COVID-19 GENERAL POLICY

The health of faculty, staff and students is of primary concern as the University of South Carolina (UofSC) reopens in the fall. This policy document lists the general healthcare, building, classroom, guest, event and food protocols to be followed by faculty, staff, students and visitors who enter the Darla Moore School of Business building at 1014 Greene Street in Columbia over the fall term. The policy complements and in some respects enhances UofSC requirements currently in place. This document supersedes the Moore School general policy drafted June 9, 2020 (and updated June 22 and July 31, 2020) to govern building protocols in the summer. The policy stated here is subject to change pending ongoing COVID-19 developments.

COVID-19 TESTING AND HEALTHCARE PROTOCOLS

1. Diagnostic testing for COVID-19 is strongly encouraged for all faculty, staff and students before returning to campus. This test at UofSC consists of collecting a nasal swab specimen. The ideal is ensuring no one returns to campus symptomatic, and given the prevalence of asymptomatic COVID-19 carriers, the best prevention is to have all returning faculty, staff and students tested just before their planned return to campus.

2. Students living on campus must provide proof of prior COVID-19 infection, proof of presence of COVID-19 antibodies, or proof of negative COVID-19 results that was taken within 10 days of their scheduled move-in day. UofSC requires that this information be uploaded to their My Health Space Portal.

3. Testing Options

a. On-Campus Testing: On-campus testing is available through Student Health Services. Appointments can be scheduled online. For more information about COVID-19 policies and access to campus resources, visit sc.edu/safety/coronavirus. Faculty and staff at this time are able to obtain tests though Student Health Services if they would prefer to remain on campus for their test. Drive-through tests may also be available through Student Health Services. Appointments are encouraged.

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
4. Faculty, staff and students must monitor their personal health carefully. If you display COVID-19 symptoms, you should stay in your dormitory or where you reside and contact a healthcare provider immediately. If you have a COVID-19 concern, call the 24/7 UofSC Coronavirus Phone Bank at 803-576-8511.

5. Students concerned about displaying symptoms must inform their instructor if they are unable to come to class in advance of the class start time. Under these conditions, any live face-to-face (F2F) classes should be participated in remotely. Any student concerned that they are showing COVID-19 symptoms should immediately call the 24/7 UofSC Coronavirus Phone Bank at 803-576-8511 and obtain advice from a healthcare professional regarding their symptoms and steps they should take accordingly. Healthcare information is private and is protected by Federal Law, and UofSC healthcare professionals will protect privacy as they contact those who may be required to isolate following contact with an infected person.

6. UofSC will employ contact tracing techniques for all persons receiving a positive COVID-19 diagnosis. Faculty, staff or students who prove positive will be notified, as well as those who have been in close proximity to those with positive diagnoses. These persons may be placed in isolation following advice from UofSC healthcare or tracing professionals. Those faculty, staff or students informed of a positive diagnosis through off-campus tests must inform the 24/7 UofSC Coronavirus Phone Bank at 803-576-8511 so that those at UofSC in close proximity with them may be contacted by UofSC healthcare or tracing professionals. Healthcare information is private and is protected by Federal Law, and tracing professionals will protect privacy as they contact those who may be required to isolate following contact with an infected person.

7. To maintain community health, all faculty, staff and students are strongly encouraged to take the #IPledgeColumbia pledge.

**BUILDING AND MASK PROTOCOLS**

8. Before any faculty, staff or student enters the building for the first time, 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.

9. Before entering the building for the first time every day, all faculty and staff must submit an online daily health screening. This screening form can be found on the Moore School COVID-19 resources page.
10. Moore School personnel located at building entrances may monitor that masks are being worn by those seeking entry. These personnel have the right to restrict entry of those without masks and will be instructed to respectfully ask those without masks to go to the Kane Welcome Center to obtain a mask to wear while in the building. Masks will be made available for those not wearing them.

11. As up to 5% of an average population may be asymptomatic carriers that are unaware of their infection, all Moore School faculty, staff and students should presume they are asymptomatic and accordingly wear masks to ensure they protect others from infection. Accordingly, 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, while seated in 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. Furniture in the building should not be moved and seats blocked for sitting in should not be occupied. Students are also required to wear masks in class, as well as to comply with socially distanced seating instructions in the classroom. Students with disabilities whose conditions prevent them from wearing a mask should contact the Student Disabilities Resource Center.

12. Faculty and staff may remove masks in the privacy of offices/cubicles. For those in cubicles, masks may be removed provided these cubicles are designated sufficiently 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/cubicle.

13. Students have full access to Level 1 and to the food, beverage and social meeting spaces of Level 2 of the building, but access to portions of Levels 2, 3 and 4 are controlled:

- To ensure virtual interview rooms for jobs/internships remain as clean and virus free as is possible, entry into the Level 2 Assembly Street portion of the building between the Kane Welcome Center on the College Street/Assembly Street corner and the computer lab on the south side of the building is controlled. The Office of Career Management (OCM) controls the use of virtual interview rooms and students will only be able to use such rooms by utilizing OCM appointment software. Students should register at the Kane Welcome Center 10 minutes before the appointment time to obtain access to their meeting room; access will be provided by student ambassadors at the Kane Welcome Desk. Students will be asked to sanitize the space when leaving and should check out with Kane Welcome Desk staff upon exiting the space.

- To ensure that in accordance with Section 20 below all meetings that can be conducted virtually are done so, in-person meetings in the building between faculty/staff and students is by appointment only. Entry by students to Levels 2, 3 or 4 for in-person meetings is only with the permission of the faculty/staff member concerned. Faculty/staff who have in-person meetings with students must email
the Kane Welcome Center at tours@moore.sc.edu so that the student concerned is granted access to the appropriate level at the time of the appointment. Student ambassadors are only permitted to provide access with an approval email in hand. Students with in-person meetings should register at the Kane Welcome Center 10 minutes before the meeting to obtain access to the appropriate level of the building.

- Entrance to the Dean’s Suite on the Greene Street side of Level 3 and to the Level 3 staff offices/cubicles adjacent to the Coliseum side of Level 3 on the west side of the building abutting Executive Education and all of Level 4 is also controlled. Faculty/staff who have in-person meetings with students in this section must email the Kane Welcome Center at tours@moore.sc.edu so that the student concerned is granted access for the appointment. Student ambassadors are only permitted to provide access with an approval email on hand, and students requiring access for meetings should register at the Kane Welcome Center 10 minutes before the meeting. Student ambassadors will call/email the faculty/staff concerned to indicate the student is present and ready to be admitted to the controlled section of Level 3 or Level 4. The faculty/staff member must then be present at the designated entry point to provide access, either on the Dean’s Suite side or the Executive Education side of Level 3 or Level 4.

CLASSROOM PROTOCOLS

14. Instructors are strongly encouraged to track which students attend class and where those students sit for every class. Tracking is important for contact tracing in the event a student in a class tests positive. UofSC encourages establishing an assigned seating chart. For this reason, it is imperative students occupy their assigned seat at every class session, and for split classes, that students attend only the class session to which they are assigned. To aid instructors and students in maintaining and sticking to an assigned seating chart, numbered classroom seating charts for every Moore School classroom that take into account social distancing have been created. Seats are also numbered in each class accordingly. Students should take note of the seat number they occupy in every class. Students also have the option to attend any F2F Moore School class virtually at will.

15. Students must enter the classroom from the assigned entry doorways to the classroom and should wipe down their desk/table and chair with supplies provided in the classroom. Students must exit the classroom through designated doors at the back of the classroom, single file, maintaining social distance, starting with the back row, and disposing their wipes/paper towels used to clean their seating area on the way out.
16. **Students may be refused entry or asked to leave a classroom if they are not wearing a mask or refuse to keep it on during the class.** If a student attempts to enter a classroom without a mask, instructors may:

- Ask the student to remain outside the classroom for the safety of others.

- Ask the student if they have a mask on their person (in a pocket or backpack), and if so, ask them to put it on. If not, instructors may ask the student if he/she has a mask in their possession (in a car, in their apartment, etc.), and if so, ask him/her to retrieve it and return to class. If the student has no mask or cannot retrieve one in a timely manner, offer the student a disposable mask should one be immediately available. Alternatively, the student can be asked to go to the Moore School Kane Welcome Center to obtain a mask.

- If the student refuses to wear a mask or has no options to retrieve a mask, the instructor may: i) tell the student to leave and come to the next class wearing a mask; ii) tell the student to leave or a referral to the Office of Student Conduct and Academic Integrity will be made resulting in disciplinary sanctions that could include removal from the course.

- If the student refuses to leave the classroom as requested, instructors may also ask the student to sit apart from the rest of the class in an area where physical distancing is possible (if there is space in the classroom), and continue to teach the class and submit a referral to the Office of Student Conduct; or dismiss the class and submit a referral to the Office of Student Conduct.

17. If the student causes disruption (e.g., yelling, using profanity, interrupting an instructor’s ability to teach or conduct the class) UofSC police may be called to address the situation.

18. For students streaming from home/away from campus a minimum of 6-10 mbps download and upload speeds are sufficient. However, these speeds also depend on how many other users are on the network. Flat mates or dormitory residents playing video games may degrade speeds. Test your download and upload speeds at [www.speedtest.net](http://www.speedtest.net). If your speed does not seem fast enough for streaming, please contact your ISP (internet service provider). Students needing help with Blackboard Collaborate should call 803-777-1800 and select option 2. For technical help needed with Moore School classes, students should email the Moore School Help Desk at helpdesk@moore.sc.edu. Call 803-777-2200 in the event of an emergency.

19. Students are also expected to maintain a professional decorum in the classroom and are not permitted to download or share recordings of any classes with anyone via email or any internet or social media site. These recordings are faculty-copyrighted intellectual property only to be used by students registered for the class and for no other purpose.
MEETING, EVENT, GUEST AND FOOD PROTOCOLS

20. All meetings, including faculty office hours, that can be done virtually should be done virtually, whether they are meetings between faculty colleagues, between faculty and staff, between faculty and/or staff and students, or between any members of the Moore School community and outside visitors/guests. Only meetings that must take place in person should do so in this format. For meetings held in person, masks must be worn and social distancing requirements must be maintained at all times.

21. The Moore School has a COVID-19 Event Policy and a COVID-19 Guest Policy. All persons wishing to conduct events in or visit the building must read these policies to ensure they remain in compliance with UofSC and Moore School requirements.

22. 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 will be available to fill water bottles only; 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 open, but access will be limited to only one person at a time. Accordingly, it is better if meals are consumed in offices/cubicles than in breakrooms. Refrigerators and coffee makers will be accessible, but should be wiped/disinfected before and after use.
   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.

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