**COVID-19 Protocols for West Virginia University at Parkersburg**

**March 17, 2020, Approved by President Gilmer and the Executive Team**

All events expected to attract more than 10 people are canceled on both the Parkersburg and Ripley campuses until further notice. This includes University-sponsored events and use of campus spaces for public events. Those who planned events are responsible for notifying most affected parties. The University encourages rescheduling events for a later date, but at this time cannot predict when this ban will be lifted. Event organizers may petition the Office of the President, well in advance, for a special case waiver, but waivers are unlikely to be granted.

Any essential meetings of University personnel of up to 10 people, but fewer than 25 people, should strictly enforce social distancing protocols and preferably shift to technological remote delivery if 10 or more people are involved.

A decision regarding spring 2020 Commencement will be made and announced closer to time, but for now, the University will continue making preparations. If prevailing medical opinion and guidance continue to be that large events should be avoided, spring 2020 Commencement might likely be rescheduled.

The practice of social distancing is now in mandatory effect on both campuses. Social distancing is defined by the Centers for Disease Control and Prevention as "remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately six feet or two meters) from others when possible."

Beginning immediately, both campuses of WVU Parkersburg are open to students, faculty, and staff only. The campuses are closed to the general public, including non-employee family members of students, faculty, and staff. Members of the general public are asked to transact all possible business by telephone or through technological means. Students are asked to transact all possible business by telephone or through technological means, but will be allowed on campuses as needed. The University’s website is being updated to provide remote means for students to transact many necessary functions. The goal is to protect the University’s students and employees and the public to the degree possible by enforcing social distancing.

Here is a link to the updated website which will be coming fully into service as soon as updates being made now have been completed: <https://www.wvup.edu/future-students/admissions/undergraduate/>. Here is a link to the section of the website dealing directly with updates on COVID-19 and our related protocols: [www.wvup.edu/coronavirus](http://www.wvup.edu/coronavirus).

All international or domestic University-sponsored travel outside of the State of West Virginia is banned for employees and students until further notice.

Spring Break will be extended on both campuses through Sunday, March 29. Classes will resume in a fully alternate, non-face-to-face format on Monday, March 30. Faculty are expected to work with the Center for Instructional Innovation to learn all of the skills necessary to migrate most classes online. More traditional distance learning approaches such as written class packets or recorded lectures may also be employed in circumstances which cannot be served by fully online instruction.

Finals Week will be converted, if needed closer to time, to an additional week of instruction.

At present, the University hopes to resume face-to-face instruction on Monday, April 20, although this date will be evaluated regularly and could be extended. The University suggests that faculty members save lab-based, clinical, or more hands-on learning activities for later in the semester in the hope that face-to-face instruction will resume.

The University recognizes that this decision will create a hardship for some faculty members and some students, and might challenge the quality of instruction in some classes; however, the decision is judged essential toward the promotion of public health and is in keeping with prevailing state and national trends. Provost Chad Crumbaker will issue more specific guidance and a list of available resources to faculty and students in the near future, and questions about instruction should be referred to him.

At present, the University is making no adjustment to the spring 2020 academic calendar, although if the pandemic continues or intensifies, it is possible that the period of alternate course delivery could be extended and that the spring calendar could be adjusted, in consultation with faculty, students, and staff, into the summer 2020.

The University has developed a strong contingency plan in case the pandemic continues long enough to impact summer school. That plan will be announced closer to time, but with abundant advance notice, should it become necessary to implement. The University anticipates running all planned summer courses, but might change the delivery calendar if necessary.

Computer labs on both campuses will be open during their normal hours of operation, and the IT help desk will remain open, anticipating a higher volume of calls due to an increase in online instruction. Computer labs will be available for students and faculty to complete instruction and related activities only because the University recognizes that many students and some faculty members do not have reliable access to the Internet at home. Social distancing will be enforced in the labs.

Student workers and tutors will be allowed to continue their normal work schedules at the present time, but this is subject to change.

A limited number of laptop computers and alternate teaching technology tools are available to faculty members and should be requested in writing from Provost Crumbaker. We believe that we have sufficient laptops and other tools.

Effective immediately, all eligible employees of the University will be allowed to request use of all accrued annual leave with approval of their immediate supervisor. All eligible employees of the University may also request use of all accrued sick leave with approval of their immediate supervisor. These steps may be taken only in compliance with normal procedures and protocols related to annual and sick leave and in consultation with and approval by the Vice President of the employee’s area and the direct supervisor. In general, supervisors are directed to be lenient in enforcing the use of accrued time, while violating no laws and while ensuring the basic functions of the University can continue. Scott Poe will field any questions.

Public-facing offices should be kept open with at least a skeleton crew. Employees should weigh their concerns about COVID-19 and the time they request off now against their concerns about unforeseen medical or personal emergencies later.

In consultation with the staff members they supervise, supervisors should recommend as quickly as possible to the Vice President of their area remote work opportunities for the employees/departments they supervise which might include alternate days or hours worked by individual employees to maximize social distancing, while minimally meeting the time-on-task requirements for each employee and assuring that essential functions of the University remain open and available during regular hours. Any such alternate work schedule is subject to review and approval by the President and is available for as long as the President judges that the circumstances warrant. The goal is to allow as many people as possible to work remotely while still covering the most basic needs of the University.

We anticipate as early as tomorrow that the University may have more local control over allowing employees to work from remote locations. We are trying to offer all employees the maximum flexibility possible, and we anticipate that forthcoming state guidance will likely support us in offering even more remote working options. At present, all remote work for eligible employees will be fully compensated.

Relevant administrators are working with the area public schools related to contingency plans for Early College. Any Early College students or faculty members with questions should contact Vice President Torie Jackson.

In keeping with Governor Justice’s closure of restaurants, Ricky’s Café will remain open because it is a campus cafeteria, not a public restaurant; however, seating in the cafeteria area is closed to everyone until further notice. In other words, Ricky’s will be available for the time being during its normal operational hours for take-out only.

This document will be revised as needed, and subsequent versions will take precedence over this version. We will be guided by the most recent version of this document.