

FALL
2021

OPERATIONS, RECOVERY AND CONTINUITY PLAN



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NORTH CAROLINA CENTRAL UNIVERSITY
COVID-19 OPERATIONS, RECOVERY AND CONTINUITY PLAN

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Executive Summary

Throughout the COVID-19 pandemic, North Carolina Central University (NCCU) has partnered closely with local, state, and federal public health authorities to monitor developments, coordinate our response, share information, and provide guidance regarding COVID-19 to the Eagle community. NCCU's COVID-19 protocols and policies follow guidance and adhere to regulatory requirements set forth by the following groups:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [North Carolina Department of Health and Human Services](#)
- [State of North Carolina](#)
- [City of Durham](#)
- [Durham County](#)
- [University of North Carolina System](#)

NCCU strives to provide a campus experience that more closely resembles “normal” while also taking necessary precautions to ensure that campus will continue to be a safe and healthy place to work, live, learn and visit.

It is important to remember that COVID-19 represents a novel and rapidly changing challenge which requires that NCCU leadership constantly evaluate and monitor the situation to ensure that our policies and procedures evolve as needed.

Specific planning elements and policies are documented in the *NCCU Pandemic and Communicable Disease Emergency Response Plan* which is available upon request from ehs@nccu.edu.

Useful Links

[NCCU COVID-19 Dashboard](#)

[Ask a COVID-19 Question](#)

[COVID-19 FAQs](#)

[Non- residence hall visitor health survey](#)

[COVID-19 signage order form](#)

[COVID-19 PPE and disinfectant order system](#)

[NCCU Internal Pre-Event Attestation](#)

[External Customers Utilizing NCCU Spaces Form](#)

[NCCU COVID-19 Vaccine Card Upload](#) and [Instructions](#)

[NCCU COVID-19 Self Report Portal](#)

[NCCU COVID-19 Testing Consent Form](#)

[NCCU Visitor Health Survey](#)

COVID-19 Administration

The NCCU COVID-19 Team manages all aspects of COVID-19 on campus under the direction of the Division of Student Affairs and Office of Environmental Health and Safety.

Additionally, the NCCU COVID-19 Advisory Team meets weekly to discuss issues, review public health guidance and make changes to COVID-19 plans and protocols as necessary.

COVID-19 Community Standards

All individuals who come to NCCU's campus, including students, employees and visitors, must comply with the applicable community standards. Employees are required to be familiar with these standards as a condition of employment.

- Practice good hand hygiene.
- Keep distance between yourself and others as feasible.
- Wear a face covering where mandated.
- Report cases, symptoms, and testing.
- Upload proof of vaccination or participate in weekly surveillance testing.
- Participate in contact tracing fully and honestly.
- Comply with quarantine/isolation requirements.
- Respect the privacy and confidentiality of faculty, staff and students who may test positive for COVID-19 or be otherwise affected by the virus.

Compliance

Students who fail to comply with the NCCU COVID-19 Community Standards or any of the student COVID-19 policies may face administrative action, including, but not limited to, disciplinary action under the [Student Code of Conduct](#), restriction of access to or use of university facilities, removal from

university housing, disenrollment from a course or courses and other interventions necessary to affect compliance and protect the well-being for the campus community.

All faculty and staff are expected to know and follow the Community Standards as a condition of employment. Failure to comply with the COVID-19 Community Standards is cause for initiation of disciplinary action following the NCCU progressive disciplinary protocol:

1. First offense - Supervisor will counsel employee
2. Second offense - Written warning
3. Third offense - 10-day suspension without pay
4. Fourth offense will result in termination

It is the responsibility of the supervisor to initiate and provide disciplinary action in consultation with the Office of Human Resources.

Personal Health and Safety Practices

Distancing

Keeping physical space between you and others — commonly referred to as physical or social distancing — is one tool for staying healthy during the COVID-19 crisis and helping to slow the spread of the virus.

NCCU has returned to 100% occupancy in all academic, residential and business spaces. In these spaces, mitigations such as vaccination, surveillance testing, and approved face masks allow full occupancy.

Hand Hygiene

Wash your hands often with soap and water for at least 20 seconds, especially after being in public, coughing, sneezing, or touching your face (including putting on or taking off your face covering).

If soap and water are not readily available, use a hand sanitizer that contains greater than 60% ethanol or 70% isopropanol.

Check out the [NCCU Sanitizer Safety Quick Facts](#) to learn more about proper storage and other safety measures with these sanitizers.

Face Coverings

Cloth masks are no longer acceptable face coverings. NCCU provides 3 ply medical masks and KN95 masks as well as tight fitting N95 respirators as follows:

- i. The minimum allowable face covering on campus is a disposable 3 ply medical mask
- ii. KN95 masks will be distributed to employees who have regular close contact with other employees or students and will be required for all faculty and students in classes
- iii. Some employees with higher risk are offered tight-fitting N95 respirators after the legally mandated medical clearance and fit testing.

Masks are required by all persons regardless of vaccination status inside campus buildings with the following exceptions:

- Students in residential housing in their assigned residence hall room;
- Persons alone in private offices; or
- While eating or drinking.

Persons are also encouraged to wear a mask outdoors when distancing is not possible.

The CDC recognizes there are specific instances when wearing a mask may not be feasible. The following categories of people may be exempt from wearing a mask on campus:

- A child under the age of 2 years;
- A person with a disability who cannot wear a mask, or cannot safely wear a mask, for reasons related to the disability;
- A person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by a workplace risk assessment

If a person with a documented disability is not able to wear a face mask they should submit a completed request for accommodation as follows:

- Employees submit a [Request for Accommodation form](#) to the NCCU Employee Relations & Affirmative Action department.
- Students can request medical exemptions through Student Accessibility Services or Accommodate on MyEOL

NCCU will consider reasonable modifications to the face mask policy to ensure both personal safety and the health and safety of others on campus.

Please review the [CDC guidance](#) for proper care and use.

Medical masks

These masks, often called surgical masks, are made of layers of synthetic material and have an electrostatic charge which helps protect the wearer from sprays, splashes, and large-particle droplets and prevent the transmission of potentially infectious respiratory secretions from the wearer to others. These tend to fit more loosely than KN95 or N95 masks but are also more comfortable and increase compliance.

When to wear a medical mask on campus:

- In space where distance can generally be maintained
- When contact with others is limited or brief
- Outdoors when distance cannot be maintained

KN95

KN95 masks are made from multiple layers of synthetic materials and have an electrostatic charge. In addition to filtering out splashes, sprays and large droplets, these filter out and capture 95% of tiny 0.3 micron particles.

When to wear a KN95 mask on campus:

- In situations where you can't maintain distance for prolonged periods of time
- During classes
- During face-to-face meetings
- Traveling in a vehicle with others

N95

N95 masks are made identical to KN95 masks but require fit testing to ensure that no leakage occurs between the mask and the wearer.

When to wear an N95 tight-fitting respirator on campus:

- In healthcare and patient care settings where you may provide care to COVID-19 positive persons or other job descriptions as determined by risk assessment:
- Following enrollment and compliance with training, medical and fit testing per the NCCU Respiratory Protection Program

Daily Health Surveys

All students are required to complete the [COVID-19 Daily Health Tracker](#) daily **even if they are not coming to campus**

Visitors to campus must complete and submit the [Visitor Health Survey](#) each day prior to coming on campus. It is the responsibility of the campus “host” to provide the link and to ensure that the visitor receives clearance to come to campus.

Electronic Records and Reporting

Record management during the pandemic proved to be a unique challenge that required NCCU to employ multiple resources to effectively and safely manage. Rest assured that NCCU reporting and recordkeeping offers the highest level of confidentiality and protection for personal information.

Medicat

NCCU uses [Medicat](#), a medical electronic records system to confidentially store testing results and proof of vaccination for employees and students. All students, faculty, and staff can access Medicat using the link in the myEOL banner.

Medicat provides a Private Cloud electronic health record system. This system offers the benefits of a cloud-based system, but it does so through proprietary architecture. Unlike public clouds, which deliver services to many organizations, and share a computing infrastructure across different users, business units, or businesses, a private cloud is a privately provisioned data center at the hosting facility (NCCU).

Veoci

Veoci is a process management platform used by NCCU as part of the COVID crisis to manage our self-reporting forms as well as manage the inventory, ordering, and disbursement of critical supplies. Since February 2020, Veoci

customers have deployed over 500 solutions in response to the COVID-19 pandemic which allowed NCCU to rapidly customize and utilize pre-designed management tools.

COVID-19 Campus Testing

If you are experiencing symptoms, do NOT go to a campus testing location. If you are experiencing symptoms or believe they may have been exposed to COVID-19:

- Isolate from others AND;
- Report through the [NCCU COVID-19 Self Report Portal](#) OR
- Call 919-530-3219.

COVID-19 testing sites on campus include:

- Students: L.T. Walker Physical Education Complex
- Employees: Alfonso Elder Student Union, Room 144

Results of testing conducted on campus are reported via telephone/text to the individual and automatically to NCCU. All off-campus test results must be uploaded to Mediat through myEOL within 24 hours of receipt.

To ensure that all are well informed about COVID-19 testing requirements, tests used, and other important information, the NCCU [COVID-19 Testing Plan including links to the current FDA fact sheets](#) for the different test types have been provided in an electronic format, and we are asking everyone who tests on campus to review the information and sign the [NCCU COVID-19 Testing Consent Form](#). This form only needs to be signed once, but the information remains available to everyone anytime they need to review it.

Note: Individuals who test positive will be exempt from surveillance testing for 90 days according to CDC guidance. You must upload proof of your negative test to the [Mediat patient portal](#).

Students

If you have questions about student testing, please call [919-482-9837](tel:919-482-9837) or email covidtesting@nccu.edu.

- Students can schedule appointments through the [Medicat patient portal](#) or by calling 919-530-5427.
- Re-entry testing is required for all students, including fully vaccinated students.
- All students will be subject to some level of surveillance testing throughout the semester.
 - Unvaccinated students will be tested not less than 1 time per week.
 - **Fully vaccinated students who voluntarily provide proof of vaccination are exempt from regular surveillance testing.**

Employees

- Faculty and staff who have not uploaded proof of vaccination are required to participate in mandatory weekly surveillance testing.
- Free rapid testing is available to all NCCU employees every Thursday from 7 a.m. to 2 p.m. at the employee testing site.
- PCR tests are used only to confirm positive rapid test results

Non-vaccinated employees are assigned a weekly testing day and time and are required to report to the NCCU Employee Testing Clinic within the designated time block each week.

Day of the week	Time slot	Last name begins with
Monday	8 a.m. – 2 p.m.	A-C
Tuesday	7 a.m. – 2 p.m.	D-L
Thursday	7 a.m. – 2 p.m.	M-Sh
Friday	7 a.m. – 1 p.m.	Si-Z

The [COVID Surveillance Testing Request form](#) can be used to make requests or obtain pre-approval for certain cases where someone needs to:

1. Test offsite due to work schedule
2. Permanently or temporarily change day/time of testing due to hardship – must meet certain criteria

3. Report an illness, vacation, quarantine/isolation or other time off that causes a test to be missed
4. Receive testing exemption due to becoming fully vaccinated and uploading of proof of vaccine
5. Receive a 90-day testing exemption due to a positive COVID-19 test after upload of positive result to Medicat

Failure to comply with COVID testing requirements without pre-approval from the COVID-19 Management Team will result in the initiation of the NCCU progressive disciplinary protocol.

In order to protect the health of the NCCU community, unvaccinated persons who refuse to participate in surveillance testing will not be allowed on campus. Personal leave must be used and the option to work from home to accommodate testing non-compliance will not be considered without an approved medical exemption for testing. During this period, the requirement to test will remain in place and the employee will be subject to the progressive disciplinary process.

COVID-19 Vaccination

The most effective way to keep yourself and others healthy is to get vaccinated.

Student Health continues to offer vaccination clinics on campus that serve both the campus and the larger community by providing access to the FDA-approved Pfizer vaccine and the FDA-authorized Moderna vaccine. Following CDC guidance which expresses a clinical preference for individuals to receive an mRNA COVID-19 vaccine over the J&J COVID-19 vaccine, NCCU clinics no longer have the J&J vaccine available. You can also easily locate a vaccine site in any area [here](#).

Students and employees must upload proof of vaccination and booster vaccination through the link on the myEOL banner or by clicking [here](#).

Individuals who are not vaccinated or do not upload their proof of vaccine are required to be tested on a weekly basis. Instructions for uploading proof of vaccination can be found [here](#). Any issues should be reported using an IT Helpdesk ticket.

Acceptable forms of proof of full vaccination include:

- COVID-19 vaccination record card issued on the form from the CDC; or

- Note or receipt signed by a licensed nurse, physician, pharmacist, physician's assistant or other representative of the place where the vaccine was administered; or
- A printout of the vaccination record from North Carolina's COVID-19 Vaccine Management System (CVMS).

The fact sheets for each vaccine can be reviewed below:

- [Moderna Fact Sheet](#)
- [Janssen \(J&J\) Fact Sheet](#)
- [Pfizer Fact Sheet – 12 years of age or older](#)
- [Pfizer Fact Sheet – 5 to 11 years of age](#)

Booster Shots

At this time the CDC has not yet issued a statement that a booster is REQUIRED for full vaccination, however, new quarantine guidance factors in whether a person is boosted or not. NCCU students and employees must upload proof of booster shot using the link on the myEOL banner or by clicking [here](#).

The CDC recommends that everyone ages 16 and older should get a booster shot either when they are 6 months after their initial Pfizer or Moderna series or 2 months after their initial J&J vaccine.

Eligible individuals age 18 and older may choose which vaccine they receive as a booster dose. Those 16-17 years of age can get a Pfizer vaccine booster 6 months after completing the primary vaccination series.

Exemption from Vaccination

Exemptions to the vaccine requirement may be granted for religious or medical reasons. A vaccination exemption does not exempt you from required surveillance testing.

- Students
 - Submit request for religious exemptions through Student Health
 - Request medical exemptions through Student Accessibility Services or Accommodate on MyEOL.
- Employees
 - Submit a completed [Request for Accommodation form](#) to the NCCU Employee Relations & Affirmative Action department.

Reporting COVID-19

It is imperative that NCCU be notified of all faculty, staff, and students who experience COVID-like symptoms, have tested positive for COVID-19, or have been identified as a close contact so that the team can begin contact tracing and testing on campus.

For testing provided on campus, Apex notifies the appropriate COVID team members of all positive tests and initiates contact tracing. Reports of all positive test results obtained off campus must be reported to NCCU within 24 hours of receipt. There are multiple ways to self-report:

- NCCU [COVID-19 Self Report Portal](#).
- Call 919-530-3219.
- Off campus test results should be uploaded to Medica through MyEOL.

Quarantine and Isolation

Isolation separates ill persons who have a communicable disease from those who are healthy. Isolation restricts the movement of ill persons to help stop the transmission of certain diseases.

Quarantine separates and restricts the movement of well persons who may have been exposed to a communicable disease to see if they become ill through close contact or other means.

Close contact is defined by the CDC as:

- Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- Providing care in a non-healthcare setting to someone who is sick with COVID-19.
- Direct physical contact with the person (touched, hugged, or kissed them)
- Sharing eating or drinking utensils.
- A person with COVID-19 sneezed, coughed, or somehow got respiratory droplets on the other person.

For employees, if you are not on approved sick leave (a doctor's note provided) you must use vacation leave or bonus leave to remain in pay status.

Quarantine Protocol

After reviewing the CDC and NC DHHS quarantine and isolation guidance, NCCU will use the following criteria for students and employees. For employees, the shorter quarantine managed properly will allow for less disruption of critical services.

- a. **Isolation** for both students and faculty/staff will be a 5-day period if asymptomatic or until symptoms resolve; whichever is longer.
- b. **Quarantine**
 - 1. Individuals who have received their booster shot or are within the 6 month (Moderna or Pfizer) or 2-month (J&J) primary vaccine period do not need to quarantine but should test on day 5.
 - 2. Individuals who are more than 6 months (Moderna or Pfizer) or 2 months (J&J) past their primary vaccine period or are NOT boosted or are unvaccinated must quarantine for 5 days; test on day 5

NCCU/Apex Solutions will use this protocol to provide quarantine and isolation details to persons who test on campus or are identified as a close contact of someone who tests on campus. Quarantine and isolation details will include a return to work/class date.

If you test positive off campus your county of residence or a healthcare professional may provide a return to work date based on CDC recommendations. However, all employees and students are required to report their test results or symptoms to NCCU using the [NCCU COVID-19 Self Report Portal](#) or by calling 919-530-3219 to be advised of a release date from quarantine or isolation that conforms to the campus protocol.

Health Care Providers

When close contact occurs as the result of providing health care services in a medical setting, factors should be in place that reduce risk of transmission including: use of personal protective equipment (PPE), use of well-fitting face covering by patient with COVID-19, and vaccination status of health care provider (HCP).

Certain types of HCP exposures present a higher risk including exposure of HCP's eyes, nose, or mouth to material potentially containing COVID-19, particularly if these HCP were present in the room for an aerosol-generating procedure. Other exposures classified as low-risk, including having body contact with the patient (e.g., rolling the patient) without gown or gloves.

Following any high-risk exposure, unvaccinated HCPs will be quarantined according to the established quarantine period.

HCPs who experience a low-risk exposure will be handled on a case-by-case basis.

Health care providers who are exposed to COVID-19 outside of providing medical care will be quarantined/isolated as a normal close contact exposure.

Campus Events and Gatherings

If conditions change (e.g., rise in cases on campus), all non-essential events may be cancelled or postponed in order to best "Protect the Nest."

Internal hosted vents for NCCU faculty/staff/students

Event Coordinators must submit a [NCCU Pre-Event Attestation](#) at least 72 hours prior to event. This form requires Coordinators to attest that they are aware of the COVID-19 requirements for events and gatherings and that they are responsible for ensuring compliance with the following:

1. Face coverings must be worn all times indoors except when eating/drinking;
2. Mask usage outdoors is recommended if distancing is not feasible;
3. Hand sanitizer and disinfectant products must be readily available; and
4. Persons who are symptomatic will not be allowed to participate in the event.

External Sponsored Events

North Carolina Central University (NCCU) has established COVID-19 measures and requirements for external customers who utilize NCCU spaces for meetings or events on campus. All persons wishing to utilize NCCU space for an event must complete and submit the [External Customers Utilizing NCCU Spaces Form](#) at least 20 days in advance of the event.

The event coordinator must attest that they will be responsible for informing event attendees about NCCU COVID-19 campus protocols and requirements and for enforcing all requirements:

1. Everyone is required to wear a face covering at all times indoors (except when eating or drinking) regardless of vaccine status and outdoors if distancing cannot be maintained or as required for specific events or locations.
2. Visitors to campus must complete the NCCU [COVID-19 Visitor Survey](#) and receive approval email prior to arriving on campus.
3. While NCCU has no formal COVID-19 capacity limits
 - a. Indoor events should be planned to maximize distancing between participants to the extent possible
 - b. Outdoor events should also be mindful of space and manage attendance size to allow for distancing
4. Prior to allowing participants to enter the venue, the event host must collect the following documentation for compliance with the NCCU vaccination/testing requirement:
 - a. Proof of full COVID-19 vaccination
 - b. Negative COVID-19 test result collected no earlier than 72 hours prior to the event

Tuition & Fees

Tuition and fees are based on a student's admitted status:

- Online - 22-fully online bachelor's and master's degree programs via [NCCU Online](#).
- Main campus - undergraduate, graduate or professional degree program that is offered on NCCU's campus. A student who is enrolled in a main campus degree program can enroll in online courses. If your degree program is offering sections of online courses, you will still be charged as a main campus student.

As has always been the case, tuition and fees are charged at the beginning of the semester and will remain in place regardless of any changes in instructional format. Tuition and fees will not be refunded in the event that instructional format changes for any part of the 2021-2022 academic year.

Academic Affairs

Plan for Continuity of Instruction

The Division of Academic Affairs is committed to ensuring that neither instructional effectiveness nor the safety of our faculty, staff or students is compromised as a result of the COVID-19 pandemic. In order to facilitate the ability to comply with NCCU Health and Safety protocols related to COVID-19, as well as the University of North Carolina System-Wide Guidelines for Return to Classes/Operations, courses will be offered in the instructional delivery modes that were effective in Fall 2019.

Requirements for All Courses

Every course will continue to have a presence, including a course syllabus and related documents, in Blackboard, or in the case of the School of Law, a comparable e-learning platform. Regardless of the instructional delivery mode, the inclusion of an alternative syllabus, designed by the Office of E-Learning to facilitate a rapid transition to online instruction, is also required for courses taught face-to-face and in hybrid mode. A sample of the alternative syllabus is provided. Chairs or deans will confirm with the Office of the Provost that this requirement has been met.

Determining Instructional Delivery Mode

Decisions about the instructional delivery mode will continue to be made by the department chair and dean in consultation with the faculty member scheduled to teach the course.

Face-to-Face Instruction

Face coverings will continue to be required indoors for the time being. Students and faculty should continue to clean and disinfect spaces between class sections.

Internship, Practicum, Clinical and Laboratory Courses/Law School Clinics

Courses in this category will follow the instructional delivery mode that was utilized in Fall 2019. Should it become necessary to transition to another instructional delivery mode, the unit will follow the previously developed contingency plan.

Training, Consultation and Resources

Resources, training and support will remain available through the Office of e-Learning, Office of Faculty Professional Development, and the University of North Carolina System Office.

In the event there is a need to transition to online or hybrid learning, the resources developed by the Division of Extended Studies and the Office of Faculty Professional Development remain available to support NCCU faculty and students.

Classrooms and Teaching Laboratories

NCCU will continue to utilize technology in instructional spaces. The following safety measures are in place in these spaces:

- Face masks, increased sanitation, and other measures will continue to be required to mitigate risk.
- Hand-sanitizer is available at the entrances to the room or within the room.
- Rooms are cleaned and disinfected daily.
- Disinfectant products will be provided within each room, and students and faculty are asked to clean desks, podiums, chairs, and other high-touch areas before and after each use.
- If feasible, doors should remain open to prevent those entering from having to touch the door and to encourage greater air movement in the room.

The Office of Student Accessibility Services notifies instructors, through formal correspondence, when students will not be present in class and helps arrange for online coursework. Instructors can also retrieve COVID student accommodation letters through the Accommodate portal.

Instructors are prohibited from disclosing to their students or other employees any COVID information they may receive from students or colleagues. NCCU has a well-defined, and well-practiced communication and notification system to ensure those who need to know about a positive test result or close contact are notified in a manner that protects, to the extent possible, confidentiality and ensures that information disclosed is factual, appropriate, and does not lead to unnecessary panic. Failure to follow this protocol violates the NCCU COVID-19 Code of Conduct and is grounds for disciplinary action up to and including dismissal.

Enrollment and Registration

The Division of Academic Affairs has developed several modes of communication with students during COVID-19 to meet enrollment for new and continuing students (undergraduate, graduate, law and distance education).

- Strategic call and email campaigns, text messages and virtual webinars are deployed via WebEx, Jabber, Admit Hub and Zoom.
- Weekly enrollment webinars and advising sessions provide continuing and admitted students and parents a means to stay abreast and learn more about North Carolina Central University. These virtual sessions are designed to inform admitted students and parents about the enrollment process, financial aid, registration, new student orientation, residential life, and student engagement. Each college, division and department has a communication plan that is reviewed and assessed weekly to meet students' needs.

The University developed an alert notification in the myEOL intranet portal for students to confirm they have read and understood all communication regarding the return to campus for Fall 2021. This confirmation aligns with informing students of critical information regarding their safety and well-being. We have also added on the MyEOL portal an enrollment confirmation notification for students to finalize the validation process by census.

Child Development Laboratory

The NCCU Child Development Laboratory is closed and will remain closed through May 2022.

Research Facilities

Research facilities on the campus of North Carolina Central University located in the Julius L. Chambers Biomedical/Biotechnology Research Institute (JLC-BBRI), the Biomanufacturing Research Institute and Technology Enterprise (BRITE) and the Mary Townes Science Complex are committed to adhering to all NCCU COVID-19 instructions and policies.

International Students and Study Abroad Programs

All international students will follow the rules and regulations for international students prescribed by: (1) the Department of Homeland Security's Student Exchange Visitor Program (SEVP) for international students and (2) the rules and regulations/provisions of the University.

The university encourages international students to consider vaccinating wherever they are (ideally completing a series, if needed). NCCU is currently accepting vaccines that are authorized or approved in the United States by the FDA (Pfizer-BioNTech, Moderna, and Johnson & Johnson (J&J)/Janssen COVID-19 vaccines) or those authorized by the World Health Organization (e.g., AstraZeneca/Oxford and Sinopharm). Vaccines that are not FDA-authorized/approved or WHO-listed will not be accepted as a valid vaccine for any purpose.

New International Students

- The incoming international students will follow the instructions they receive to apply for the student visa.
- Once the student receives the visa, the student will travel to the U.S. and report to campus for check-in and orientation by the Office of International Affairs (OIA) and New Student and Family Programs as applicable for undergraduate students.
- The student will then move into pre-arranged housing on or off campus.
- From that point on, the student will be monitored by OIA in matters relating to the rules and regulations of their visa status/immigration and by their academic advisors/departments in matters relating to their academic/student life.

Returning International Students

- OIA will continue to monitor international students and contact them with information they need to know or be reminded of—for example, reporting address changes to OIA, health insurance enrollment, sessions for Optional Practical Training (OPT) and Curricular Practical Training (CPT), and updates from SEVP.

Study Abroad

We plan to resume our study abroad in summer 2022. In keeping with North Carolina Central University's current international travel policy, study abroad will be approved on a case-by-case basis by the Chancellor. Information sessions for students are available by contacting oia@nccu.edu.

Student Affairs

Student Health

1. All students will be asked to complete an electronic medical health form, to help identify those with medical conditions that increase the risk for severe illness from COVID-19, based on CDC guidelines.
2. Student Health Services will continue to provide regular health services with certain modifications, including:
 - Initial nurse triage via telephone for students seeking medical care.
 - Pre-screening via telephone for students with COVID-19 symptoms.
 - Contact-less check-in.
 - Telehealth visits for evaluation of acute respiratory illnesses.
 - Separate clinic for Wellness, Women's Health and Immunization programs.
3. A campus-wide COVID-19 and flu vaccine campaign will be implemented.

Health Promotions and Education

- Student Wellness Basics Campaign: Student-led video/social media campaigns focusing on overall well-being such as restful sleep, stress relief, exercise, healthy diet, and personal responsibility for one's health and how it impacts the overall community.
 - Videos posted on all University, SGA, SAB, and FSL social media.
 - Offer incentives to other student organizations that post the information on their social media.
- COVID-19 Educational Campaign: Student-led video/social media campaign focusing on vaccine hesitancy, symptom awareness, prevention, temperature checks, social distancing, and proper face coverings.
 - Videos posted on all University, SGA, SAB, and FSL social media.
 - Offer incentives to other student organizations that post the information on their social media.
- Social Norming: NCCU face mask giveaways, decorate your own mask events, hand sanitizer giveaways, and Lysol wipe care packages. Create a student contest for creative ways of practicing/promoting social distancing.
- Mental Health and Well-being: Increase mental health awareness and resource programming among student organizations. Connect student organizations with mental health professionals on campus for guidance and support.
- Provide guidance on how to access mental health services via telehealth as well as utilize social media channels for additional support and information.
- Incentivize student programs that support COVID-19 vaccination, University coronavirus testing, quarantine importance, and University isolation procedures. Connect student organizations with medical health

professionals on campus for guidance and promotion of all health center services.

Student Union Facilities

Considerations to decrease the risk of exposure within the Student Union

- Redeployment of housekeeping staff.
- Touch-point cleaning of high-traffic areas, such as tables, chairs, common areas and door handles after every scheduled activity or every 30 minutes.
- Providing hand sanitizing stations at all entrances.
- Recommending and reinforcing the use of cloth face coverings or masks.
- Designating social distancing footprint decals at all service areas.
- Installation of desk shields and hands-free door openers.
- Implementing limits on meeting room capacity.
- Limiting seating capacity in the Eagle Dining area.
- Reducing seating and traffic in student lounge areas (SAB, SGA, Greek Suite, and LGBTQ).
- New guidelines and requirements for special event reservations.

Student Union Game Room and E-Sports Center Located in Elder Student Union

- Hours of Operations 12:00 pm-5:00 pm
 - Closed 2:30 pm – 3:00 pm for cleaning
- Maximum occupancy = 20
- Use hand sanitizer prior to handling any equipment (i.e. cards, board games, etc.)
- Limit of two people/billiards table
- Pool sticks will be sanitized after each use
- Provide proof of completion of the COVID-19 Daily Health Tracker
- Gaming stations will be disinfected before and after every reservation
- Gaming stations will be organized to provide distance

Public Transportation/Eagle Shuttle

Persons who use public transportation including both the Eagle Shuttle and the Eagle After Dark Shuttle, must wear a mask to enter the bus, avoid touching surfaces with hands, and maintain distancing between passengers. All shuttle vehicles will have hand sanitizer dispensers installed for use as passengers

entering the bus. After disembarking, riders should wash their hands immediately or use hand sanitizer.

Residential Life

The high-touch, highly interactive, densely populated living environment typical of residence halls presents an ideal setting for increasing the risk of COVID-19 transmission. To limit exposure, guidance has been taken from the CDC Guidance for Shared or Congregate Housing.

- Residents will be required to practice distancing and wear face coverings in shared spaces, including lobby, elevators, hallways, laundry, and kitchen areas.
- Residents will be permitted a maximum of 2 visitors per room/suite. Visitors are limited to NCCU students only.
- Staff entry into private rooms will be limited. If staff must enter a residential room or suite, provisions must be put in place to protect both staff and students, including distancing and face coverings for all persons in the room. Disinfection of the area and equipment will be completed by staff upon entry.
- Hand sanitizer will be provided at all entrances and outside elevators.
- Personal hand sanitizer will be provided to all students.
- Surface disinfectant is being provided in all common areas and shared bathrooms.

Considerations to decrease the risk for exposure within traditional residence halls, campus apartments and suites, and other on-campus housing arrangements will include the following:

- Roommates and suitemates will be treated as a family unit. Six-foot spacing will be observed with other facility occupants.
- Students with pre-existing health conditions will be placed in single occupancy rooms. Students with medical conditions such as asthma, diabetes, immunosuppressive drug therapy including chronic systemic corticosteroid treatment, heart disease, HIV, and morbid obesity are at high risk for COVID-19 illness and complications.
- Increasing the frequency of cleaning of common areas.
- Requiring the use of cloth face coverings or masks in common areas.
- Limiting capacity in dining spaces, lounges, and common areas via a reservation and/or check-in process as appropriate, based on residence hall.

- Re-configuring seating in common areas to ensure proper physical distancing.
- Reducing the number of computers per lab to ensure proper physical distancing.
- Placing restrictions on events and social activities as per current physical distancing guidance. Establishing allowable occupancy and developing plans to monitor and enforce.
- Placing restrictions on building access by non-residents, including outside guests, non-residential staff, and others.
- Widely sharing and posting of information in common areas about COVID-19 prevention.
- Frequent reminders of proper hand hygiene (verbally, posters, and videos), with hand sanitizer widely available in common areas and rooms.
- Enhanced cleaning in all common areas and for high-touch surfaces. Set a cleaning schedule of immediately after scheduled activities or every 30 minutes to an hour. Custodial workers will be provided with appropriate PPE and training consistent with their duties.
- Monitor the entrance and exit of individuals within the building to track and trace individuals, both their entering and exiting the building and the interior locations that they have visited.
- Additional hand sanitizing stations installed at all exterior entrances and office entrances.
- Installation of desk shields and/or standard Dutch doors at all customer service points and at employee workstations.
- Arranging social distancing footprint decals throughout the facility.
- Providing infrared thermometers in every work area for regular temperature checks of the staff and guests.
- Increased signage throughout the halls indicating the number of students and or persons permitted in a community space.
- Removing high-touch items from all common areas (magazines, pens, and games).

Move-in and Reentry Testing

Residence Hall Move-in January 5-8, 2022 (First Day of Classes: January 10, 2021)

- Check for your assigned move-in time on the [Spring Move-in site](#).
- Students **must** come during their designated time. Students who arrive outside of their designated time will **not** be permitted to check in and will be instructed to move out of the line.

Guests

- Students will only be allowed two individuals to assist them with moving into the residential hall.
- All guests accompanying students to campus, regardless of vaccination status or age, will be required to be tested for COVID-19 prior to being allowed on the University campus. If anyone in the traveling party tests positive for COVID-19, no one in the party will be permitted on campus.

Re-entry Testing

All NCCU residential students and their move-in guests, regardless of vaccination status, will be required to undergo COVID-19 re-entry testing prior to gaining access to residence halls for move-in.

Express Check-In for Vaccinated Students & Guests

If student and all guests to campus are vaccinated they must complete ALL of the following steps:

1. Student must upload proof of being fully vaccinated against COVID-19 to the [Medicat Portal](#) by **3 p.m. on December 9, 2021**
2. Within 72 hours of assigned move-in time, students and ALL guests must obtain a negative COVID-19 antigen test (rapid or PCR). Results from a test collected at home will **not** be accepted.
3. Bring the following to campus with you for express check-in
 - Students – 1) printed copy of negative test result and 2) photo ID that associates you with your test result.
 - Guests – 1) printed proof of full vaccination 2) printed copy of negative test result and 3) photo ID that associates guest with test result.

Anyone who is not fully vaccinated and uploaded proof by December 9, 2021 will be considered unvaccinated for move-in.

Unvaccinated Students & Guests

Upon arrival to campus, the student and all persons traveling with the student (regardless of age) must be tested for COVID-19 onsite before they will be allowed to enter the residence halls for move-in.

If the student tests positive for COVID-19, they will have the option of isolating off campus or be placed in on-campus isolation housing.

Tested Positive for COVID-19 in the Past 90 Days

If a student or guest has been diagnosed with COVID-19 and have completed isolation within the past 90 days, they may still test positive for COVID-19. To avoid delays and to receive an exception from the rapid on-site testing, you must submit your positive test results to Tyrone Little (tlitt152@NCCU.EDU) by **December 9, 2021**, to receive a testing exemption.

Human Resources

NCCU faculty and staff are expected to engage collectively in health and safety measures that help reduce the transmission of COVID-19 and protect our campus and local community members. The university's commitment to comply with these community standards – and to lead by example – is important to helping create a healthy and safe community. All faculty and staff are expected to know and follow the community standards as a condition of employment.

In cases where university employees knowingly choose not to follow COVID-19 protocols or processes, it is the responsibility of the supervisor to initiate disciplinary action up to and including termination. The Office of Human Resources stands ready to assist if situations arise where disciplinary action becomes necessary.

Non-NCCU Temporary Employees

Temporary employees are often used to support of our academic, research, and service missions of the University. Temporary staffing allows our workforce to meet specific increased staffing requirements for a specific period of time.

It is imperative for all managers/supervisors to complete and submit the [Affiliate Banner Request Form](#) for all temporary staff employed by NCCU in any capacity who are not paid on the NCCU payroll. This will allow proper record keeping and compliance with required COVID-19 vaccination/testing protocols to better protect all on campus.

Privacy and Confidentiality

HIPAA, or the Health Insurance Portability and Accountability Act, protects individual's private health information from being shared by certain "health care entities" without patient consent. The health care entities that HIPAA regulates are:

- Health insurance companies, Medicare, Medicaid or employers who run self-funded health plans;
- Business associates, such as health care providers, hospitals, nursing homes or anyone actually delivering a health care service; and
- Subcontractors of business associates, such as health care clearinghouses or billing companies that may transfer patient data.

The university is NOT a health care entity and cannot be violation of this Act.

Further, it is not a violation of state confidentiality laws to ask faculty and staff if they have been vaccinated nor is it a violation to request that they upload their vaccination cards. The EEOC states that it is legal so long as the employer is merely asking that information for safety purposes and to ensure that the work environment is safe.

COVID-19 Leave

For employees, if you are not on approved sick leave (a doctor's note provided) you must use vacation leave or bonus leave to remain in pay status during quarantine and isolation.

Travel Policies

University Sponsored Travel

NCCU will only approve University-sponsored (paid for by the University) domestic travel for employees and students who meet one of these travel vaccination/testing requirements:

1. Upload proof of full COVID-19 vaccination to the [Medicat](#) portal
OR
2. Have a vaccination exemption approved by Human Resources AND
 - a. Upload proof of a negative PCR test result collected no more than 48 hours prior to departure to the [Medicat](#) portal AND
 - b. Quarantine pending upload of a negative PCR test result collected no earlier than 72 hours after return to the [Medicat](#) portal.

Due to the severity of COVID-19 conditions in some international destinations, **foreign** travel remains restricted to travel determined essential for academic research or university business. International travel must be approved by the

Chancellor following a favorable recommendation from the appropriate Vice Chancellor, Dean or Director. For athletic events, relevant guidance issued by the NCAA and MEAC are considered.

The types of international travel that may qualify for an exception include:

- Travel intended to assist in the assessment of, treatment for, or research relating to, COVID-19 or other critical health care issues.
- Travel relating to the University's legal, risk management, or emergency response efforts relating to COVID-19.
- Travel required to assure the continued operations of the University in response to COVID-19.
- Travel that is necessary and time-sensitive to preserve the safety of a research subject or the results of a substantial and ongoing research activity.
- Travel that is required to complete a grant or award requirement or deliverable for which the failure to perform will substantially jeopardize the continuation of grant or award.
- Travel to appear in any legal, judicial, or regulatory proceeding on behalf of the University as a party, a witness, or as necessary to assist the University in the proceeding.
- Travel that is necessary to meet a requirement for graduation this semester, that cannot otherwise be postponed, and for which the failure to travel could result in the failure to receive a degree at the end of the semester.
- Travel that is part of a university-sponsored academic or athletic program that has been pre-approved by the Chancellor and subject to any necessary or appropriate requirements or conditions.






Prior to planning any University-sponsored international travel, NCCU faculty, staff and students are required to complete and submit the [NCCU International Travel Checklist](#).

Personal Travel












Currently, the CDC recommends that you delay any travel until you are fully vaccinated. If you are not vaccinated, you should get tested before and after your trip. You do NOT need to get tested or self-quarantine upon your return if you recovered from COVID-19 in the past 90 days.

Travel Requirements and Return to Work

Domestic Travel Requirements

Requirement	Not Vaccinated or Partially Vaccinated	Fully Vaccinated
Quarantine for 7 days		
Upload negative viral test collected 3-5 days after returning to Medcat		
Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms		

International Travel Requirements

Requirement	Not Vaccinated or Partially Vaccinated	Fully Vaccinated
Personal travel - submit the NCCU International Travel Form to notify NCCU of personal international travel and receive your return to work date		
University business –submit the NCCU International Travel Checklist		
Mandatory test required before flying back to the U.S.		
Quarantine for 7 days		
Upload negative viral test collected 3-5 days after returning to Medcat		
Self-monitor for symptoms for 14 days		

If you have tested positive for COVID-19 and completed your isolation within 90 days of your return date, you are not required to test but should still follow all other travel recommendations including the quarantine if you are unvaccinated.

If you develop [COVID-19 symptoms](#) after travel, [isolate](#) and consult with a healthcare provider for testing recommendations.

Athletics

The health and safety of student-athletes, coaches, staff, recruits, donors and fans continues to be a top priority for the Department of Athletics. Safety protocols have been developed to implement best practices for athletic training and competition. Guidance from medical experts and the National Association of College Athletics (NCAA) plan, “Core Principles of Resocialization in Sport,” was used to develop plans and protocols specific to student-athlete well-being, including:

- Testing/screening guidelines for student-athletes, coaches, and staff;
- Social distancing requirements for all athletic training injury treatment and rehabilitation, strength and conditioning sessions, and meeting and practice areas;
- The use of personal protective equipment during practices, training, rehabilitation and competition;
- Sanitation requirements for locker rooms, training areas, weight rooms, media rooms, meeting spaces, practice and competition facilities, and all equipment/apparel;
- Quarantine or isolation and return to participation protocols;
- Prevention and education plans for student-athletes, coaches, staff, fans, donors and athletics business partners; and
- Game day operations to ensure safety of all constituents attending competitions.

These guidelines are designed to help prevent the spread of infection and will be executed, adjusted and strictly enforced in parallel to the University, local, state, NCAA, MEAC, CDC and other national governing body policies and orders.

Information Technology Services

Loaner Equipment

- Faculty and staff can request loaner PC or Apple laptops based on availability.
- Students can request loaner Chromebooks based on availability.

Virtual Services

- Virtual desktops and applications are made available via NCCU's virtual environment called EagleApps.

Technical Support – 919-530-7676

- Personal computer repairs are available for students in Shepard Library.
- University computer repair and other services are available both remotely and through the service request process for drop off or in person.
- Opportunities for training are conducted via established in person and recorded training videos.

Facility Management and Operations

Facilities Operations

The CDC and OSHA have both issued important guidance on ways to improve ventilation in buildings based on ASHRAE Guidance for Building Operations During the COVID-19 Pandemic. Facilities Operations has reviewed and implemented many of these measures to improve airflow and quality and slow the spread of COVID-19 in NCCU facilities.

- 1) Assessed HVAC systems and building automation controls in academic and residential hall facilities to ensure proper operation.
- 2) Increased scheduled routine air filter changes from yearly to twice a year.
- 3) Ensured preventive maintenance services were in place to ensure system reliability.
- 4) Inspected buildings and reviewed automated control parameters. These inspections are ongoing.

Facilities Operations essential personnel have continued to report to work throughout the pandemic. As such, building systems continued to run in normal operation, which avoided issues surrounding system stagnation and start-ups.

Building Environmental Services

NCCU Building Environmental Services teams clean academic and common residential spaces based on CDC guidelines for disinfection using EPA-approved disinfectants. However, housekeeping alone cannot clean or disinfect behind each person so during this crisis sanitation is everyone's job.

Building occupants and other users are encouraged to disinfect office areas, especially high-touch surfaces, before and after use, including copiers, printers,

computers, A/V and other electrical equipment, desks and tables, light switches, and doorknobs.

Residential students will be provided with disinfectant products for their rooms and in-suite restrooms. Safety information, including how employees can order COVID-19 supplies is available on the [Environmental Health and Safety website](#) . Always follow manufacturers' instructions and recommendations for chemical disinfectant use.

Campus Recreation and Wellness

Campus Recreation and Wellness is will continue to operate in-person programs and facilities within the following guidelines.

Please note: Campus Recreation and Wellness reserves the right to alter the rules and guidelines as needed. Campus Recreation and Wellness reserves the right to deny entry and remove individuals from the facility who are failing to follow procedures. Any student not adhering to the guidelines will be sent to conduct for violating the "Protecting the Nest" guidelines.

Hours and Facility Signage

Appropriate signage has been placed denoting safety protocols and facility hours. All communication of new and updated rules will be sent via email to members, posted on Engage, and sent in an email to students prior to opening the facility.

Safety Measures for Patrons

- Signage will be posted regarding social distancing and other rules for patrons to remember.
- Patrons will be required to wash or use hand sanitizer prior to entering the facility.
- Patrons will be required to use disinfecting wipes prior to and after each use of equipment. When possible utilize a towel as a barrier on all upholstery and bare skin. Patrons will provide their own towels for use.
- Patrons are encouraged to use only one piece of equipment at a time (i.e., no circuits or "super setting") so that machines are cleaned after use .
- Encourage patrons to consider limiting workout length to avoid unnecessary exposure, decrease congestion, and allow for additional sanitization.

- Patrons will be encouraged to lift a safe weight appropriate manner, whereas to not require a spotter.

Employee Considerations

- Employees will follow protocols set forth by human resources and or environmental health and safety office.
- Staff will wear face coverings when social distancing is not an option. They may provide their own coverings or one will be provide for them. Other PPE, such as gloves will be, provided when needed.
- Hand sanitizer will be located throughout the facility but does not replace good handwashing practices. Hands are to be washed immediately after removing gloves. Employees will be required to wash hands and/or use hand sanitizer prior to entering recreational spaces.
- Establish social distancing when on duty. No more than one person at each of the staff stations.
- Employees should increase hygiene practices—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing.
- Campus Recreation and Wellness will work closely with Student Health, Environmental Health and Safety and any other require entities for any potential COVID-19 cases (e.g., monitor and trace COVID-19 cases, deep clean facilities)

Facility Considerations

- **Staffing-** Campus Recreation and Wellness relies heavily on student staff to assist in management and operation for the fitness center and other programs. Campus Recreation and Wellness will continue to utilize students during the phased opening process. Student staff will be expected to complete the daily COVID Screener.
- **Social Distancing-** Campus Recreation and Wellness will continue to encourage social distancing while exercising. Signage will be visible to patrons and will self-monitored.
- **Social Distancing Guidelines-** Patrons are encouraged to maintain 6 feet between participants at all times. There will be no shared equipment. Patrons will not be allowed to “work-in” sets. Patrons are

discouraged from circuit workouts and are encouraged to use one piece of equipment at a time.

- **Equipment Check-out-** All Campus Recreation equipment will be available for check-out and cleaned after each use.
- **Group Exercise Classes-** Campus Recreation and Wellness resumes live group exercise classes along with virtual.
- **Cleaning Equipment-** Patrons are expected to clean equipment prior and after each usage with the provided disinfected spray/wipes. Staff will also be rotating cleaning equipment on hourly basis. End of the evening all equipment, handles, seating, and hard high touch services will be cleaned and sanitized. The fitness center will close for 30 minutes for cleaning and disinfecting the space between reservation times.
- **Cleaning Facility Space-** Facility Operations will clean the floor, water fountain, railings, door handles, of both the first floor and second floor facility.
- **Locker room space-** Will be open for use. Social distancing is encouraged and will be self-monitored.

Programs and Services

Fitness Center

The Fitness Center will continue to operate on the block schedule and reservation basis. Capacity will be determined based on social distancing guidelines. The center will be open for 90 minutes blocks and closed 30 minutes for cleaning and disinfecting. Campus Recreation reserves the right to change or alter capacities as needed.

- Family recreation policy and guest policy will resume
- Patrons are asked to arrive at the fitness center ready to participate.
- Patrons are asked to bring a refillable water bottles.
- Face coverings will follow NCCU's indoor facility policy of facemasks required in fitness center and gym.
- Patrons are encouraged to social distance at all times in the facility.
- Patrons are expected to clean equipment prior and after each usage with the provided disinfected spray/wipes.
- Patrons are encouraged to use only one piece of equipment at a time (i.e., no circuits or "super setting") so that machines are cleaned after each use

- Patrons will be encouraged to lift a safe weight appropriate manner, whereas to not require a spotter.
- Patrons will not be able to “work-in” sets.

Courts

- Racquetball courts will open Fall 2021. Capacity will be limited to five patrons, as the space is used for activities other than racquetball.
- Basketball Courts will be available for open play. Students will be required to reserve spots as only 10 individuals will be allowed to participate per court. Currently, there is only one operational court. Prior approval is required for other activities in the space provided.

Group Exercise

- Combination of virtual and live classes.
- Class size will be limited to ensure proper distancing.

Programming

- Patrons may have the opportunity to reserve basketball courts and play informal basketball.
- In-person intramural sports programs will be offered in the fall for students. Specific guidelines will be set based on each activity.
- Eagle Venture trips will be offered to students. Specific guidelines will be set forth based on specific activities.

Leroy T. Walker Complex Aquatic Facility

The NCCU Aquatic facility are only available to NCCU students, faculty, and staff who possess a valid NCCU One Card. Faculty and staff open swim times will resume beginning the start of summer session I, through Fall 2021 Semester from 12 p.m. to 1 p.m.

COVID-19 Mitigations

- Wear a mask when you are not in the water – take care not to allow your mask to get wet.
- Wash hands with soap and water or use hand sanitizer regularly.
- Hand washing stations are in locker rooms.

- Signage has been placed throughout facility to educate about COVID and NCCU policies and procedures in place.
- Disinfectant supplies for between class cleaning are supplied and distributed by the entity utilizing the facility.

Cleaning and Disinfecting

- All cleaning and disinfecting will be done prior to opening, after each class, and upon the day's closing.
- The facility will meet all North Carolina bathing and aquatic codes as well as CDC Aquatic Facility Guidelines.
- Objects cleaned before opening, in-between classes, and closing consist of all handrails, door handles, water fountain, and pool deck.
- All cleaning and disinfecting coincide with the daily opening and closing procedures required by the National Swimming Pool and Spa Association, North Carolina Department of Health and Human Services, and North Carolina Aquatic Bathing Codes.