

## COVID-19 POLICY

**For Darla Moore School of Business Faculty, Staff and Students Returning Summer 2020**

**Effective June 9, 2020**

The health of faculty, staff and students is of primary concern as the University of South Carolina (UofSC) reopens following its campus closure in March 2020. This document lists the general protocols to be followed by faculty, staff and students who return during summer 2020 to the Darla Moore School of Business building at 1014 Greene Street in Columbia. Please note this policy is subject to change pending further COVID-19 developments.

1. Diagnostic testing for COVID-19 is highly recommended for all faculty, staff and students before entering the building for the first time when returning to campus. This test at UofSC consists of collecting a nasal swab specimen. The ideal is ensuring no-one enters the building symptomatic, and given the high prevalence of asymptomatic COVID-19 carriers, the best prevention is to have new entrants tested just before their planned entry to the building. Individuals should obtain tests shortly before their return or as soon as possible upon their return to the building or campus.
  - a. **On-Campus Testing:** On-campus testing is available through Student Health Services. To schedule an appointment, visit [covid19usc.square.site](https://covid19usc.square.site). For more information about COVID-19 policies and access to campus resources, visit [sc.edu/safety/coronavirus](https://sc.edu/safety/coronavirus). Faculty and staff at this time are able to obtain tests through Student Health Services if they would prefer to remain on campus for their test. Limited drive through tests may also be available through Student Health Services.
  - b. **Off-Campus Testing:** Off-campus testing is available through several entities including:
    - i. [S.C. Department of Health and Environment Control \(DHEC\)](#)
    - ii. [Other community sites](#)
2. When entering the building for the first time every day, all faculty, staff and students must use the Welcome Center entrance on Greene Street. A symptomatic self-monitoring declaration is required by the university on a daily basis, so forms certifying your declaration will be available for signature upon entry at this entrance (please bring your own pen). All entrants must also initial the sign in sheet when entering the building for the first time every day. Entrance to all doors is electronically monitored, and persons entering through another door using their Carolina Card without signing their Welcome Center declaration form will be easily identified. Carolina Cards should be carried at all times, as all doors will be locked to restrict access for those without cards. Moore School personnel located at select entrances to the building may also monitor that masks are worn by all seeking entry. These personnel will have the right to restrict entry of those without masks and will be instructed to respectfully ask those without masks to go to the Welcome Center to obtain a mask to wear while in the building. Masks will be made available for those not wearing them.
3. Faculty, staff and students must wear face masks when walking in or through the building, and efforts to maintain adequate social distance from others should always be made. A distance of six feet or more is recommended between persons at all times. Students must be aware of social

distancing when lining up to enter class, as well as when leaving class. All signage in the building must be followed at all times, as should any instructions given by faculty to direct students leaving class. Students are also required to wear masks in class, as well as to comply with socially distanced seating instructions in the classroom.

4. Faculty and staff may remove masks in the privacy of offices and cubicles. For those in cubicles, masks may be removed provided that these cubicles are designated as socially distant from neighboring cubicles. When leaving offices or cubicles, masks must again be worn and should be worn when other parties are in an office or cubicle.
5. Before any faculty, staff or student enters the building, the videos and PDFs listed below must be viewed:
  - [Handwashing](#)
  - [Stop the Spread of Germs](#)
  - [Face Coverings](#)

Visit UofSC's [COVID-19 website](#) for the latest information and additional resources.

6. Faculty, staff, and students must monitor their personal health carefully. If you display COVID-19 symptoms, you should stay at home and contact a healthcare provider immediately. Students can also call UofSC's COVID-19 hotline at 803-576-8511. [Learn more about COVID-19 symptoms and view campus health notices.](#)
7. Students who are concerned about displaying symptoms must inform their instructor if they are unable to come to class in advance of the class start time.
8. Food and beverages in the building:
  - a. **Classrooms:** Faculty, staff and students are not permitted to eat or drink in Moore School classrooms.
  - b. **Access to vending machines and water fountains:** Water fountains, drink machines and snack machines in the building will not be operational or accessible; individuals should bring their own drinks and snacks to be consumed outside the classroom.
  - c. **Faculty/Staff Breakrooms:** Faculty and staff breakrooms will be closed. All refrigerators and coffee makers will be inaccessible.
  - d. **Global Café access:** The Global Café in the building will be open, however, operations will be modified and limited to grab and go items.

Questions regarding this policy can be directed to Moore School HR Director Tawana Johnson at [tawana.johnson@moore.sc.edu](mailto:tawana.johnson@moore.sc.edu).