

West Virginia University at Parkersburg

Updated COVID-19 Protocols, April 14, 2021

These updated protocols amend the protocols currently in place at WVUP which were approved by the Board of Governors fall 2020. 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 these amended protocols. These protocols will govern West Virginia University at Parkersburg until replaced by future guidance, repealed by the Board of Governors, or altered by the President of WVUP who is herein granted such authority by the Board. These protocols are subject to revision at any time by the President of WVUP with any material revisions discussed in advance with the Chair of the Board of Governors and with notice given to those affected. These protocols are designed to support most employees returning to campuses for face-to-face work assignments, more students beginning to return to campuses for face-to-face learning, and reopening to the general public for essential business functions. This increase in face-to-face learning, working, and public access will be incremental, closely monitored, and adjusted as needed based on the trajectory of the pandemic.

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 gaining approval from the Vice President of your area or the Chief of Staff to the President, Brady Whipkey (brady.whipkey@wvup.edu). 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. As we begin to open our facilities to more face-to-face operations and more people begin to use those facilities, it is more important than ever to maintain our vigilance.

WVUP will continue to report all known or suspected cases to local health authorities and follow all guidance they provide. Employees who contract COVID-19 or who are judged to be at high risk of recent exposure, and who are asymptomatic or well enough to fulfill their duties

remotely, may be required to accept a paid remote work assignment during their period of required quarantine, at the discretion of the University, and will not be required to utilize personal leave if required to work remotely. Any employee who is hospitalized, or under medical care for COVID-19 and unable to reasonably complete a remote work assignment, will be required to utilize any available personal leave as for any other illness.

The mask mandate requiring the wearing of face coverings put in place by the Governor of West Virginia is still in force and will be strictly observed at WVUP. There are few exceptions to this mandate, and they can be found at:

<https://governor.wv.gov/Pages/Statewide-Indoor-Face-Covering-Requirement.aspx>. WVUP reserves the right to approve or to disapprove any mask or face covering worn by any person inside its facilities, and if any mask is disapproved, an approved mask will be provided. Masks must be worn in all indoor public locations unless someone is alone inside a closed private office, in which case masks may be removed. Faculty may choose to wear transparent face shields instead of masks for teaching any face-to-face classes. Any student with a documented disability or legitimate medical condition which makes the wearing of a mask a health risk for the student should contact Kurt Klettner (kurt.klettner@wvup.edu) and formally request an accommodation. Any employee with a documented disability or legitimate medical condition which makes the wearing of a mask a health risk for the employee should contact Scott Poe (scott.poe@wvup.edu) and formally request an accommodation. Exceptions will only be granted when medical legitimacy is documented, and WVUP reserves the right to require any employee granted a face covering exemption to work remotely. Appropriate social distance of six feet should be maintained.

All main doors to all facilities which were generally unlocked prior to the pandemic will now be unlocked between the hours of 7 a.m. and 4:30 p.m. Monday through Friday. A table with appropriate unused face masks will be set up near each main entrance. Every person entering the facilities must follow the face covering protocols already stated herein. The front doors by the Office of the President on the Parkersburg campus will remain open from 7 a.m. until all approved activities have been completed Monday through Friday, and then locked by security. Security will not generally grant access to facilities when facilities are closed, but may do so at its discretion following instructions provided by the Chief of Staff to the President. Any

employee of the college may enter any WVUP facilities during normal open hours as needed to complete assignments, except employees who are not eligible to enter based on COVID disease or exposure as previously described herein. If any employee needs clarification about face-to-face versus remote work assignment, that employee should contact the relevant Vice President or immediate supervisor.

Face-to-face meetings are allowed with proper social distancing and mask protocols in place for small groups of five or fewer employees or guests. Requests for larger internal meetings or public meetings/events on our campuses with more than five participants should be made to the Chief of Staff to the President and will be evaluated on a case-by-case basis, balancing the need to allow more access to our facilities with the need to preserve public health and the critical importance and timeliness of the proposed meeting or event.

WVUP is pleased to announce that spring 2021 commencement is being planned as an outdoor event for May 8, 2021, with May 15, 2021 as a weather back-up day. The University understands that commencement is a highly anticipated moment of celebration for our graduates, their families, and the community-at-large. The set-up for the event will follow social distancing protocols. The traditional pinning ceremony will be allowed for the nursing graduates following the same protocols as for commencement. This is not a special privilege for the nursing graduates above other graduates, as this pinning ceremony has traditionally been the only departmental-specific ceremony requested as part of commencement. Even though these will be outdoor events, we will publicize the mandatory wearing of masks, except for event speakers, because of the large crowd expected. Because of COVID-19, no one is being required to participate in this year's commencement with all participation voluntary. Tickets will be issued for the event and required for participation. Neither a general reception nor separate departmental receptions will be allowed this year on WVUP facilities for reasons of social distancing. No private receptions or celebrations will be officially sanctioned, funded, or supported by WVUP, although WVUP does not control events that happen off of its property. No WVUP logos or no indication of official support by WVUP is authorized for any private events which might be held by any party. WVUP deeply regrets that these measures are judged necessary to promote public health, but the socially-distanced outdoor commencement event is as far as the University will extend itself.

Public water fountains will not be reopened at this time, but touchless water bottle filling stations will be provided on the Parkersburg and Ripley campuses. As an environmental consideration, everyone is encouraged to bring a personal water bottle and to utilize the water bottle filling stations. Bottled water will be provided at all locations as an alternative.

WVUP will continue enhanced sanitation protocols for facilities and will continue to make hand sanitizer widely available. All employees are encouraged to sanitize their hands frequently.

The fitness center on the Parkersburg campus will be reopened with a maximum of three people using it at any time and with social distancing practiced and face coverings worn. Those who use exercise equipment must sanitize it thoroughly when finished, using resources that will be available on-site.

Ricky's Café will remain open at this time during its current hours of operation, and the community will be notified if it is required to temporarily close for any reason.

Instructions about the format for class delivery for the summer and fall terms is forthcoming separate from these more general protocols, but the current expectation is to allow considerably more face-to-face instruction.

All protocols are subject to revision based on the trajectory of the pandemic and the best available and most current public health guidelines, and with as much advance notice as reasonably possible to stakeholders. As always, we welcome all feedback and will attempt to answer any questions. On the authority of the President granted by the Board of Governors, WVUP reserves the right to have removed from its facilities any person who refuses to comply with any of these protocols or any reasonable instruction given by a member of the Executive Team or security personnel. 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 the President's discretion, the President may 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 the President's designee. As with all matters, only the Board of Governors, the President, or the President's designee is permitted to make official statements on behalf of WVUP.