.gov/coronavirus/2019-ncov/

Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus (named SARS-CoV-2).

The SARS-CoV-2 virus is a betacoronavirus, like MERS-CoV and SARS-CoV. All three of these viruses have their origins in bats. The sequences from U.S. patients are similar to the one that China initially posted, suggesting a likely single, recent emergence of this virus from an animal reservoir.

Early on, many of the patients at the epicenter of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including in the United States. Some international destinations now have apparent community spread with the virus that causes COVID-19, including in some parts of the United States. Community spread means some people have been infected and it is not known how or where they became exposed. Learn what is known about the spread of this newly emerged coronaviruses.

Before any international travel to an area affected by COVID-19 (Coronavirus)

- Be sure you are up to date with all your routine vaccinations, and see your doctor or health-care provider, ideally 4-6 weeks before travel, to get any additional vaccination medications or information you may need.
- Assemble a travel health kit containing basic first aid and medical supplies. Be sure to include a thermometer and alcohol-based hand gel for hand hygiene.
- Identify in-country health-care resources in advance of your trip.
- Check your health insurance plan or get additional insurance that covers medical evacuation in case you become sick. Information about medical evacuation services is provided on the U.S. Department of State web page Medical Information for Americans Traveling Abroad, at http://travel.state.gov/content/travel.html.

During travel to an affected area

• As with other infectious illnesses, one of the most important preventive practices is careful and frequent hand washing. Cleaning your hands often with soap and water removes potentially infectious material from your skin and helps prevent disease transmission. Waterless alcohol-based hand gels may be used when soap is not available and hands are not visibly soiled.

• If you become sick with symptoms such as a fever, cough or difficulty breathing or if you develop any illness that requires prompt medical attention, a U.S. consular officer can assist you in locating medical services and informing your family or friends. Inform your health-care provider of any possible exposures to coronavirus. You should defer further travel until you are free of symptoms, unless traveling locally for medical care.

Note: Some countries have instituted health monitoring techniques, such as temperature screenings, at ports of entry of travelers arriving from areas affected by coronavirus. Please consult the Embassy of your travel destination country if you have any questions.

After your return

• Monitor your health for 14 days.

• If you become ill with a fever plus a cough, or trouble breathing during this 14-day period, consult a health-care provider. Before you visit a health-care setting, tell the provider the following: 1) your symptoms, 2) where you traveled, and 3) if you have had direct contact with a severely ill person. This way, he or she can be aware that you have traveled to an area reporting coronavirus.

• 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 that become ill while abroad.
APPENDIX K
PFEIFFER UNIVERSITY ATHLETICS 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
- 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.
  o This means inside every building
  o 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
• Do not share water bottles
• 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.
  o 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 for COVID-19:**

- To resume participation, the student athlete must meet each of the following criteria:
  - No fever for 72 hours without fever reducing medications, since recovery;
  - Resolution of respiratory symptoms;
  - At least 10 days have passed since symptoms first appeared; and
  - A note of clearance from a licensed medical provider (MD, DO, NP, PA)
- The Return to Play form must be filled out

**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 from contracting COVID-19.

**COVID 19 Athletic Training (AT) Room Response**

**Phase 1 (at least 14 days):**

- 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 be encouraged to 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 or outside under the tent)
• 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

Phase 2 (Successful Phase 1/at least 14 days):
• 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 an 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.
• 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 be allowed in the AT room for emergencies only. A table will be place outside the AT room for visiting teams pregame needs
• No more than the 50% of the fire code recommendation of people will be allowed in the AT room at one time, including the Athletic Training Staff and work study students and interns.
• 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.
• Pre-practice needs like taping and stretching will take place outside of the AT room (either in the hallway or outside under the tent)
• Follow cleaning procedures listed below
• There will be visible signage stating these facts before people come into the AT room
Phase 3 (successful Phase 2, no rebound in cases/ at least 14 days):

- 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 and report their symptom. Via phone conversation with an 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.
- 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 or outside under the tent)
- 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.

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.
Phase 1: (at least 14 days)

- 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 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. 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 5 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

Phase 2 (Successful Phase 1/at least 14 days):

- No one shall enter the weight room if they are feeling sick or have a temperature. Temperature will be taken at the door using the forehead thermometer.
- 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 an 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 Pfeiffer University student athletes will be allowed into the weight room. All visitors, i.e. recruits and families will remain outside the weight room.
- 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.
• **Workout conducted in a 10 person pod.** The same 10 student athletes must always workout together.

• Everyone will either wash their hands in in the bathroom 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.

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**Pfeiffer University Sports Medicine**

**Practice & Game Day COVID 19 Procedure**

**Practice:**

• 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.

• Student athletes and coaches should maintain a minimum distance of three feet when not directly participating in practice or games.

• If using the weight room please see the weight room procedures.

• **Practice during phase 1:** no more than 10 student athletes in a pod if outside, 5 if inside. Pods should remain the same throughout the phase, including weight room sessions
  
  o Pods can spread out during practice time and the coach can walk between the pods.
Soccer: No one shall touch head the ball, goalies are not allowed to spit on their gloves, No tackling
Volleyball:

- **Practice during phase 2**: no more than 10 student athletes in a pod if inside. No more than a gathering of 50 outside. Pods should remain the same throughout the phase, including weight room sessions
  - Soccer: No one shall head the ball, goalies are not allowed to spit on their gloves, No tackling
  - Volleyball:

- **Practice during phase 3**, unrestricted participant numbers, however all student athletes and coaches are encouraged to maintain social distancing when able.
  - Repetitive handling of common objects such as game balls and other shared equipment can occur, and contact activities can begin.

High Risk: men’s lacrosse, competitive cheer, dance, soccer
Moderate Risk: basketball, volleyball, 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.

**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 Administrator 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.

Sex of Student Athlete: ____________________________ DOB: __________
Sex of LHCP (Please print): ___________________________________________
Sex Address: __________________________________________________________
Sex Number: __________________________________________________________

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

COVID-19 Symptom Diagnosed: __________ Date COVID-19 Symptoms Resolved: __________
I am to certify that the above-named student athlete had a negative test result after having acknowledged the 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.

_________________________________________________ _________________________
Sex of LHCP Date

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

Print Name
APPENDIX L
REQUIREMENTS AND CERTIFICATIONS FOR STUDENT RETURN TO CAMPUS

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 Affairs 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 physician 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 in the case of current Medical Withdrawal policies, students must present documentation from a board-certified physician 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 where the university has resumed operations must follow the current procedures for requesting a medical withdrawal.
• Students granted a Medical Withdrawal related to the Coronavirus would be 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.
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 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 within areas of suspected infection must be cleared by a physician prior to returning to campus

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