

Home at Heritage – HCU COVID-19 Campus Re-entry Plan

Fall 2020

Note: This document is dated 7-30-20 and will be updated as needed.

Guiding Principles:

1. **To fulfill the mission of Heritage Christian University** with spiritual focus, academic integrity, love for others, consideration for the needs of others, and reliance on God.
2. **To do what is best for our students** academically, emotionally, and spiritually.
3. **To exercise all due diligence to protect the health** of faculty, staff, students, other constituents of Heritage Christian University, and campus visitors.
4. **To follow guidelines of the government** of the United States (CDC) and of the State of Alabama (Governor’s Office; ADPH). Sources consulted include:
 - US Centers for Disease Control at cdc.gov.
 - Alabama Office of the Governor at governor.alabama.gov and covid19.alabama.gov.
 - Alabama Department of Public Health at alabamapublichealth.gov.
 - Dr. Lisa Piercey, Commissioner of the Tennessee Department of Health, in an article by Jenna Bratcher at styleblueprint.com.
5. **To consult medical professionals and representatives of all departments** on the HCU campus in making decisions.
 - a. The Administrative Council, consisting of the President and the four Vice Presidents, worked together in making decisions. Each department is represented by a vice president (who frequently communicated with members of his department for input).
 - b. An advisory group, consisting of medical representatives, legal representatives, and additional HCU faculty/staff, reviewed re-entry plans.
6. **To evaluate the best practices of state and brotherhood schools.** Sites consulted include:
 - University of North Alabama at una.edu.
 - University of Alabama (especial UA and UAB) at uasystem.edu.
 - Freed-Hardeman University at fhu.edu.
 - Faulkner University at faulkner.edu.
 - Harding University at harding.edu.
 - Lipscomb University at lipscomb.edu.

Family Takes Care of Family:

1. **We view one another at Heritage Christian University as family.** Loving families help and take care of one another. Also, when we put others above ourselves, we embody the attitude and actions of Christ (cf. Philippians 2:1-8).
2. **Most of the guidelines in this document center around conducting ourselves in such a way as to protect those with whom we work and study from the virus.** Wearing masks, observing social distancing, and practicing good hygiene are means of protecting our fellow family members from anything harmful that we might have.
3. **Some of us may not be concerned about catching the virus.** We may have the age and the health to fight it. **We must remember that others in the Heritage family are much**

more vulnerable. We also have members of our Heritage family who are taking care of loved ones who are vulnerable. We do not want to do anything that endangers them.

4. **We not only need to consider our conduct on campus, but we also need to think about how we act off campus.** When we travel to high-risk areas, refuse to wear masks, and do not practice social distancing and good hygiene habits off campus, we risk bringing the virus back to the people we love on campus. ***Family takes care of family!***

Key Re-Entry Dates:

- Monday, August 3** – Faculty and staff return to campus. (Faculty will have an in-service day.)
- Thursday, August 6** – Annual faculty/staff conference.
- Friday, August 7** – HCU board meeting.
- Thursday, August 6 through Saturday, August 8** – Students move into dorms.
- Monday, August 10** – Classes officially begin in an online format for all students.
- Monday, August 31** – Campus students move from online to in-person instruction.
- Friday, November 20 through Tuesday, November 24** – Final exams.

Note: There will be no fall break this fall.

Re-Entry Guidelines:

1. **Exceptions to the reporting of faculty/staff to campus:** The standard exceptions to this, based on the guidelines of the CDC and Governor Ivey's office, would be:
 - a. those 65 and older (***If you are over 65, you are not required to stay home, but you need to understand the risks involved.***);
 - b. those with underlying conditions that are not well-controlled, such as those with lung and heart conditions, immunocompromised individuals, those who are severely obese, diabetics, and those with kidney and liver disease;
 - c. those who are sick;
 - d. those who have tested positive for COVID-19;
 - e. those who have been in close proximity to someone who tested positive;
 - f. and pregnant women.

Note: **Those who feel that they meet the conditions listed above or feel that they have another valid reason to work from home need to *communicate with their supervisors.*** Those who work from home will need to work with their supervisors to establish work and reporting plans.

2. **Pre-entry illness:** To enter campus, visitors **who have exhibited COVID symptoms or have tested positive prior to their visit/return to campus** must have isolated for ten days and have been symptom-free for three days without the aid of medicine.
3. **The check-in process for the main building will be as follows:**
 - a. All who enter the main building will enter through the front door. We will create a one-way entrance and exit system to minimize close contact. (The front doors will be for entrance only; employees and students will exit through one of the other entrance/exit doors.)
 - b. All must check in at the main entrance before going to other buildings on campus (except for dorm students who are going to their dorm rooms).
 - c. Check-in will be available starting at 7:30 am. Please do not enter prior to this.
 - d. All will be subject to no-touch temperature checks upon entry.
 - 1) Each will be checked once each day and will be given a special sticker for that day.

- 2) ***Those with a temperature of 100.4 or above will not be allowed in buildings.***
- e. All employees and students must read all of the **Home at Heritage Re-Entry Plan document** before entering campus for the first time. **You will be contacted by Travis Harmon to confirm that you have read the document.** Employees will be responsible for informing family members of the document's content.
- f. *All will be asked eight health questions.
- 1) ***The questions are as follows:***
- **Have you been in close contact with a person who tested positive or with a person under investigation (PUI) for COVID-19?**
 - **Have you tested positive for COVID-19, or are you awaiting test results?**
 - **Are you experiencing a persistent cough, shortness of breath, or sore throat?**
 - **Have you had a fever or chills in the last 48 hours?**
 - **Have you experienced new loss of taste or smell?**
 - **Do you have a new headache that is not usual for you? (i.e., You may have regular sinus headaches.)**
 - **Are you experiencing muscle pain or fatigue that is not related to an increased period of physical activity?**
 - **Have you experienced vomiting or diarrhea that is not usual for you in the last 24 hours? (i.e., Some people have more frequent diarrhea because of other medical conditions.)**
- 2) ***Those who answer "yes" to any question will not be allowed to enter.***
- g. All who come to campus must wear masks that cover the nose and mouth. "Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms" (cdc.gov).
- 1) All persons on campus must wear a mask in all campus buildings (unless alone in their offices/room or with those sharing the same household).
- 2) Masks must be worn outdoors on campus if unable to maintain six-foot social distancing.
- 3) If you feel that you have a medical or other condition that would prevent you from wearing a mask, report the issue to **your supervisor and the Director of Campus Security** so they can work out an alternative plan. Acceptable CDC exceptions to the mask requirement are:
- a) Babies and children younger than 2 years old.
 - b) Anyone who has trouble breathing or has another medical condition in which wearing a mask would be inappropriate.
 - c) Anyone who is incapacitated or otherwise unable to remove the mask without help.
 - d) The Alabama mask requirement assumes that one may remove the mask while eating or drinking in public places, assuming social distancing is maintained.
4. **Guest entry to campus: Those who seek access to campus who are not HCU faculty, staff, students, or immediate family members may enter campus only by appointment, must follow entry protocols, and must be accompanied by an HCU faculty/staff member who will be responsible for ensuring they follow protocols. (Delivery persons do not need an appointment.)**

5. **The check-in process for the library is as follows:**
 - a. Library hours will be 8:00 am to 4:30 pm. Patrons may use magnetic keycards during this time only.
 - b. Patrons must check in through the front entrance of the main building and present a current “checked at the gate sticker” upon entering the library.
 - c. To enter the library, patrons must be faculty, staff, or current HCU credit students (enrolled in fall classes being taken for credit). **Outside visitors to the library must follow protocols in #3 above.**
 - d. Patrons must wear a mask while in the library (or any campus buildings). Masks will be provided if a patron needs one.
 - e. There will be assigned seats for social distancing.
 - f. Patrons are not allowed in the stacks (the rows of shelving).
 - h. Patrons are required to ask OML staff to pull books off the shelves.
6. **Check-in process for the dorms is as follows:**
 - a. Check-in is by appointment only. Coordinate appointments through Travis Harmon and/or Perry Bretherick. The student is not to arrive at the campus more than 15 minutes before the appointed move-in time and they are not to enter any buildings other than the dorm. Appointments will be staggered such that no two students are moving into the dorm at the same time.
 - b. Limit off-campus helpers. No more than two off-campus individuals may help with student move-in, and they must leave campus within 15 minutes of completing move-in (and before the next student starts moving in).
 - c. Students and off-campus helpers must follow the same protocols as the “Check-in process for the main building” (#2 above).
 - d. Students and off-campus visitors must wear masks while on campus.

Campus Activities:

1. **We will not be serving meals in the cafeteria this fall.** We hope to be able to return to doing so in the spring.
2. **Chapel will be conducted with social distancing in place and all attendees and participants wearing masks.**
3. **There will be no off-campus chapel speakers** unless they are speaking virtually.
4. **The student center and gymnasium will be closed** (they can be opened under special circumstances at the discretion of the VP of Student Services, Travis Harmon, or his designated representative).

General Health and Hygiene Practices:

“COVID-19 is spread mostly by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental prevention practices (such as cleaning and disinfection) are important principles that are covered in this document. Fortunately, there are a number of actions Institutions of Higher Education administrators can take to help lower the risk of COVID-19 exposure and spread” (CDC Considerations for Institutions of Higher Education, cdc.gov).

1. In addition to wearing masks, all campus visitors are asked to **maintain six feet** of separation at all times.

2. **Practice regular handwashing with soap and water for at least 20 seconds.** If soap and water are not available, hand sanitizer that contains at least 60% alcohol can be used.
3. **Avoid touching your eyes, nose, and mouth with unwashed hands.**
4. **Cover all coughs and sneezes** with tissue or inside of your elbow if you happen to not be wearing a mask.
5. **Avoid sharing personal items** (drinking glasses, cups, eating utensils, towels, etc.).
6. **Keep meetings small** so that maintaining a distance of six feet is possible.
7. **Hand sanitizer** will be placed at all entrances, exits, classrooms, restrooms, and office complexes.
8. **All public spaces will be disinfected** between each contact (classes, chapel, etc.). Other “high-touch” areas will be cleaned at least daily.

Classroom Health and Hygiene Practices:

1. **All students and teachers must wear masks** in the classroom.
2. **Teachers may wear face shields while teaching in the physical presence of students only, provided the shield has a cloth attachment on the bottom** of the shield that extends down a few inches onto the chest (to block downward air flow).
3. **Classroom attendance numbers will be reduced, and the classroom layout will be adjusted** to allow for social distancing.
4. **Every effort will be made to disinfect** between each class session.
5. **Anti-bacterial hand cleaner will be available** in each classroom.

Dorm/Apartment Health and Hygiene Practices:

1. **Maintain six feet of social distancing with your roommate in your apartment (unless immediate family).** Wear masks in your dorm apartment if you cannot maintain six feet.
2. **Wear a mask if interacting with students in another dorm room.**
3. **Use separate restrooms unless you are immediate family.** (Only two students will be assigned to each apartment, so that each has a private restroom.)
4. **Practice frequent handwashing.**
5. **Avoid, when possible, sharing common utensils, cups, gamepads, remote controls, etc.** If you must share (i.e., remote controls), disinfect between uses.
6. **Disinfect “high-touch” areas regularly.**

Quarantine/Isolation Guidelines:

1. Note: The medical community uses quarantine and isolation to describe different types of separation. **“Quarantine** separates people who are exposed to an infectious disease to see if they become sick. **Isolation** separates people with an infectious disease, like COVID-19, from people who are not sick” (alabamapublichealth.gov). Quarantine lasts for a 14-day period and isolation for a 10-day period.
 - a. Notification: Faculty/staff who meet any of the following criteria for seeing a doctor or quarantine/isolation should notify their supervisor immediately. Students should notify their dorm parents and the Dean of Students immediately.
 - b. Who needs to quarantine? **Those who have been in close contact with someone with COVID-19.** Quarantine should last 14 days from the date of the last exposure.

- 1) **Note:** Family members and friends of those who have had close contact do not need to quarantine unless the person who was exposed exhibits symptoms or tests positive for COVID-19.
- 2) **What counts as close contact?**
 - You were within six feet for at least 15 minutes of someone who has COVID-19. (If both were wearing masks, you do not have to quarantine.)
 - You provided care at home to someone who has COVID-19.
 - You had direct physical contact with the person (touched, hugged, or kissed them).
 - You shared eating/drinking utensils or touched the same object.
 - They sneezed, coughed, or somehow got respiratory droplets on you
- 3) **Steps to Take:** Separate from others and monitor your health.
 - Stay home for 14 days after your last contact with a person who has COVID-19. If you live in close contact with a person with COVID-19 (for example, as a caregiver), your 14-day quarantine cannot start until that person has cleared the 10-day isolation period.
 - Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.
 - Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19 (***see the eight questions under re-entry guidelines above**).
 - If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.
 - If the quarantine starts at noon on day 0, it lasts until noon on day 14 (14 periods of 24 hours).
 - If you have contact with someone with COVID-19 symptoms during the 14-day quarantine period, the 14-day period starts over (cf. cdc.gov).
 - If you begin to exhibit symptoms (cf. eight questions above), consult a physician and get tested for COVID-19. You would transition from 14-day quarantine protocol to the 10-day isolation protocol. (This starts with the day you are tested.)**

c. Who needs to isolate? **Those who have been tested for COVID-19 and are awaiting results and those who have tested positive for COVID-19.**

- 1) **Isolate for 10 days starting with the day you were tested.**
- 2) **Steps to help prevent the spread of COVID-19 if you are sick:**
 - a) Stay home except to get medical care (for 10 days). Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
 - Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
 - Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
 - Avoid public transportation, ridesharing, and taxis.**

- b) Separate yourself from other people. As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should have a separate bathroom. If you need to be around other people or animals in or outside the home, wear a cloth face covering.
- c) Monitor your symptoms. Monitor the status of symptoms listed above. Follow care instructions from your healthcare provider and local health department. In addition to the 10-day isolation, to return to campus *you must also have been symptom-free for three consecutive days without any assistance from medication.*
- d) When to seek emergency medical attention. Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
 - Trouble breathing.
 - Persistent pain or pressure in the chest.
 - New confusion.
 - Inability to wake up or stay awake.
 - Bluish lips or face.

These are not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.
- e) Call ahead before visiting your doctor.
 - Many medical visits for routine care are being postponed or done by phone or telemedicine.
 - If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help to them protect themselves and patients.

2. **Roommate quarantine/isolation:** If either roommate in a dorm room must quarantine or isolate, both roommates will be required to quarantine/isolate for the full period.

3. **Quarantine/Isolation locations and roommate quarantine:**

- a. Faculty/staff members will quarantine in their homes.
- b. Off-campus students will quarantine in their off-campus homes.
- c. Campus students may return to their homes to quarantine or they may quarantine in their dorm rooms/apartments on campus. They must remain in the location they choose for the totality of the quarantine period. (They cannot go back and forth.)

4. **Quarantine/Isolation and student status:**

- a. Students who enter quarantine will transition to distance learner status until they are cleared to return to the classroom. They will continue to be responsible for coursework.
- b. If they exhibit symptoms or test positive, teachers will work with them to adjust deadlines as with any other illness.
- c. Students will also retain responsibility for the cost of their semester's education. Quarantine will not impact any scholarships for which they qualify.

5. **Financial costs:**
 - a. **Testing, treatment, and associated costs for COVID-19 are the responsibility of faculty/staff/students and their families**, not Heritage Christian University.
 - b. All students coming to campus for courses will be required to sign a **medical and liability release**.
6. **When is it safe to return to campus/classrooms?**
 - a. **If exposed to someone with COVID-19:** You must have ***quarantined at home for 14 days and have displayed no symptoms***. If you display symptoms, consult a health care professional and get a COVID-19 test.
 - b. **If you have been tested or have tested positive for COVID-19:** You must have ***isolated 10 full days*** from the time of your test and you must also have been ***symptom free for three consecutive days without any assistance from medication*** to return to campus (for example, if taking Tylenol keeps you from having a temperature, that does not count as one of the three days).
 - c. **Submit appropriate paperwork to the Director of Campus Security for admittance back on campus or into buildings/classes.**
7. **COVID-19 testing process example:** The following is from the Huntsville Hospital Urgent Care Center on the corner of Cox Creek Parkway and Florence Blvd. The address is 202 Cox Creek Parkway. The phone number is (256) 349-5496.
 - a. The receptionist suggested that those seeking an appointment should **reserve a spot online since there are a limited number of tests every day**. The website is **www.urgentteam.com**. The location may be listed on their website as St. Florian instead of Florence. Testing is done in that Urgent Care office.
 - b. **Once you arrive** at the Urgent Care facility for your appointment, **call the main number to notify them you are in the parking lot and wait in the car until called**.
 - c. **Patients will need a picture ID.**
 - d. **If the patient has insurance, the test will be billed to insurance. There is no charge for testing if the patient does not have insurance.**
 - e. **Results normally take five days.**

Communication:

1. **Re-entry guidelines will be emailed in pdf form** to all board members, faculty, staff, students, donors, and alumni.
2. **A dedicated page on the HCU website** will include updates and all relevant COVID-19 information.
3. Major updates and changes will be posted on the **HCU Facebook page**.
4. **Updates will be emailed** to faculty, staff, students, and Board members as necessary.



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