**Additional COVID-19 Protocols**

**West Virginia University at Parkersburg**

**Effective August 30, 2021**

1. Existing protocols remain in place unless anything in this document conflicts with existing protocols, in which case this document supersedes earlier protocols.
2. The week of August 30 through September 3 will be used to transition most of WVUP’s classes and some of its employees into virtual learning and remote work assignments. All locations of the university will remain fully open for business. This is in no way a “shut-down,” and it is not a full return to exclusively online education.
3. All people, vaccinated or unvaccinated, are subject to quarantine/isolation from campus if exposed, until a negative test result is provided. This protocol exceeds current recommendations from the Centers for Disease Control and Prevention (CDC) and is being instituted because public health data begin to confirm an increase in infection, illness, and the capacity to spread the disease among fully vaccinated people.
4. Test results derived from over-the-counter or home-based test kits will not be accepted as definitive test results.
5. Upon receipt of a positive test result, contact tracing will go back for two days from either the positive test result or the presence of symptoms, or will follow guidance from local health authorities, whichever is the most cautious.
6. The week of August 30 through September 3 will be used to transition most of WVUP’s classes to virtual learning. Additional information about which classes must transition, support available for faculty and students in transition, and minimal expectations for virtual learning will be provided by the Office of Academic Affairs as early in the week as possible.
7. Faculty and students will be able to access campus-based resources such as Zoom rooms, faculty offices, Internet, student support services, and computer labs in a socially-distanced manner. Faculty may keep office hours virtually and may work remotely except when required to provide limited face-to-face instruction or to participate in any essential on-campus function.
8. The week of August 30 through September 3 will be used to transition many of WVUP’s administrative and staff employees to remote work assignments under the direction of the Vice President of each division of the college. Employees whose functions are judged on-campus essential will continue face-to-face, although some offices may operate on staggered face-to-face shifts. Information from your Vice President will be provided as early in the week as possible.
9. Any employee or student required to test for COVID-19 by WVUP may seek reimbursement for insurance copays incurred (receipt required) if free testing is not available in your area. According to the WV.Gov webpage, f**ree testing** is available at the following locations:

 Fruth Pharmacy, 1506 Elizabeth Pike, Mineral Wells, WV 26150

 Walgreens Pharmacy, 3400 Dudley Avenue, Parkersburg, WV 26104

 Walgreens Pharmacy, 2300 Grand Central Avenue, Vienna, WV 26105

 Fruth Pharmacy, 509 South Church Street, Ripley, WV 25271

 Walgreens Pharmacy, 635 Main Street, Ripley, WV 25271

 Walgreens Pharmacy 406 Washington St, Ravenswood, WV 26104

 Ritchie Regional, 138 S. Penn Avenue, Harrisville, WV 26362

 Roane County Family Health Care, 146 Williams Drive, Spencer, WV 25276

 Sistersville Rural Health Clinic, 305 Clay Street, Sistersville, WV 26175

 Middlebourne Health Clinic, 100 Fair Street, Middlebourne, WV 26149

1. On first exposure, any employee required to quarantine/isolate from campus who is able to fulfill his, her, or their duties will be considered working remotely and will not be required to use sick or personal time. Any employee who is ill and unable to fulfill his, her, or their duties will be required to utilize sick or personal time until all such time is expended. On subsequent exposure, employees may be required to confirm exposure to the satisfaction of the Vice President of their area to avoid a requirement to use sick or personal time.
2. All proposed face-to-face gatherings of 10 or more people within or upon any WVUP facility, including outdoor events, must be approved in advance by the Office of the President through the Chief of Staff and will be evaluated on a case-by-case basis to determine if they are essential. Any off-site official gatherings conducted under the auspices of WVUP or affiliated with WVUP will be held to the same standard. Private gatherings unaffiliated with WVUP are not subject to this condition.
3. Internal meetings should be shifted to Zoom whenever practical, particularly meetings involving more than 10 people. Any face-to-face meetings should follow social distancing.
4. Employees and/or students should not congregate in public areas within WVUP’s facilities more than is necessary, and the removal of masks in public areas, when masks are required, should be confined to the actual period during which one is eating or drinking.
5. When required, and unless an exception has been granted, masks must be properly worn to cover both the nose and the mouth.
6. Official travel will be evaluated on a case-by-case basis, and any out-of-state travel must be approved in advance by the President. Any official in-state travel must be approved in advance by the Vice President of an employee’s area. Official travel should be determined essential in nature before seeking approval.