

## **West Virginia University at Parkersburg**

### **Final Fall 2020 COVID-19 Protocols**

These protocols have been developed by WVUP's administration in consultation with the West Virginia Community and Technical College System leadership, West Virginia Higher Education Policy Commission leadership, and local health departments in both Wood and Jackson Counties. WVUP's President's Executive Team and WVUP's COVID-19 Task Force (inclusive of two members of WVUP's Board of Governors, faculty, staff, and student representatives) had the opportunity to review and provide feedback to drafts of these protocols under development. These protocols will govern West Virginia University at Parkersburg until replaced by future guidance, repealed by this Board, or altered by the President of the University who is herein granted such authority by the Board. These protocols are subject to revision at any time by the President of the University with any material revisions discussed in advance with the Chair of the Board of Governors and with notice given to those affected.

**General Guidance: If you are ill and demonstrating any of the range of symptoms which might be caused by COVID-19, or might also be caused by some other illness, you should NOT enter any facilities of WVUP. If you know that you have been potentially exposed to COVID-19 through close contact with a known carrier, you should NOT enter any facilities of WVUP without first consulting the Vice President of your area or the Office of the President. The greatest tool we have to prevent a campus outbreak is to care enough about each other that each of us proactively and personally takes responsibility for those who learn and work here. Please err on the side of caution and consideration for others.**

1. WVUP reserves the right for all persons wishing to gain admittance to any WVU Parkersburg facility, even those with keycard access, to be approved for access in advance by Brady Whipkey, Vice President of Facilities and Chief of Staff to the President. This may be the case for one-time admittance or recurring admittance. This

request only needs to be made once for recurring admittance, not each time admittance is desired. The purpose of this step is to keep a comprehensive record of those gaining admittance during the pandemic. VP Whipkey will communicate names of those approved for one-time or recurring admittance to the Office of Campus Security. Vice Presidents of each division will submit lists of those personnel they consider essential for on-site work and will notify those personnel. Other employees will continue working remotely until further notice. Some employees will work staggered or alternating on-site/remote shifts. Any employee with a diagnosed compromised immune system or condition which puts that employee at higher risk for COVID-19, or with a diagnosed mental health condition which causes anxiety about returning to campuses, may petition the Vice President of his or her area for a delayed return to on-campus work assignment. Such petitions will be evaluated on an individual basis.

2. If required, approved persons should contact the Office of Campus Security at 304-834-7383 to gain admittance each time admittance is desired, if Security personnel are not readily available at the point of entrance. There will be few exceptions except those noted herein. Faculty and staff are granted access to their offices for legitimate needs during normal operational hours. Students and guests of the college will be admitted to facilities during normal operational hours. WVUP reserves the right to require appointments for students or guests except for students attending a face-to-face component of academic instruction. Unless later determined, students accessing on-campus facilities such as a computer lab will not be required to make an appointment. Admittance will be granted between the hours of 8 a.m. and 9 p.m. Monday through Friday with the exception of custodial, maintenance, or security staff working alternate hours and faculty or students engaged in scheduled academic activities. All employees and admitted students except approved custodial, security, and maintenance employees, and students or faculty engaged in scheduled academic activities, will vacate all facilities by 9 p.m. daily. WVUP reserves the right to meet all persons gaining admittance at the point of access and take each person's temperature. WVUP reserves the right to limit the points of entrance to facilities at its discretion. Other than enforcing handicapped parking

spaces for those with disabilities or physical limitations and spaces designated by an employee's role, parking will not be strictly enforced until further notice, in case anyone needs or wants to park closer to the entrance. If temperatures are checked and if any person's temperature is above 99.9 degrees Fahrenheit, admission may be denied, and seeking medical counsel is advised. On the Jackson County Campus, Dr. Steven Smith may designate a person to carry out the same admissions and temperature protocols.

3. Separate access and screening arrangements have been made for staff, faculty, or students approved for alternate access hours as outlined in Point 2.

4. Until otherwise announced by the Office of the President, masks must be worn by all persons gaining admittance in all common areas within all WVU Parkersburg facilities. "Common areas" include, but are not limited to, halls, lobbies, public restrooms, and any area that is not a private office. The only exceptions considered will be for those with a medically-verifiable condition which is potentially impacted by breathing through a mask and/or for those with a relevant disability accommodation on file. We will consider any such requests and encourage valid requests to be made. Any such request should be made in advance of seeking admittance to Brady Whipkey, who will include Kurt Klettner, Debbie Richards, or Scott Poe as needed in evaluating decisions based on disability accommodation. Otherwise, no exceptions will be granted. Governor Jim Justice has required masks in public places, and the administration has separately verified with legal counsel that it has the right to enforce the wearing of face coverings, even independent of the Governor's statewide order. On the authority of the President, those refusing to wear masks will be denied access to facilities or escorted off of WVUP property by Security if access has already been gained.

5. Masks must be worn covering both the nose and the mouth and should not be removed in common areas except in the case of emergency. Faculty may choose to wear transparent face shields provided by WVUP, instead of masks, while teaching face-to-face classes.

6. Anyone with a private work space may choose not to wear a mask in his, her, or their private work space, with the outer door closed, as long as the work space is occupied only by one person.
7. Persons desiring admittance may wear their own personal masks as long as they are deemed by WVUP to meet reasonable standards of public health. Upon first admittance to campus facilities, Security personnel will provide one reusable mask at no cost to each person gaining admittance, if needed. In cases of future admittance, each person is responsible for bringing his or her mask each time admittance is sought. Security will have a small number of disposable masks available for those who might forget or for any approved guests of the University. Any mask not provided by the University may be rejected as insufficient by the administration, which will not unduly invoke this protocol.
8. Those gaining admittance should not bring others with them seeking admittance except in essential cases approved in advance by the VP of Facilities/Chief of Staff.
9. For the present, meetings of five or more people should still be conducted by Zoom or in rare cases face-to-face with exceptional social distancing protocols in place and approved in advance by the VP of Facilities/Chief of Staff.
10. Sanitize hands frequently.
11. WVUP will endeavor to follow the latest Centers for Disease Control and Prevention (CDC), Office of the Governor of West Virginia, WV CTCS, WV HEPC, and local health department guidance which is subject to change and could result in changes to these protocols. Any such changes to these protocols will be publicly announced. We will endeavor to follow all guidance from all entities listed above, including guidance on how to deal with suspected or confirmed COVID-19 cases. Local health authorities working in conjunction with WVU Parkersburg will take the leadership role in any testing and

tracing which is required, not the University independently or as the lead agent.

12. Any employee returning from an area where an outbreak has been confirmed must immediately notify his, her, or their supervisor and may be required to isolate outside of campus facilities for a period of 14 days after return to this geographical area. If such isolation is required, the employee must be symptom-free and pass the temperature check before returning to WVUP's facilities and may be required to test negative for COVID-19. During the first period of isolation, if required by the University, employees are expected to work remotely with pay and will not be required to use personal leave. Subsequent instances with the same employee will be reviewed on a case-by-case basis and may require use of personal leave or time off without pay. As is the case for any other illness, those testing positive for COVID-19 will be required to use any available personal leave to receive medical attention while recuperating.

All employees, students, and guests of WVUP may be required to comply with additional relevant protocols at the discretion of the President of the University. At his discretion, the President of the University may also choose not to enforce any protocol with advance notice provided to the community. The Board of Governors of WVUP herein grants such authority to the President or his designee.