



UNIVERSITY OF  
**South Carolina**

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**PALMETTO COLLEGE**

**REOPENING & RISK MITIGATION PLAN**

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As we prepare to welcome students back for the Fall 2020 semester, the University of South Carolina Palmetto College has reimagined life on our campuses for students, faculty, staff, and visitors. We have worked through solutions to the challenges the pandemic has brought to our nation, our state, and our university campuses, and we remain committed to providing an excellent academic and student experience in a safe and healthy environment.

But there are many things the country is still learning about COVID-19. As our understanding of the virus continues to shift and evolve, we are aware that our plans may change.

The policies, plans and schedules highlighted in this report are based on today's best-practices as well as standards, regulations and guidelines set by, but not limited to, the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), APPA Leadership in Educational Facilities, the Environmental Protection Agency (EPA) and the S.C. Department of Health and Environmental Control (DHEC).

Best-practices, standards, recommendations, and guidelines are continually being evaluated as this pandemic evolves, and our plans, policies and schedules will be amended, as necessary.

Combatting COVID-19 will require an effort from the entire University of South Carolina community, and everyone will be expected to do their part to maintain a clean, safe, and healthy environment to live, learn and play for all.

The Palmetto College campuses are accredited by the SACSCOC with UofSC Columbia, hence the Columbia Risk Mitigation Plan (RMP) will inform the specific RMPs for the Palmetto College campuses.

As a living document that will evolve as understanding of best practices, requirements and recommendations evolves, the Columbia plan – and the Palmetto College plans – will continue to grow to best meet the needs of each campus.

## **University Commitments**

The University remains guided by our four enduring priorities:

- Maintaining the health, safety, and welfare of our people;
- Limiting and mitigating the spread of the virus and protecting our community;
- Maintaining academic, research and athletic excellence;
- Sustaining the University.

To enable the full and safe reopening of our campuses, we are also guided by seven commitments that transcend all activities including instruction, research, and athletics:

- **Commitment to Excellence** — As individuals and as a team we push ourselves to achieve

the highest levels of success and our commitment to diversity, equality and inclusivity at all times ... challenging every employee and student to raise the bar for themselves and to inspire others to do the same.

- **Commitment to the Health, Safety and Welfare of our People** – In this season of uncertainty we harness the power of South Carolina’s only School of Public Health, our two Medical Schools, our award-winning and nationally accredited Patient-Centered Medical Home-Student Health Services as well as countless other research and practice

expertise to ensure all of our decisions align with the best practices for individual safety and public health. The University of South Carolina is nationally recognized and applauded for its Healthy Carolina Initiatives for creating a culture and atmosphere that encourages healthy choices, healthy behaviors, and a healthy place to live.

- **Commitment to Social Responsibility and Individual Accountability** – As a community and part of society, we have individual accountability and social responsibility to take care of each other and to practice the highest degree of prevention and disease preparedness possible to protect the health and safety of all. As a community we must understand injustice; that in times of public health crises not everyone is afforded the same protections and resources. Fear and anxiety can lead to social stigma and xenophobia, which may arise when people associate a specific illness with a population or nationality, despite the fact that not everyone in that population is at increased risk of having the illness. This virus knows no geopolitical boundaries. As we implement and enhance our public health measures, every effort should be made to dispel misinformation that COVID-19 is linked to individuals of a specific ethnicity, race, or national origin.
- **Commitment to Academic Excellence and Student Success** – Our primary mission is to deliver world class academic instruction and to prepare our students to effectively contribute to a more just and equitable world.
- **Commitment to Continued Research and Scholarly Activity in All its Forms** —The University of South Carolina is classified as a university with the Highest Research Activity by the Carnegie Foundation, and the creation of new knowledge and creative works is the hallmark of our university.
- **Commitment to Transparency and Shared Governance** – Building trust, inclusion and a team orientation leading to shared responsibility for effectively setting the institution’s priorities delivering the mission of the institution within the health and safety guidelines necessary for community health.
- **Commitment to the State of South Carolina and our Community** – As a South Carolina institution, our first responsibility is to the education of her citizens and contributions to the wisdom and strength of the state. As a campus, how we respond to COVID-19 impacts

not just our campus, but our community and our state — driving our planning and actions toward the greater good.

### **Brief Overview of Coronavirus (COVID-19)**

COVID-19 is a respiratory illness that can spread from person to person. A novel coronavirus called SARS-CoV2 is the cause of COVID-19 and the outbreak was first recognized in China in December 2019. The clinical spectrum of COVID-19 ranges from mild disease with non-specific signs and symptoms of acute respiratory illness to severe pneumonia with respiratory failure and septic shock. Signs and symptoms include fever, cough, myalgia, or fatigue,

loss of sense of smell and taste and shortness of breath at illness onset. The fever course among patients with COVID-19 is not fully understood; it may be prolonged and intermittent.

The incubation period is estimated at approximately 5 days (95% confidence interval, 4 to 7 days). Some studies have estimated a wider range for the incubation period. Data for human infection with other coronaviruses (e.g., MERSCoV, SARS-CoV) suggest that the incubation period may range from 2-14 days. Studies show that there may be a relative high number of asymptomatic infections with COVID-19.

Based on what is currently known about SARS-CoV-2 (COVID-19) and what is known about other coronaviruses, spread is thought to occur mostly from person-to-person via respiratory droplets among close contacts. Preparation is key to an organized, effective, and efficient campus-wide response.

### **A Phased, Responsible and Safe Opening of Campus**

As we reopen our campuses, faculty, staff, and student employees will return through a phased-in opening during the summer months to prepare for the campuses to be fully open and operational at the beginning of the fall semester. The first phase runs from June 1-21, followed by groups returning from June 22-July 13 and July 14-Aug. 3. The final group will return to campus on Aug. 3 and will run through the academic year.

This phased-in return to campus is a conditions-based, four-phase plan designed to safely and deliberately return our employees to the workplace. The phases were developed based on guidance of the CDC, S.C. DHEC as well as the State of South Carolina and other best practice guidelines to include those of the American College Health Association to support the successful reopening of our campus community.

It is anticipated that implementation of each of the four phases will require approximately 2-3 weeks based on current institutional and public health guidance. At each stage of the plan, the university will be guided by the following conditions:

- The number and rate of COVID-19 cases on campus are within the capacity of the

university to respond and manage. Health monitoring policies are in place with the capability to screen for active disease daily (this includes but may not be limited to temperature checks and screening for cough, shortness of breath, loss of smell and taste, sore throat, runny nose, nausea and fatigue).

- Testing, contact tracing, quarantine and isolation capabilities are established on campus.
- Environmental controls are in place to include the availability of personal protective equipment (PPE) and cleaning services to support the needs of faculty, staff and students, and campus operations.
- The health care system of the surrounding community can support the number of cases and acuity of health issues.
- The university's infrastructure and the number of faculty and staff returning to the on-campus workforce supports the return of students.

### **Trigger Points for Contingencies and Alternative Paths**

Careful data analysis and establishing trigger points that will initiate a timely and well-thought out response when the risks of COVID-19 becomes unacceptable and the university must alter and/or change the academic calendar and campus operations. These trigger points include but may not be limited to the following:

- Early warning signs indicate imminent risk exceeds the University's and community's capacity to manage the spread of COVID-19 (surge capacity modeling, wastewater contaminants and faculty, staff, and student census reports)
- The on campus and community health care system's capacity to provide sufficient care due to infections and illnesses (staffing, PPE, testing modalities, contact tracing isolation/quarantine space)
- COVID-19 infection in the student population becomes more severe (pneumonia, respiratory distress)
- The university's capacity to sustain operations is threatened (percentage of faculty and staff is not sufficient to maintain the integrity of the academic mission)
- Inability to access, analyze and track data in a timely manner to make key decisions
- An increased number of community infections that are linked to our campus population
- Escalating fear and anxiety that prevents students, faculty, and staff from engaging effectively in campus operations

### **Modification to Fall 2020 Calendar**

The student body will begin to return to the campuses in early August and in-person instruction will resume on August 20. While face-to-face classes will be held on campus, the university also will expand its online course offerings to accommodate those who choose to remain away as well as to eliminate large, in-person classes.

The Fall 2020 academic calendar will include two changes to help protect the health and safety of the community. There will be no fall break, and students will conclude face-to-face instruction

at Thanksgiving break. Remote learning will be in place for the final weeks of the fall semester before winter break in December 2020.

Here are the changes to the Fall 2020 semester calendar:

- Aug. 20: Classes begin
- Sept. 7: Labor Day will be a Remote Class Day, meaning classes will be held online and asynchronous for all classes.
- Oct. 15-16: Fall Break is cancelled; classes will be held on these days.
- Nov. 3: General Election Day will be a Remote Class Day.
- Nov. 24: Face-to-face instruction on campus will end.
- Nov. 25-29: Thanksgiving Break
- Nov. 30: Remote Class Day
- Dec. 1: Remote Class Day
- Dec. 2-4: Reading Days
- Dec. 7-14: Final Exam period (for classes having an online final)

## **Risk Mitigation Plan and Materials**

### **Public Health Measures**

The campuses must deploy primary public health controls to slow the transmission and reduce disease impact associated with COVID-19. These control measures include availability of appropriate personal protective equipment (PPE); environmental measures such as testing, enhanced cleaning and disinfection as well as physical distancing, and mitigation strategies such as comprehensive testing, contact tracing, isolation, and quarantine. Each of these measures serves to enhance the response capacity of the campus and the surrounding community. Controls must be designed, implemented, and monitored to contain, prevent, and/or mitigate negative strategic, operational, financial, reputational, health and safety impacts on the institution.

Containment measures are multi-pronged and include surveillance, rapid identification of infection with immediate isolation, contact tracing, quarantine and — when available — future large-scale delivery of COVID-19 vaccines. Our goal is to keep our community safe by keeping them informed during these unprecedented times. It takes an entire community working together to accomplish one shared mission: to flatten the curve through implementing strong public health measures.

### **Testing for COVID-19**

COVID-19 (PCR) diagnostic testing is available through the Department of Health and Environmental Control (DHEC) at the following link throughout South Carolina:

<https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/covid-19-testing>

## [19-screening-testing-sites](#)

Testing may also be obtained through community-based testing sites, commercial providers, or a primary care physician. Information about community-based testing is available through the [South Carolina Department of Health and Environmental Control](#) (DHEC) or the [US Department of Health and Human Services](#).

Follow-up testing is recommended for anyone who is experiencing symptoms of COVID-19, has been in close contact with someone who has COVID-19, or has traveled to an area with high levels of SARS-CoV-2 community spread. Follow up testing may be performed by local health care providers, and community testing sites.

If a University community member tests positive for COVID-19, appropriate actions will be taken to support the individual and help protect the health and safety of the university community. These actions include health monitoring, contact tracing, isolation, and quarantine as well as a heightened disinfection of workspaces and classrooms.

### **COVID-19 Contact Tracing Procedures**

Palmetto College campuses have developed contact tracing protocols and procedures in conjunction with public health professionals and public health agencies, such as the South Carolina Department of Health and Environment Control (DHEC)

Palmetto College campuses trained staff will conduct contact tracing and care planning interviews with members who have tested positive or presumed positive for COVID-19.

Contact tracing and care plan interviews aim to:

- Ensure that the individual has access to appropriate medical care or in the community, to include follow-up testing.
- Explore the possible route of infection or exposure.
- Identify close contacts and other individuals who may be at risk for infection.
- Educate the individual on the need to quarantine and isolate and determine the individual's plan.
- Identify the support services and needs for the individuals to successfully quarantine or isolate.

Follow-up activity as a result of the contact-tracing interview may include but not limited to:

- Contacting faculty members to notify them of a positive COVID-19 individual
- Providing documentation for employers or others to support the individual.
- Coordinating food, safe housing, or transportation needs.



- Medical monitoring of COVID-19 symptoms.
- Medical and mental health support.

Effective contact tracing relies on conducting interviews in a timely manner. Complying with requests for information from a contact tracer is an important expectation and a necessity as the University better understands and mitigates the spread of COVID-19.

Palmetto College will protect the privacy and identity of individuals diagnosed with COVID-19 in accordance with applicable privacy laws and regulations.

### **Quarantine, Isolation and Care**

Quarantine and isolation are important parts of the university's COVID-19 mitigation strategy. Isolation is an act that separates sick people with a communicable disease from others who are not sick. Quarantine separates and restricts the movement of people who were exposed to a communicable disease to see if they become sick.

The University has updated its [policy on quarantine and isolation](#) for students, faculty and staff.

An individual who has been exposed to COVID-19 or who has been to an area of high-risk for transmission should self-quarantine up to 14 days while they monitor themselves for COVID-19 symptoms. Testing and medical care should be sought by anyone who suspects they have symptoms.

Contract Tracers will advise campus community members of the need to quarantine or isolate if they are suspected of a COVID-19 infection. Individuals will be cleared from isolation or quarantine based on current best practices, such as a negative disease test result. A positive diagnostic test result will result in guidance to continue to isolate until considered recovered based on specific CDC and SC DHEC guidelines.

Individuals who isolate or quarantine should remain home and should not leave unless they need medical care or in the case of an emergency. A medical provider will provide information about how to successfully comply with the quarantine.

Isolation and quarantine guidelines will be continually adjusted based on expert opinion from organizations such as the World Health Organization (WHO), CDC, and SC DHEC.

Faculty and staff who are isolated or quarantined will have access to COVID-19 self-care information and are encouraged to follow up with their personal health care provider. A list of community follow-up options will be provided to those who do not have a personal physician. Faculty and staff are also encouraged to contact the University' Employee Assistance Program

[mygroup.com](http://mygroup.com) or call 800-633-3353.

## **Individual and Social Behavior Cleanliness and Personal Hygiene**

Because there is no vaccine currently available to prevent COVID-19 illness, the best prevention is to avoid being exposed to the virus. The CDC considers person-to-person spread to be the most common form of transmission, occurring mainly among people who are within 6 feet of each other for a prolonged period. The virus may be spread by people who are not showing symptoms. COVID-19 can also be contracted by a person touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes. As a result, social distancing, hand hygiene and respiratory etiquette to include face coverings are important methods of minimizing contact with the virus.

It is therefore important to follow these guidelines:

- Keep 6 feet of distance from others whenever possible, even when face coverings and masks are in use.
- Do not gather in groups without appropriate precautions. Stay out of crowded places and avoid mass gatherings.
- Avoid crowding in elevators; consider taking the stairs when feasible.
- Remote working and learning are especially important for those who are at increased risk for severe illness from COVID-19.
- Hands should be washed often using soap and water for at least 20 seconds, especially after contacting frequently touched surfaces. Hand sanitizer that is at least 60 percent alcohol also is effective.
- The university is always requiring face coverings to be worn at specific locations on campus, including all classrooms and buildings. Other locations may be added as conditions warrant.
- Face coverings should be laundered daily.
- Cover coughs and sneezes with a tissue or elbow. Dispose of used tissue properly.
- Avoid contact with frequently touched surfaces.
- Routinely clean and disinfect frequently touched surfaces.
- Avoid touching your face and always perform hand hygiene before eating or touching your nose, mouth, or eyes.
- Do not share food, drink, hookahs, and other products that can easily transmit the virus

While experiencing the physical separation of social distancing, it is important to stay in touch with family and friends through phone calls, video chat and social media. Be on guard for sadness, anxiety or depression in yourself or others while social distancing is necessary. If you or someone you know needs help:

- Call 911 if you or someone you know is considering harming themselves or someone else.
- Faculty and staff are also encouraged to contact the University' Employee Assistance Program [mygroup.com](http://mygroup.com) or call 800-633-3353.

## **Social (Physical) distancing**

Social or physical distancing means keeping space between yourself and other people while outside your home. This means people should stay at least 6 feet apart, which is about two arms' length, from others. It also means people should avoid gathering in groups, crowded places, and mass gatherings. This is especially vital, given that asymptomatic and pre-symptomatic individuals are known to spread the virus.

The goal of social distancing is to limit physical contact to decrease viral spread among people in community settings. This is an effective, efficient means of mitigating disease transmission risk.

Maintaining 6 feet of physical distance when face coverings are not worn is important to slowing the spread of the coronavirus. This is especially vital, given that asymptomatic and pre-symptomatic individuals are known to spread the virus.

It is the University's goal to ensure the use of overlapping mitigation strategies to maximize the safety of the campus population. In classrooms, the University will seek to practice the physical distancing standard recommended by recognized public health authorities. Recognizing that there is currently conflicting guidance between CDC and WHO, it is the preference of the University to maintain CDC recommended physical distancing of 6 feet.

Physical distancing does not mean eliminating social contact. All members of the campus community are urged to stay in touch with family members, friends, and colleagues.

Physical distancing, combined with the use of face coverings and proper hand hygiene, represents the most effective strategy in controlling the spread of highly contagious diseases such as COVID-19.

## **Face Coverings**

Because the coronavirus can be spread between individuals interacting in close proximity — for example, by speaking, coughing, or sneezing — wearing face coverings is recommended in public settings where social distancing measures are difficult to maintain. This is especially important in areas of significant community-based transmission.

Policy UNIV 3.04 Communicable Disease Outbreak Mitigation Measures link below includes specific directives concerning the need and use for face coverings on campus.

<http://www.sc.edu/policies/ppm/univ304.pdf>

## Face Coverings Required in All Buildings

The University will now require face coverings inside all buildings, with the exceptions noted below. The University will provide a washable, reusable face covering for every student, faculty, and staff member.

- Students are not expected to wear face coverings in dormitory rooms and individual study rooms.
- Employees are not expected to wear face coverings when alone in individual offices.
- Individuals are not expected to wear face coverings when eating in campus dining facilities.
- Employees who cannot wear face coverings due to health conditions should contact their supervisors.
- Students who have documented conditions that could be exacerbated by wearing face coverings should submit an application to become registered with the Student Disability Resource Center. Students who become registered with the SDRC will be entitled to reasonable accommodations that may help mitigate issues caused by face coverings mandates.

A face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. CDC guidelines for face coverings include that any cloth face covering should fit snugly but comfortably against the side of the face, completely cover the nose and mouth, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, and be laundered and machine dried without damage or change to shape.

The [CDC](#) and [WHO](#) offer guidance and recommendations on face coverings, including when and how to wear them and how face coverings can be made.

Clear face shields may be used by persons with disabilities that make it difficult to use face coverings, and by instructors where a view of a person's face is critical to quality instruction.

Face coverings should not be shared with other individuals and should be kept in a clean safe place when not being worn. When removing or putting on a face covering, use the ties and avoid putting your hands on the face cover. Wash your hands before and after removal.

### Face coverings for Faculty and Instructors

Faculty who have health conditions that make wearing a face covering difficult should talk with their direct supervisor about accommodations and/or working remotely.

Because face coverings are required in classrooms, instructors (including faculty, staff instructors, graduate instructors or teaching assistants) are expected to either wear a face covering, be behind a barrier (for example, a sneeze guard), or be physically distanced from the students.

Instructors should approach enforcement of the face covering requirement as they would any other student conduct policy and may request that students leave the classroom unless properly equipped. The university will provide instructors with face coverings to offer to students who may forget to bring their own. If a student refuses to cover their face and refuses to leave the class, that student can be reported to the campus Academic and Student Affairs Office.

### **Face coverings for Employees**

Employees who have health conditions that make wearing a face covering difficult should talk with their direct supervisor about accommodations and/or working remotely.

### **Face coverings for Students**

Face coverings are required in all campus buildings and any student who intentionally violates a face covering mandate may be referred to the Academic and Student Affairs Office for education and/or disciplinary action if necessary. Students who have documented conditions that could be exacerbated by wearing face coverings should submit an application to become registered with the Student Disability Resource Center ([https://www.sc.edu/about/offices\\_and\\_divisions/student\\_disability\\_resource\\_center/register\\_with\\_us/index.php](https://www.sc.edu/about/offices_and_divisions/student_disability_resource_center/register_with_us/index.php)). Students who become registered with the SDRC will be entitled to reasonable accommodations that may help mitigate issues caused by face coverings mandates in designated areas of campus. Any student who intentionally violates a face-covering mandate may be referred to the Office of Student Conduct for education and/or disciplinary action if necessary.

### **Face coverings for Guests**

Visitors on campus should be limited; however, the University will supply campuses with the appropriate supplies of disposable masks for use by visitors on campus.

### **Workplace Safety, Changes and Modifications**

Combatting COVID-19 requires an effort from the University community to maintain a clean and safe environment for all. Workspaces and procedures will be altered in some cases to mitigate the spread of the virus and keep students, faculty, and staff safe and healthy.

### **Workspaces**

Office spaces and work practices must be organized to support physical distancing and protect

the health and safety of all employees. All units will [post signage](#) that educates employees about COVID-19 and encourages hand washing, face coverings and physical distancing.

Modifications to the workplace may be necessary to reduce close contact among individuals, promote physical distancing and reduce the need to touch objects. Workplace modifications may include:

- Changes in traffic flow by designating areas of one-way traffic or identifying specific doors as entrance or exit only.
- Changing or rearranging furniture, such as eliminating seats in waiting areas, increasing space between workstations, and adding plexiglass shields.
- Closing or assigning new occupancy limits in common areas where employees are likely to congregate, such as breakrooms and kitchens.
- New signage, including new occupancy limits, directional signs, and floor markings to maintain space between individuals.
- Establishing wipe-down protocols or removing shared pens, shared utensils, magazines, and appliances, as appropriate.
- Removal of items that are difficult to clean or disinfect.

### **Safety Supplies**

All employees will be provided with a reusable face covering. Offices will be regularly supplied with disinfectant spray, disinfectant wipes, disposable gloves, disposable masks, and hand sanitizer. Hand sanitizer will be provided at building entrances and in areas of high traffic.

### **Cleaning and Disinfection Protocols**

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before disinfection of surfaces. Based on what is currently known about COVID-19, spread from person-to-person of this virus happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Transmission of coronavirus occurs much more commonly through respiratory droplets than through objects and surfaces, like doorknobs, countertops, keyboards, toys, etc. Current evidence suggests that COVID-19 may remain viable for hours to days on surfaces made from a variety of materials. Individuals may catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose, or mouth. More frequent cleaning and disinfection may be required based on level of use. Cleaning of visibly dirty surfaces and frequently touch items followed by disinfection are best practices in the prevention of COVID-19.

Staffing of custodial and janitorial services has been increased. Cleaning crews are trained to provide enhanced cleaning and sanitizing in all workplaces, offices, and classrooms. Along with their daily cleaning requirements, custodial services will increase the frequency of necessary cleanings, such as high-touch surfaces in common areas.

Students, faculty, and staff will be trained on relevant policies, plans and schedules for routine cleaning, sanitizing, and disinfecting surfaces. Everyone on campus will be asked to assist with focusing on cleaning their personal areas such as their computer, office phone, keyboard, and other high-touch surfaces.

If an employee leaves work due to an illness or is unable to report to work because of symptoms consistent with COVID-19, their workstation, and any common areas they used will be closed for appropriate cleaning and disinfecting.

### **Work practices**

Employees will adhere to new work practices to help protect the health and safety of the university community. Those include:

- Washing hands before touching shared items, including doorknobs, light fixtures, copiers, worktables, counters, appliances, and similar shared objects.
- Disinfecting shared surfaces after each use.
- Keeping individual workspaces free of clutter and removing excess personal and unnecessary items to allow for maximum cleaning of all surfaces.
- Observing occupancy limits posted for all common spaces including elevators, stairwells, restrooms, breakrooms, and meeting rooms.
- Using the stairs if you are physically able so others may use the elevators.
- Wearing face coverings whenever physical distancing is difficult.
- Traveling alone in vehicles whenever possible. If job duties require traveling with a crew in a vehicle, vehicle occupants are to wear face coverings, use hand sanitizer and allow for the circulation of outside air.

### **Workday Scheduling and Telecommuting**

To limit the density of work staff and reduce building traffic on campus, units will promote flexibility in scheduling and alter workdays and times as appropriate. Recommended options include:

- Flexible work schedules.
- Alternating days in the workplace with days of remote work.
- Continued telecommuting when appropriate and feasible.
- Staggering start and end times to limit number of employees arriving or departing at the same time.

Remote work is a significant part of our disease mitigation strategy. During the phased return to campus, remote work is the best option for employees who are at higher risk, who live with someone at higher risk, or who have dependents who require care. Supervisors are to use discretion and empathy when determining when an employee should return to campus.

Supervisors will consider whether staff members who are effective at telecommuting may continue to work remotely on a long-term basis.

## **Meetings**

Whenever possible meetings should be held online using platforms recommended by the university. If a meeting must be held in person, the room occupancy must not exceed 50 percent of the prior approved occupancy rate. The meetings should be as short as possible, and the room must allow for physical distancing.

## **Visitors to Campus offices**

Visitors to on-campus workplaces should be limited. Actions to consider include:

- Conducting meetings by phone or via online platforms.
- Establishing protocols for virtual drop-in appointments over in-office drop-ins.
- Seeing visitors by appointment only.
- Relocating meetings to minimize passage through the workplace.
- Maintain appropriate physical distancing.
- Use of face coverings by campus guests.

## **Teaching and Student Success**

To accommodate public health concerns of faculty and students fall instruction will take place in a variety of modes: fully in person, hybrid in person/online, and fully online either synchronous or asynchronous.

Classes delivered in person may make provisions for the protracted absence of students who may be quarantined due to COVID-19 exposure. Each instructor must have a plan to deliver make-up instruction remotely.

The Center for Teaching Excellence and the Keep Teaching pages link below offer guidance for strategies for the varied instructional modalities.

[https://www.sc.edu/about/offices\\_and\\_divisions/cte/index.php](https://www.sc.edu/about/offices_and_divisions/cte/index.php)

To respect physical distancing guidelines, no class larger than 100 will meet in person. Classroom capacities will be adjusted considering best practice recommendations.

Because timing will not permit professional cleaning of classrooms between class sessions, students and instructors are asked to be considerate of the classes that will follow theirs.



All instruction and final exams after Thanksgiving must be conducted remotely, and in-person exams must be concluded by Nov. 24. Faculty teaching in-person classes are encouraged to consider alternatives to the traditional final exam; examples include more frequent in-class exams/quizzes, term papers due during the final exam period, online exam proctored by Respondus Monitor or LockDown (which is free to students) or by ProctorU, which charges students (and that charge must be indicated in the syllabus).

Faculty are still expected to have office hours but may conduct the office hours virtually if they so desire. They should also expect to meet virtually with students who are unable to meet in person for health reasons.

Faculty Senate will provide detailed guidance with respect to syllabus policies for attendance make-up work, and classroom conduct.

Seating recommendations and traffic flow directions will be provided for classrooms. To facilitate contact tracing and encourage physical distancing, faculty are encouraged to keep seating charts, especially in larger classes.

Palmetto College Campuses have embarked on an intensive classroom technology upgrade program over the summer of 2020. These upgrades will allow instructors to record and stream lectures digitally using Blackboard Collaborate Ultra. This will allow remote students to view courses live or after the class, depending on their bandwidth and personal circumstances. While use of the technology is not required, it will be one of the ways faculty can ensure that students who are ill or in quarantine can still access course content. Closed-captioning support for recorded lectures will also be provided through the Blackboard Collaborate Ultra.

Faculty have been granted the opportunity to choose to teach remotely. Changes in the modality of how courses are offered will be kept to a minimum so that students know what type of course they are taking, and so classroom space can be assigned to maximize community safety. As always, if an instructor's circumstances change, such as the onset of new illness, there will be flexibility. The University has a clear plan to determine when the university environment has become unsafe and will be vigilant in protecting faculty, staff, and students. While there is confidence that the probability the university will close in the fall is low, closure remains a possibility due to the uncertain nature of COVID-19.

### **Classroom Supplies and Protocol**

The campuses are undertaking an intensive cleaning protocol for all classrooms and buildings across campus. Most surfaces and items in all classrooms will be cleaned every day. There also will be self-use cleaning supplies, such as wipes or towelettes and/or alcohol-based spray cleaner with paper towels available. The types of cleaning products will depend upon availability and practical use for surfaces in the space. These supplies will be monitored and replenished as needed by Facilities Services and Procurement.

## **Student Service**

### **Advising**

- All continuing and entering students are required to be advised before they can register for classes. Advising is being done remotely both during Orientation and on an ongoing basis.
- All students may be re-advised during the summer after fall classes are assigned a final mode of delivery (in-person, hybrid or fully online). The re-advising is to ensure that students still progress toward their degree regardless of class delivery mode.
- Fall advising will be a mix of face-to-face or remote advising depending on the preference of the advisor and the advising office context.

### **Integrative and Experiential Learning (GLD)**

- The campuses will continue advising and promoting experiential learning both in class and outside of class for students, both remotely and in-person.
- The campuses are developing high-quality experiential learning opportunities that can be safely done in the current environment.

### **Academic Success Center**

- Supplemental instruction, peer tutoring, success consultation, and other student services will maximize access to students through a hybrid approach of in-person and online services.
- In-person services will observe physical distancing where possible and will include face coverings, wellness shields, and other risk mitigation measures when physical distancing is not possible.
- Modifications will be made to the centers' facilities, including installing plexiglass to limit potential COVID exposure during in-person appointments, arranging furniture in common areas to ensure social distancing, and ordering supplies and signage to promote preventive hygiene.

### **Student Disability Resources**

Even with heightened safety measures, the Palmetto College Campuses remain vigilant to our mission to serve as a clearinghouse of resources for our students with disabilities. Each of our campuses has a Disability Services Coordinator, and the campuses will continue offering these services on campus or virtually.

### **University 101**

The University's renowned University 101 class for incoming first-year students will be offered in

multiple formats, including traditional face-to-face classes, a hybrid of in-person and virtual classes, and online classes.

Faculty development and instruction information sessions will be conducted online, while individual meetings with students will be held virtually. In cases where an in-person meeting is necessary, face coverings will be required.

### **Student Life and Student Spaces**

Student life has always been an integral part of the Palmetto College Campuses experience. This year will be no different, though the experiences will look a little different. Many of our events will be virtual and all our events will comply with current health guidelines.

Modifications will be made to student spaces and activities. The changes will be made to ensure our students' health and safety while maintaining the renowned student experience at the University of South Carolina Palmetto College.

### **Facility Operations**

Changes and adjustments will be made to the day-to-day operations of facilities throughout campus.

Among the adjustments to standards

- Cleaning Standards
  - High touch areas will be cleaned four to five times per day.
  - Common area bathrooms will be cleaned twice per day.
  - Hand soap, paper towels and hand sanitizer stations will be checked twice a day and replenished as needed.
  - Common gathering spaces will be fogged or misted once a month.
- Emergency Cleaning after a COVID-19 positive diagnosis
  - Staff who have been fitted to wear respirators will clean COVID-19 positive rooms.
- Vehicles
  - Staff who are assigned to vehicles will disinfect their vehicles, tools, and other equipment before and after each usage. Tools will not be shared between staff members.
  - Only one staff member will be assigned to each vehicle. Traveling alone in vehicles whenever possible. If job duties require traveling with a crew in a vehicle, vehicle occupants are to wear face coverings, use hand sanitizer and allow for the circulation of outside air.

### **Programming and Student Engagement**

The core focus for programming and student engagement events will be based on students' and

staff members' safety and health as well as community and relationship building. Among the changes to be implemented this fall are:

- Programming and engagement will be focused on smaller groups of students to actively build relationships and community.
- RSVPs will be required to limit the number of individuals at an event to 50 or less.
- Social distancing etiquette will be reviewed prior to students' arrival to campus and reiterated in creative ways using videos, social media, etc. Peer-to-peer messaging will be valuable and could possibly be an advocacy opportunity for student leaders.
- Food must be individually packaged and free of buffets, self-service options, etc. Alternative meals should be provided for individuals with food allergies.
- Community meetings may be a hybrid, virtual and in-person, depending on space available, student preferences, etc.

## **University Research**

Activities taking place in laboratory spaces and associated research facilities, such as shared research office space, workshops, and studios, referred to here as "laboratories," must follow all university guidance related to COVID-19 as well as those specific to research-related spaces.

### **General guidance and recommendations for ensuring a safe research work environment**

- Encourage remote work when laboratory-based resources are not required (e.g., working on grant writing, data analysis, publications, literature reviews, etc.).
- Make accommodations for personnel who are members of a vulnerable population or have close family who are members of a vulnerable population at a higher risk of severe illness with COVID-19.
- Develop and implement laboratory-level plans that focus on creating safe workspaces and safe practices. All laboratories, including those active during reduced activities, must obtain administrative approvals (department chair and/or dean) of plans that implement social distancing, staggered work schedules and proper protection and hygienic practices in laboratory and workspaces.
- Laboratory-level plans must include mitigation strategies, such as:
  - Creating a laboratory map to approximate scale (plan view) to include the entryway and detailing items such as laboratory furnishings, equipment, and other obstructions to determine maximum room occupancy based on a minimum distance of six feet between personnel at any time. Due to the physical layout of many laboratories (e.g. narrow spaces) 6 feet may not always be achievable. In these cases, cloth facial coverings should be worn. General guidance: occupancy should not substantially exceed one person for each 250 square feet of laboratory and workspace.
  - Having your department/building/facility representative confirm your space assessment and the number of personnel you are proposing to allow in the space at a single time.

- For shared laboratory workspaces, work with the other faculty and facility representatives to establish definitive guidelines for the space.
- If your lab has five or more people who will be conducting research, create a lab calendar to track who will work at what time.
- Share your lab calendar with the appropriate unit representatives.
- Post occupancy limits on the door, visible to those outside.
- Post calendar on the door, visible to those outside.
- Consider creating physical reminders to practice distancing such as using tape on the floor to mark out 6-foot spaces
- Take steps to ensure that laboratory space is conducive to working safely.
  - Ensure all laboratory spaces are clutter-free including, but not limited to, bench tops, aisles, tissue culture rooms, equipment rooms, etc.

### **Resuming In-Person Human Subjects Research with IRB Approval**

Having visitors on campus is highly discouraged during the summer months (June – August), and only should occur in limited numbers in controlled circumstances. Institutional Review Board approval must be obtained before bringing visitors to campus.

Plans to resume or initiate in-person human research activities on previously approved projects must be submitted as an amendment for IRB review and approval before such activities may begin. Prior to seeking approval to initiate or resume in-person activities, efforts should be made to modify existing procedures to incorporate remote interactions to the greatest extent feasible. Such modifications include, but are not limited to:

- Use questionnaires, interviews or surveys delivered online, by telephone or Zoom rather than in-person.
- Email or mail screening and consent documents and other study material to participants.
- Consider requesting a waiver of documentation of signed consent (i.e. consent is obtained orally or by means other than a formal signed document).
- Consider changes to methods of payment to subjects.
  - Ensure laboratory spaces are cleaned and disinfected according to [established protocols for the SARS CoV-2 virus](#) in addition standard disinfection protocols, which already are required.
  - Disinfect commonly touched laboratory surfaces such as refrigerators, freezers, incubators, centrifuges, equipment controls, keyboards, etc., and workspaces after use.
  - Obtain and maintain adequate supplies (e.g., disinfectant, disposable wipes) to support cleaning and disinfecting before restarting research activities.
  - Create protocols for disinfecting shared equipment and instruments before and after each use. When possible, avoid sharing commonly used items (e.g., pens, notebooks, pipettors, frequently used reagent bottles, etc.).

- Promote the use of recommended infection control measures required by the CDC (cloth facial coverings, frequent hand washing with soap and water, hand sanitizer when hand washing is not available, etc.). The UofSC Division of Communications and Public Affairs has prepared [printable signs](#) to assist with this.
- Identify common use areas (e.g., break rooms and lobbies) where people are likely to congregate and interact. These areas should be closely monitored, and if social distancing cannot be maintained, they should be closed.
- Regularly check the comfort level of your employees, graduate students and other personnel with current work environments and address any concerns they raise or forward to the appropriate administrative unit for response.
- Create a contingency plan in the event of a possible or confirmed case of COVID-19 among laboratory personnel.

Before bringing study subjects to campus, the Principal Investigator must submit an IRB Amendment application that includes a plan that addresses how safety measures will be implemented. At minimum, the plan should include:

- A screening process to determine the [COVID-19 risk status](#) of volunteers and staff (e.g. questionnaire regarding health status, recent travels, body temperature, etc.).
- Procedures for:
  - Maintaining social distancing requirements.
  - Use of PPE, including what is required and how it will be obtained.
  - Proper cleaning of materials, equipment, and commonly touched areas where the activities will take place.
  - Plan for scheduling visits to avoid overlap in appointments.
  - If included in the subject population, plans for handling visits by participants in high-risk categories (older adults and anyone with serious underlying medical conditions). Refer to CDC guidance for a full list.

For IRB-approved off-campus research that only can be conducted in-person, the revised research plan should follow the requirements of the location in which the research will be conducted but must not be less than those recommended above. Off-campus research also may be subject to additional UofSC restrictions and/or requirements (travel, for example).

Any changes to current research projects that are made without prior IRB approval must be reported to the IRB as a Protocol Deviation using the Reportable Event mechanism in eIRB. Contact the IRB at the Office of Research Compliance if you have questions about resuming human subjects research or require assistance: [lisaj@mailbox.sc.edu](mailto:lisaj@mailbox.sc.edu) or [NEWTONLA@mailbox.sc.edu](mailto:NEWTONLA@mailbox.sc.edu).

### **Special Event Guidelines**

The health and safety of the university's faculty, staff, students, and guests remains the top

priority as special events resume on campus. Mass gatherings can be super-spreader events and can lead to the virus spreading rapidly. There will be a risk at any event, so event organizers will be mindful of the risk and consider all factors before planning an event.

Important factors to consider are:

- Venue — location, size, type, crowd density, indoor/outdoor, air flow
- Attendees — age, health status, travel to the event
- Event activities — level of interaction among participants
- Duration — length of the event
- Reasoning — purpose and necessity of the event
- Accommodations for individuals with registered disabilities – how to identify and accommodate participants

If there is substantial risk, planners should conduct the event virtually or in a hybrid of in-person and virtual means.

For live, in-person events, it is important to have clear, concise, and consistent guidelines across campus. The following measures should take place in accordance with campus, local, state, and federal guidelines:

- **Communication with employees, vendors, and guests**
  - Communicate in advance of event about event modifications to manage expectations:
    - face coverings
    - advance or in-person health screenings
    - maximum event capacity/RSVP deadlines
    - event ticketing
    - physical distancing guidelines
    - staggered arrival/departure times
    - ingress/egress plans
  - Employee/vendor pre-shift meetings should be conducted virtually or outdoors to review event specific details (special needs of guests, event program, etc.)
  - Establish plan to notify guests of possible exposure post-event
- **Employee and vendor health screening and training**
  - Follow the University's Return to Work (RTW) daily screening protocol
  - Face coverings required for all employees during events; gloves when appropriate and changed frequently per industry standards
  - Modified event checklists with extensive cleaning and sanitation protocols and guidelines for modifications to event space and event practices
  - Establish plan to alert campus health officials and others if guests or staff get sick to contain and trace as necessary
- **Modifications to event space and event practices**
  - Revised occupancy limits and floor plans (50% capacity, 6-foot distance)
  - Removal of high touch, shared items from venue, such as magazines, pens, bowls of mints, etc.

- Touchless event registration is recommended.
  - Limit personal belongings brought to event; items remain with guest
  - Use only paper/disposable printed materials at events. This includes nametags, table cards, place cards, menu cards and food identifiers.
  - Event signage to promote safe guidelines as needed; utilize university links to [printable signs](#)
  - Monitor event entrances/exits, restrooms, elevators, and shared spaces to control safe capacity.
  - If possible, adjust air handlers, prop doors open and use outdoor space.
- Food service modifications
    - The same general/basic food safety guidelines are applicable, with extra safety and sanitation precautions now in effect.
    - No buffet or self-serve catering will be allowed; offer served or packaged items. Ensure alternative meal selections for individuals with allergies
    - Use of sneeze guards and other protective measures are encouraged when appropriate.
    - No shared utensils or service vessels; flatware should be rolled up in napkins or individual cutlery packets provided.
    - Coffee, beverages, and other break items should be attended to by a server unless individual bottled beverages and snacks are provided for guests.
    - Cocktail napkins should be given to the guest with their beverage by a gloved server.
    - At served meals, guests should not pass bread baskets, cream/sugar, salt/pepper. Bread will be served, and condiments served should be disposable, individual packets or sanitized individual containers
    - All linens, clean or soiled, should be wrapped or placed in single use plastic for transport.
- Enhanced cleaning protocols
    - A sanitation plan will be created for each venue prior to an event and should be supervised and documented throughout the event.
    - Hand sanitizer dispensers (touchless whenever possible) should be placed at the main entrance and throughout the venue. Handwashing stations should be used if outdoors and appropriate.
    - It is highly advised to have trained custodial/facilities staff present to properly clean, although all event staff should be trained to clean and sanitize correctly.
    - Specific sanitation consideration should be paid to the following items in the public areas prior to, during and following events:
      - High-touch areas
      - Desks, counter tops, tables, and chairs
      - Phones, AV, electronic equipment, and remotes
      - Thermostats
      - Cabinetry, pulls and hardware



- Doors and doorknobs
- Elevator fixtures and handrails
- Restroom vanities/accessories, fixtures, and hardware
- Windows, mirrors, and frames
- Lights and lighting controls
- Closets, hangers, and other amenities

**Links to Guidelines/Resources:**

- CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- accelerateSC Guidelines for Re-opening: Mass Gatherings or Large Community Events (06/01/2020 – Version 1) <https://accelerate.sc.gov/sites/default/files/Documents/GuidelinesforReopeningMassGatherings.pdf>
- South Carolina Restaurant & Lodging Association: Opening Hotels and Event Venues [https://cdn.ymaws.com/www.scrcla.org/resource/resmgr/coronavirus/Hotel\\_and\\_Event\\_Venues\\_Recom.pdf](https://cdn.ymaws.com/www.scrcla.org/resource/resmgr/coronavirus/Hotel_and_Event_Venues_Recom.pdf)
- South Carolina Restaurant & Lodging Association (SCRLA): Temporary Outdoor Seating Guidelines [https://cdn.ymaws.com/www.scrcla.org/resource/resmgr/coronavirus/outdoor\\_seating\\_guidance.pdf](https://cdn.ymaws.com/www.scrcla.org/resource/resmgr/coronavirus/outdoor_seating_guidance.pdf)
- DHEC Mass Gatherings on Novel Coronavirus <https://www.scdhec.gov/sites/default/files/media/document/Mass%20Gatherings%20Guidance%20on%20Novel%20Coronavirus%20or%20COVID.pdf>
- DHEC Food Safety & Covid Guidelines <https://scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/retail-food-service-establishments-covid-19>
- Space design: <https://www.psav.com/what-we-do/industry-advocacy/meetSAFE>

**Communications**

Clear and consistent communications with key stakeholders is an essential component to a safe return to campus. Through the ongoing work of the Future Planning Group, the Summer Operations and Campus Return committee, and in consultation with Palmetto College central communications and communicators at each respective Palmetto College campus, we are continuing to employ a communications strategy based upon transparency, clarity and central themes that reinforce the university’s commitment to safety and educational excellence.

Ongoing communications efforts include:

- maximizing our web presence to ensure information is consistently updated and relevant to internal and external audiences;
- evaluating communications best practices from across the higher education landscape;
- creating formalized modes of two-way information sharing with internal stakeholders;
- advising on the optimal dissemination of newly adopted policies and procedures through appropriate university communications channels;
- educating stakeholders on a wide variety of policies and best practices related to our COVID-19 response (academics, facilities, human resources, finance, public health, disability services, etc.)

### **Message Delivery and Frequency**

It has been said that overcommunicating in the era of COVID-19 is an impossibility. Members of our community are eager for updates, and we must have heard from many that they appreciate frequent information on potential policy changes—even when no official decisions have yet been made. UofSC relies on a variety of communication vehicles to share COVID-19 information with stakeholders, including the following:

- Website. This is handled primarily through the main COVID-19 page, but through support and reinforcement on the FPG page and Palmetto College pages when appropriate. The main site is designed to allow various audiences to locate the information relevant to them quickly. It is updated daily and features a Formstack tool for asking questions.
- Social media. The top-level and unit channels (i.e. USC Palmetto College, USC Lancaster, USC Salkehatchie, USC Sumter, and USC Union), include Twitter, Facebook, and Instagram. Information about our response is shared daily from various accounts, and at least five times a week on top-level accounts.
- Mass email. These include the Chancellor’s update email and targeted emails to various groups from the respective Campus Deans. Emails work to ensure wide visibility and are ideal for explaining more complex policy information. Mass emails are sent approximately once a week or as needed.
- Branded videos. Both short vignettes designed to bolster confidence in our return and longer educational videos. Videos to be provided by UofSC Central Communications for use by Columbia campus and the Palmetto College campuses.
- Communications groups. Palmetto College central communications will share policy information and other relevant information with campus communicators.
- Signage and giveaways. UofSC Central Communications has created an adaptable safety signage platform that will be utilized by facilities and is available for download by individual units. The signage is located on the university website at [\[link\]](#).

[https://sc.edu/about/offices\\_and\\_divisions/communications/toolbox/resources/covid-19\\_resources/index.php](https://sc.edu/about/offices_and_divisions/communications/toolbox/resources/covid-19_resources/index.php)

### **Reinforcing Public Health Best Practices**

In order to execute a safe return to campus, it is incumbent upon our students and employees to follow the new guidelines developed by our public health experts. This will require significant changes in long-established behavior, both on and off campus. Communications plays a vital role

in educating the public on the new standards for safe behavior and reinforcing the necessity of individual and collective adoption.

Ongoing communications plans to achieve compliance include:

- **Instructional videos.** A series featuring what changes students and employees can expect when they return to campus. These videos, running approximately 2-3 minutes each, will reinforce core messaging themes and help establish realistic expectations for campus life in the fall. Launch date is mid-July. Originating from UofSC, these materials will also be made available to the Palmetto College Campuses for their own use.

### **Athletics and Athletics Related Activities**

The Palmetto College Campuses are committed to following the requirements as outlined in UofSC Campus Reopen and Risk Mitigation Plan. The protocols include recommendations based on the current available scientific evidence and advice from the Centers for Disease Control (CDC) and the South Carolina Department of Health and Environmental Control (DHEC). This protocol will be updated as new information and recommendations are made public.

### **Resumption of Athletic Activities**

Palmetto College Campuses Athletics Departments have developed comprehensive plans and protocols to return to athletics activities that adheres to NJCAA and conference regulations, CDC, DHEC, and NSCA (National Strength and Conditioning Association) guidelines. The protocols in the following link below are in addition to the Palmetto College Campuses Reopen and Risk Mitigation Plan and may be more stringent than the university plan due to the frequency of contact and the inability to physical distance during athletic activities.

<https://www.njcaa.org/covid19>

**The following are requirements for NJCAA Region 10 regarding COVID-19. Pre-Return and Return-to-Campus Preparation and Communication Plan**

- A. Campus General Council/Risk Management Liability Understanding & Communication
  1. Align department policies with campus policies and communication of public healthcare guidelines
  2. Reporting, monitoring and resolution of symptoms of illness align with institutional guidelines
    - Patient-health care provider contact
    - Emphasis on avoiding communal buildings
  3. Infectious disease education for student athletes and departmental staff (recommended during athletics orientation)
    - Guidelines for infection prevention and transmission control
    - Proper communication methods for reporting symptoms
    - Individual personal conduct and hygiene
- B. Creation of Athletics COVID-19 Action Team (see NJCAA Health and Safety Recommendations for Return to Play)
- C. Creation of Action Plan, see NJCAA Health and Safety Recommendations for Return to Play)

### **The Path for 2020-2021 NJCAA Sports**

#### Safety Protocol for 2020-2021 Regular Season and Region Championship Competition

- Member colleges should adhere to all institution, state and local regulations and guidelines regarding COVID-19 and re-opening.
- Temperature checks for all student-athletes, coaches, game personnel prior to each competition. Visiting team travel parties should be checked for temperature readings between the bus and athletic venue. Action must be taken for anyone having a temperature of **100.3 degrees and above**. The **Action Plan** should include processes and procedures for anyone with a temperature of 100.3 degrees and above.
- Visiting teams are required to check temperatures before departing from their home location.
- Provide sport medicine staff (or appointed designee) with necessary personal protective equipment.
- Limit contact between teams when possible, including the elimination of pre-game and post-game handshake.
- Limit student-athlete fan engagement before and after competition.

#### Safety Protocol for Athletic Facilities and Equipment

- Member colleges should adhere to all state and local regulations and guidelines regarding COVID-19 and re-opening facilities.
- Member colleges should clean and disinfect frequently touched surfaces and equipment on the field, court, or playing surface.
- Develop a schedule for increase, routine cleaning, and disinfecting. If you play at

a rented facility, you need to have a copy of the cleaning and disinfecting schedule.

- Limit the use of shared objects and equipment when possible.
- Eliminate the sharing of water bottles and towels amongst teammates.
- Limit facility access for student-athletes as deemed appropriate.
- Implement social distancing for team benches when possible.
- Encourage fans, staff, and other event attendees to wear face masks.
- Encourage social distancing for fans during the event.

The above are requirements, not recommendations. The Athletic Director for each campus must maintain copies of institutional policies, action plans and communication. Additional information can be found in the NJCAA Health and Safety Recommendations for Return to Play and The Path for 2020-2021 NJCAA Sports documents. Communication between AD's will be paramount. If your institution has more strict requirements, email the schools that are on your schedule for each sport.

### **Spectator Events and Venues**

Palmetto College Campuses athletic events will be conducted in compliance with this plan and all state and local governance recommendations as well as the CDC, SC DHEC, NJCAA, and conference guidelines as well as compliance with applicable laws, such as the ADA.

These protocols will be updated periodically based on updated guidance from each of the regulatory bodies.

### **Mental and Emotional Health**

Members of our campus population have been deeply changed by the experience of navigating COVID-19. Individuals have lost family members, been isolated from others, and have missed meaningful events. They may be leaving this phase of the pandemic facing financial uncertainty, civil unrest, and anxiety about the future.

Caring for our community's mental and emotional well-being is paramount within our campus recovery plan.

The University has established our concern for and commitment to the mental and emotional health of our students, faculty, and staff. We have been a leader and early adopter of resiliency development, positive mental health initiatives, employee wellness programs and healthy campus initiatives.

### **Mental Health Initiative and Service Delivery**

Faculty and staff have access to a continuum of mental health care services through our

Employee Assistance Program. Our Gamecocks Live Well employee wellness program and our Healthy Campus Initiatives area offers a complement of services to support well-being, such as wellness coaching and mindfulness and meditation training.

Direct services are paired with training and education programs to create a caring community and reduce mental health stigma. A description of resources is available through the following links:

USC Lancaster

[https://www.sc.edu/about/system\\_and\\_campuses/lancaster/internal/current\\_students/career\\_counseling\\_disability\\_services/personal\\_counseling\\_services/index.php](https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/career_counseling_disability_services/personal_counseling_services/index.php)

USC Salkehatchie

[https://www.sc.edu/about/system\\_and\\_campuses/salkehatchie/internal/documents/student\\_handbook/2019\\_2020-student-handbook.pdf](https://www.sc.edu/about/system_and_campuses/salkehatchie/internal/documents/student_handbook/2019_2020-student-handbook.pdf)

USC Sumter

[https://www.sc.edu/about/system\\_and\\_campuses/sumter/internal/current\\_students/counseling\\_services/index.php](https://www.sc.edu/about/system_and_campuses/sumter/internal/current_students/counseling_services/index.php)

USC Union

[https://www.sc.edu/about/system\\_and\\_campuses/union/internal/documents/disabilityservices/resource-list.pdf](https://www.sc.edu/about/system_and_campuses/union/internal/documents/disabilityservices/resource-list.pdf)

USC Palmetto College Columbia

[https://www.sc.edu/about/offices\\_and\\_divisions/student\\_health\\_services/mental-health/get-help.php](https://www.sc.edu/about/offices_and_divisions/student_health_services/mental-health/get-help.php)

#### **Resources:**

Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019.html>

Department of Health and Environmental Control (DHEC) <https://www.scdhec.gov/>

White House Guidelines—Opening Up America Again:

<https://www.whitehouse.gov/wpcontent/uploads/2020/04/Guidelines-for-Opening-UpAmerica-Again.pdf>

World Health Organization: [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>  
<https://www.epi-win.com/>

IDSA Policy and Public Health Recommendations for Easing COVID-19 Distancing Restrictions:

[https://www.idsociety.org/contentassets/9ba35522e0964d51a47ae3b22e59fb47/idsa-recommendations-forreducing-covid-19-distancing\\_16apr2020\\_final-.pdf](https://www.idsociety.org/contentassets/9ba35522e0964d51a47ae3b22e59fb47/idsa-recommendations-forreducing-covid-19-distancing_16apr2020_final-.pdf)

American College Health Association: <https://www.acha.org/COVID-19>

National Intramural-Recreational Sports Association (NIRSA): <https://nirsa.net/nirsa/covid19/>.

Association of College and University Housing Officers-International (ACUHO-I):  
<https://www.acuho-i.org/covid19>

Higher Education Mental Health Alliance (HEMHA) College Counseling from a Distance:  
Deciding Whether and When to Engage in Telemental Health Services: [http://hemha.org/wp-content/uploads/2019/01/HEMHADistance-Counseling\\_FINAL2019.pdf](http://hemha.org/wp-content/uploads/2019/01/HEMHADistance-Counseling_FINAL2019.pdf)

OSHA: Guidance on Preparing Workplaces for COVID-19  
<https://www.osha.gov/Publications/OSHA3990.pdf>  
<https://www.osha.gov/laws-regs/regulations>

National Institute for Occupational Safety and Health website:  
<https://www.cdc.gov/niosh>

## Definitions

**APPA Leadership in Educational Facilities** seeks to create positive impact in educational facilities on three important levels: transforms individual facilities professionals into higher performing managers and leaders, helps transform member institutions into more inviting and supportive learning environments, elevates the recognition and value of educational facilities and their direct impact on the recruitment and retention of students, faculty and staff.

**Community transmission** — Community transmission, or community spread, is when public health professionals cannot specify an origin for an infection, such as tracing it to specific travel or contact with a specific individual. While some cases of coronavirus can be pinpointed to certain trips, associations between people or other events, instances of "community spread" are less specific and harder to trace.

**Contact tracing** — is what public health authorities use to track a virus's spread. It involves three steps.

**Coronavirus** — This common term used for the current virus describes a family of viruses that can affect humans and animals. That family of viruses is responsible for the common cold, as well as more severe diseases such as SARS (severe acute respiratory syndrome) and MERS (Middle East respiratory syndrome). More specifically, this virus has been named "SARS-CoV-2 (COVID-19).

**COVID-19** — mild to severe respiratory illness that is caused by a coronavirus and is transmitted by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure

**Centers for Disease Control and Prevention** — The federal center, known as the CDC, is part of U.S. Department of Health and Human Services and is funded by the federal government.

**Face Coverings** — A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. Cloth face coverings are not intended for use by healthcare workers, first responders, and others whose work requires close contact with people who are ill.

**Flattening the curve** — refers to a graph that illustrates the spread of a disease and the ability of health systems to cope.

**Incubation period** — An incubation period is the time between the infection and showing symptoms of illness. Most estimations give the coronavirus an incubation period of 2-14 days, with symptoms most commonly showing at about five days after infection, according to the World Health Organization

**Infection Control** — Basic procedures and precautions to prevent the spread of infection in healthcare

**Isolation** — confining a confirmed or suspected COVID-19 case to prevent contact with others and to reduce the risk of transmission and ends when the individual meets pre-established clinical and/or testing criteria for release from isolation. May be enforced through a public health order.

**Mitigation** —the action of reducing the severity, seriousness, or painfulness of something.

**Nasopharyngeal** — swab can look like an extra-long Q-Tip or a plastic wand with a collection surface on the end. It is inserted up the nose, far back where the health-care professional collects a sample by swabbing

**Novel coronavirus** —is a strain that has not been detected in humans before. The virus responsible for the current epidemic is often called the novel coronavirus.

**Occupational Safety and Health Administration (OSHA)**, — is a federal agency responsible under a Plan approved under section 18 of the Act for the enforcement of occupational safety and health standards in that State.

**Outbreak** —is a higher-than-normal rate of occurrence of a disease. The terms epidemic and



pandemic are often used to describe the magnitude or nature of an outbreak or series of outbreaks.

**Pandemic** — A pandemic is an epidemic that has spread worldwide. The coronavirus was labeled a pandemic by the World Health Organization on March 11

**Patient-Centered Medical Home (PCMH)** —is a care delivery model whereby patient treatment is coordinated through their primary care physician to ensure they receive the necessary care when and where they need it, in a manner they can understand.

**Person-to-person spread** — means the virus has been transmitted due to close contact between people, whether the interaction involves actual physical contact or just a cough or sneeze in close quarters. This is different than when a disease is spread via contaminated surfaces or via animals. This current coronavirus strain is believed to be spread mainly through person-to-person contact.

**Personal protective equipment (PPE)** — Items worn to prevent the spread of the coronavirus in a hospital setting as patients with confirmed or possible infection undergo evaluation. PPE items include face shields, face masks, isolation gowns, gloves and N95 respirators

**Public Health Order** — an enforceable order that requires cooperation with the efforts of federal and state or local health authorities to include isolation, quarantine and contact other exposed people to prevent the possible spread of the quarantinable communicable disease. This includes providing information regarding people you had contact with, places you visited or traveled to, and your medical history and is authorized by section 361 of the Public Health Service Act (42 U.S.C. § 264) and 42 CFR §§ 70.6, 71.32(a) and 71.33. Order can be mandated by the U.S Department of health and Human Services (DHHS), the Centers for Disease Control (CDC), Department of Environmental Health Control (DHEC).

**Presumptive positive** — A presumptive positive test is for the time between an initial positive test for the virus by a public health lab but before the federal Centers for Disease Control and Prevention has confirmed the results. A presumptive positive result from a CDC test is treated as if the patient is positive for the virus, according to the CDC

**Quarantine** — The CDC defines quarantine as separating and restricting "the movement of people who were exposed to a contagious disease to see if they become sick. Quarantines are for people or groups who do not have symptoms but were exposed to the sickness. May be enforced through a public health order. Breaking a quarantine has consequences that range from a fine to imprisonment.

**Reproductive Number (RO)** — "R-naught "Expected number of cases directly generated by one case - in a population where all individuals are susceptible to infection.

**Self-isolation** — applies only to people who are known to be infected, according to some experts. Others use self-isolation as a synonym for quarantine. In both cases, those isolated need to stay

at home and keep away from people who are not sick

**Social distancing** — The practice of staying away from large public gatherings, avoiding public transportation including buses, taxis and rideshares like Uber and Lyft, and keeping about six feet from other people.

**Surge Capacity** —the ability to obtain adequate staff, supplies and equipment, structures, and systems to provide enough care to meet immediate needs of an influx of patients following a large-scale incident or disaster.

**Symptomatic** —showing symptoms of an illness or a disease. For COVID-19, this includes fever, cough, shortness of breath, loss of sense of smell and taste etc. Health officials believe the risk of getting COVID-19 is highest when one comes into contact with someone who is symptomatic. However, the disease can also be spread before someone shows signs of it (also known as pre-symptomatic) or asymptomatic.

**Telemedicine** —the remote diagnosis and treatment of patients by means of telecommunications technology

**World Health Organization** — Best known by its initials — W.H.O. — this is a specialized health agency of the United Nations and is based in Geneva, Switzerland. It sets internationally accepted guidelines for treating diseases and coordinates responses to disease outbreaks globally