COASTAL COMEBACK DEPARTMENT PLAN

Guide for Operating in a COVID-19 Environment
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1 INTRODUCTION

1.1 SCOPE
This document applies to all Coastal Carolina University employees and is intended for use by department directors, chairs, supervisors, and academic deans.

1.2 PURPOSE
The Coastal Comeback Department Plan: Guide for Operating in a COVID-19 Environment will serve as a supporting document to the decisions that will need to be made at the department level, empowering each supervisor, director, chair, and dean to work with their faculty and staff to implement appropriate measures that are consistent with the terms and limits identified in the plan. This information will allow department leadership to manage operations in a way that cares for the members of our community and enables the best path forward to continue the education of our students.

Coastal Carolina University’s COVID-19 response priorities remain: Protect the health and well-being of the University community; reduce the likelihood for COVID-19 community spread; and continue to provide quality education and services for our students. The objective is not to eliminate all potential risks, but to provide a systematic and feasible path for operation within the pandemic environment.

The plan is informed by state and federal guidelines and as such is subject to change. Much is still being learned about the coronavirus. Accordingly, any part of this document may be subject to change as new information comes to light and updated guidance is received. Updates will be noted in the Record of Revision section of this document.
1.3 COASTAL COMEBACK PHASES

Coastal Carolina University is taking a phased approach to slowly resume face-to-face University operations and services in a safe manner. Each subsequent phase will allow greater flexibility in large gatherings and prepare to slowly lift prevention and mitigation measures as the risk to public health subsides and as directed by DHEC and Governor Henry McMaster’s Office.

A Transition Advisory Group will monitor health conditions on campus and consult with public health officials to determine if and when the University should move from one phase to another.

**PHASE ZERO**
Limited Campus
March 15 - July 15

The University is operating in a limited capacity in compliance with Governor Henry McMaster’s executive orders.

**PHASE ONE**
Soft Comeback
July 16 - TBD

Phase One will serve as the University’s transition period, slowly re-introducing the workforce back to campus, expanding operations, and welcoming students back to campus. There will be extensive prevention and mitigation measures on campus to safeguard the University community.

**PHASE TWO**
Modified Operations

Phase Two will allow greater flexibility in face-to-face experiences and gatherings; however, moderate prevention and mitigation measures will be in place to safeguard the University community.

**PHASE THREE**
Normal Operations

Phase Three is the return of University operations to normal, non-emergency status.

costal.edu/coastalcomeback

Coastal Carolina University (CCU) does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, genetic information, mental or physical disability, or status as a disabled or Vietnam-era veteran in its admissions policies, programs, activities or employment practices.

For more information relating to discrimination, please contact the CCU Title IX Office, Coastal Carolina University, Keane Hall 211B, Conway, SC; Title IX email titleix@coastal.edu; office phone 843-349-2362; EEO email eeo@coastal.edu; or the U.S. Dept. of Education Office for Civil Rights at www.ed.gov/ocr.
2 Public Health Practices Campuswide

2.1 General

The COVID-19 Task Force established public health prevention and mitigation standards for the University to operate safely in the COVID-19 environment. The standards are being implemented on campus through many different practices and measures. These public health practices incorporate direction and guidance from the Centers for Disease Control (CDC), the state of South Carolina, the South Carolina Department of Health and Environmental Control (SCDHEC), and other public health authorities.

2.1.1 Response to Noncompliance

Noncompliance of wearing face coverings and other required public health practices should be approached through a conversation on community health from an educational perspective. Those involved in a conversation like such should share facts, offer resources, and reaffirm community expectations for all members of Teal Nation.

Noncompliance with face coverings can be addressed through the following do’s and don’ts of a community health conversation:

DO:

- Let the individual know that wearing a face covering is an expectation of being on campus in Fall 2020.
- Offer to help obtain a face covering:
  - Employees can request a cloth face covering through their supervisor.
  - Students can obtain a disposable mask from the Dean of Students Office at dso@coastal.edu or 843-349-4161.
- Discuss that wearing a face covering is a sign of respect and care for others, while also serving as a physical barrier for respiratory droplets.

DON’T:

- Ignore an individual who declines to wear a face covering.
- Ask the individual if they have a disability or health issue that prohibits them from wearing a face covering.
- Engage in discussions that are political or opinion-based about face coverings.

If a student declines to wear a face covering as required, the student should be referred to the Dean of Students Office. If the situation occurs in a classroom or other academic setting, it is considered a classroom management issue, and the faculty member should remind the student of the requirement and give the student a chance to comply with it prior to referring the matter to the Dean of Students Office. If the situation occurs in University Housing, it will be handled the same way any other housing violation is addressed, including University Housing staff addressing the student and educating the student. If the violation persists with the same student, an incident
report will be completed and the student will follow the judicial process through the Dean of Students Office.

If an employee (student employee, faculty, or staff) declines to wear a face covering as required, the supervisor is responsible for addressing it with the employee. Employees should refrain from addressing noncompliance or perceived noncompliance directly with other employees and should instead report issues directly to their supervisors.

Campus visitors and approved vendors who are not abiding by face-covering requirements will first be offered a disposable face mask, if possible. If they refuse to comply with face-covering requirements, they will be asked to leave campus.

The Department of Public Safety is not responsible for enforcing campus face-covering requirements and public health practices and should not be the first point of contact regarding concerns of noncompliance.

2.2 **Employee Training**

COVID-19 Public Health Practices training (EHS 2065) is available to all members of the University community. This training covers awareness-level information about COVID-19 such as how it is spread and the symptoms of COVID-19. Information on prevention measures, face covering and glove usage, proper hand hygiene, and other important topics is included. The online training contains public health practices recommended by the CDC, Occupational Safety and Health Administration (OSHA), SCDHEC, and the South Carolina Department of Administration (SCDA).

Employees, including student employees, are required to complete the EHS 2065 COVID-19 Public Health Practices online training prior to resuming their on-campus duties. Employees may complete this training before returning to campus. If that is not feasible, employees must complete the training on the first day of work before they resume their on-campus duties. The online training should take approximately 10 to 15 minutes to complete and includes an acknowledgment statement at the end that indicates you have completed the training. To access the online training, go to train.coastal.edu. In the center of the page, you will see the general announcements section where you will find instructions on how to complete the training as well as the link to access the training. Click on the link “Access the training here” and begin. The training includes a tutorial of how to complete the training, a PowerPoint presentation, and videos embedded in the modules.

Once you have completed each section of the training, you will finish by completing the acknowledgement statement.

Employees already working on campus must complete the training within two (2) work days.

2.3 **Health Self-Certification and Self-Monitoring**

Students, faculty, and staff are responsible for self-screening and self-monitoring for symptoms and/or exposure to COVID-19. It is vital for employees to understand and be aware of the symptoms of COVID-19. People sick with COVID-19 have experienced a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear two to 14 days after exposure to the virus. As of July 9, 2020, people with these symptoms may have COVID-19:
• Fever or chills.
• Cough.
• Shortness of breath or difficulty breathing.
• Fatigue.
• Muscle or body aches.
• Headache.
• New loss of taste or smell.
• Sore throat.
• Congestion or runny nose.
• Nausea or vomiting.
• Diarrhea.

This list does not include all possible symptoms. Check the CDC website regularly for the most up-to-date list.

2.3.1 Request for COVID-19 Accommodation

Employees are responsible for identifying their level of health risk based on CDC guidance. The CDC has outlined certain conditions that may place individuals at a higher risk for severe illness from COVID-19. Employees who have been authorized to return to work on campus, but have concerns about doing so because of an underlying condition that places them in a CDC-identified high-risk category, should request an accommodation by completing and submitting the Employee Reasonable Accommodation Request Form.

Employees are required to complete a self-certification form to screen and certify their own personal health and symptoms prior to re-entry to respective workstations within 24 hours of their scheduled return. Employees already working on campus must complete the self-certification form within two (2) work days. This certification contains questions such as whether the individual has knowingly been exposed to the COVID-19 virus. This form is available here. Employees are required to re-certify and consent their individual health status at the end of their individual pay cycle; however, any change to the employee’s health or exposure status between certifications shall be reported to their supervisor and the Office of Human Resources and Equal Opportunity as soon as possible. Employees should not return to campus until their status has been reviewed.

Employees are expected to conduct symptom monitoring daily before reporting to campus and on a continual basis while they are employed at Coastal Carolina University. Individuals must be free of ANY symptoms related to COVID-19. Individuals can use the CDC website to ensure symptom monitoring aligns with the most up-to-date list of COVID-19 related symptoms. Employees experiencing COVID-19 symptoms without a known underlying cause, diagnosed with or exposed to COVID-19, or advised by a medical professional to self-isolate must contact their supervisor and the Office of Human Resources and Equal Opportunity as soon as possible and
not come to campus. Employees are expected to consult with their personal physician should they require further assessment by medical staff for assessed and noted associated symptoms.

2.4 **WORKPLACE HYGIENE**

Coastal Carolina University employees are to follow the recommended public health practices from the CDC, OSHA, SCDHEC, and SCDA. Members of the University community are expected to practice healthy behaviors through their individual personal conduct and hygiene practices, including, but not limited to:

- Wash hands often with soap and water for at least 20 seconds.
  - This should be conducted frequently throughout the day.
  - Follow proper hand-washing practices.
- Use hand sanitizer frequently if soap and water is not available for hand-washing.
  - Hand sanitizer with at least 60 percent alcohol should be used frequently throughout the day.
  - Additional hand sanitizer stations have been installed throughout the campus buildings. Custodial Services will monitor sanitizer levels and refill as necessary.
- Avoid close contact with others when possible.
  - Follow the physical distancing practices from the COVID-19 online training.
  - Avoid handshakes and hugs.
- Avoid touching eyes, nose, and mouth.
  - These are main routes of entry into the body and must be protected from potential exposure.
- Cover mouth and nose when one coughs or sneezes.
  - Employees must practice proper respiratory etiquette.
  - Cover your mouth and nose within the bend of your elbow or use a tissue and dispose after use to reduce the spread of respiratory droplets from a cough or sneeze.
- Clean and disinfect personal surfaces.
  - Areas within an employee’s workspace should be cleaned thoroughly and disinfected after each use.
    - Ex: Laptops, computers, mouse, chairs, keyboards, desks, doorknobs, and other frequently used pieces of equipment depending on one’s workspace, space, and job duties.
- Avoid use of equipment that belongs to others.
Do not share equipment with others.

- Ex: Pens, staplers, phones, laptops, computers, mouse, chairs, keyboards, desks, doorknobs, and other frequently used pieces of equipment.

- If equipment must be shared, it must be cleaned or disinfected before and after each use.

- Communicate virtually as much as possible.

  - Use of phones, email, online meetings, FaceTime, texting, and other virtual communication practices should be utilized in place of in-person meetings or gatherings.

2.5 **FACE COVERINGS/MASKS**

Face coverings are an important tool in protecting members of the University community. The CDC reports that COVID-19 mainly spreads from person-to-person through respiratory droplets. Face coverings provide an extra layer to help prevent the spread from people who do not have symptoms and do not know they are infected. **The University requires face coverings/masks be worn on campus** in the following scenarios:

- Inside all CCU-owned, leased, or controlled buildings, except when alone in a space (a space is considered a room with four walls).

- Outdoors when physical distancing (at least six feet apart) cannot be maintained.

There are few exceptions to wearing a face covering. Employees may remove their face covering in the following limited scenarios:

- While actively eating and/or consuming a beverage.

- While in one’s own office space and not within six feet of any other individual.

If an employee works in an office where they are the sole occupant, they may be permitted to not wear the face covering/mask, unless required by the employee’s job duties. If that employee leaves the office space and enters an area where other employees frequently occupy or come in close contact with others, a face covering/mask must be worn. If someone enters an employee’s office, all persons should wear face coverings/masks.

Individuals are strongly encouraged to provide their own face coverings that are reflective of their own comfort level as long as any patterns and/or designs are appropriate for the workplace/learning environment. However, a department director and/or supervisor can submit a Facilities Planning and Management work order to request a cloth face covering for an employee if needed. It is highly recommended that employees maintain a supply of cloth face coverings/masks to last one week for laundering purposes. Proper care is required for reusable face coverings. Cloth face coverings should be cleaned depending on frequency of use and after every day of use. For additional details regarding care of face coverings, visit the CDC website.
2.6 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All employees must follow the Personal Protection Equipment (PPE) standards to protect themselves and others from potential COVID-19 exposure on campus. Some employees may be required to wear PPE (gloves, gowns, etc.) or respiratory protection due to the nature of their work. Face coverings are not considered PPE because it a campuswide requirement, regardless of job duties. OSHA has divided workplace COVID-19 exposure into four exposure risk levels—low, medium, high, and very high.

- **High and Very High**
  - Jobs/activities with high potential for exposure to known or suspected sources of COVID-19 (e.g. Student Health Services, isolation spaces, quarantine facilities, etc.).

- **Medium**
  - Jobs/activities that require frequent and/or close contact with people (i.e., within six feet of) who are not known or suspected to be infected with COVID-19. Workers in this category may have contact with the general public. PPE ensembles for workers in the medium exposure risk category will vary by job duties/activities (e.g., nursing or kinesiology students working in close contact with individuals, exercise physiologists, bookstore, library, customer service areas, etc.).

- **Low**
  - Jobs/activities that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within six feet of) the general public.

Departments with a medium, high, or very high designation have been notified via email of their COVID-19 exposure risk level and the required PPE. It is the responsibility of the department’s director/supervisor/chair or designated personnel to submit a Facilities Planning and Management work order to obtain the required PPE, if needed.

Department directors/supervisors/chairs are responsible for notifying personnel of the risk level exposure and that employees have the appropriate PPE needed to complete assigned duties. If some job duties within your department area do not meet the exposure risk level criteria, those duties can be deemed as a low exposure risk level (face coverings only and normal PPE if any is required for job duty). Employees must adhere to the following guidelines:

- Complete EHS 2065 COVID-19 Public Health Practices online training before returning or upon initial return to work.
- Follow the PPE standards set forth in this document and EHS 2065 COVID-19 Public Health Practices online training.
- Be aware of the occupational risk category their job duties fall into.
- Wear the appropriate PPE based on job duties.
- Inform supervisors if unable to wear PPE listed within the standards.
Employees may have to request an accommodation if the reason for not wearing the PPE is health-related. Contact HREO for guidance.

- Take proper care of PPE.
- Wear PPE properly.
- Dispose of PPE properly.
- Avoid handling PPE worn by others.

Each employee should only handle their own PPE.

2.7 PHYSICAL DISTANCING AND SOCIAL DISTANCING

In efforts to prevent the spread of and exposure to COVID-19, faculty, staff, and students are required to maintain physical distancing (also referred to as social distancing) while on campus. According to the CDC, limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Individuals must maintain a minimum distance of six feet from one another. Since people can spread the virus without showing symptoms and before they know they are sick, it is important to stay away from others when possible.

Employees must abide by the following physical distancing guidelines.

- Maintain physical distancing (at least six feet apart).
  - Everyone must maintain physical distancing while in buildings and outside.
  - Department supervisors and employees will work together to comply with the six-foot physical distancing practice within the workspace.
  - Spontaneous gatherings or crowds of any kind are prohibited on campus until guidance from federal and state authorities instruct otherwise. See the Modified Campus Operations and Services section for more details on organized events and gatherings.

The capacity of rooms, spaces, and areas in campus buildings is normally calculated based on the State Fire Code according to category of use. However, COVID-19 modified occupancy in most cases requires a much lower occupancy for each room or area in order to maintain physical distancing. Classrooms, laboratories, dining halls, and other common gathering spaces have been reconfigured with lower occupancy rates to allow for physical distancing during use.

Signage reflecting public health practices and CDC guidelines are posted throughout campus, including at time clocks, on display boards, and at other highly visible areas. Items have been fabricated and installed to enhance social and physical distancing such as Plexiglas barriers, signage, and floor markers in common areas. Guidance on instituting physical distancing in offices is included in Section III of this guide.

2.7.1 Campus Modifications

- Buildings Entry and Exits
Exterior doors are deemed as “Entrance Only” and “Exit Only,” and directional decals have been posted to establish flow paths and help prevent cross-directional foot traffic. Employees are to avoid congregating in close proximity during entry into buildings and should maintain adequate physical distancing.

- **Common Areas and Pedestrian Traffic Flow**
  
  COVID-19 occupancy signs are posted, limiting the number of occupants in common spaces. Floor decals and signs that indicate appropriate physical distancing and directional travel flow in high-contact and customer-service areas have been installed.

- **Customer Service Areas**
  
  Lexan and/or Plexiglas material has been utilized to fabricate sneeze guards and installed in various customer service locations throughout the campus. Each barrier has a four-inch to six-inch height opening at the bottom to allow a pass-through area. In areas where lines may form, markers have been installed to guide the line and maintain the six feet of physical distance.

- **Bridges**
  
  Walking bridges have directional foot traffic flow patterns installed with non-slip signage materials on the walking surfaces.

- **Elevators**
  
  It is encouraged that individuals use the stairs when possible. Elevators are labeled with occupancy signage limited to two occupants only.

- **Water Fill Stations**
  
  Water fill stations have been equipped with signage that requires the use of personal or provided containers (cups) when getting water. All water fill stations will be disinfected daily. The use of department water coolers is highly discouraged.

- **Common Meeting Spaces, Auditoriums, Academic Instructional Areas, and Laboratories**
  
  The Department of Facilities Planning and Management has performed an assessment of all instructional spaces, auditoriums, and common use meeting spaces to calculate the square footage of all existing spaces. The COVID-19 modified occupancy load has been determined based on 36 square feet per person. Potential gathering and seating areas have been marked off by decals with an ‘X’ to designate areas/seats that are not to be occupied.

  Doors have been labeled with directional signage to designate “Entrance Only” or “Exit Only” for spaces with more than one access point in order to prevent cross-directional foot traffic. Spaces with only one access point must be monitored when in use to ensure occupants enter and exit the space in an orderly fashion. Instruct occupants to leave the space before the next session’s participants enter the space.
2.7.2 Emergency Building Evacuation

Building evacuation during a fire alarm or other emergency situations is of particular concern to many community members because it is difficult to maintain physical distancing while evacuating. The Fire Safety Division will be working with campus departments to plan safe egress from their work areas. Until further notice, the Department of Public Safety will not schedule fire egress drills except where explicitly required by the Fire Code (i.e., residence halls).

2.8 BUILDING VENTILATION

Campuswide, primary COVID-19 prevention and mitigation measures supporting the Coastal Comeback include wearing cloth face coverings, practicing physical distancing, and robust disinfecting and cleaning regimens. While ventilation alterations are not the primary means of controlling COVID-19 exposure from a public health perspective, they are one method of improving air quality in existing ventilation systems. Facilities Planning and Management personnel are applying a multi-layered approach utilizing multiple control strategies to minimize risk of transmission through the air. Depending on building systems and population density in buildings, control strategies include:

- Completing systems review of all air handlers to ensure the correct amount of outdoor air is being supplied into the buildings.
- Increasing the amount of outdoor air to be introduced inside buildings as the inspections on the CO2 sensors are completed.
- Reviewing direct digital controls with contractors to ensure systems are operating properly.
- Maintaining the preventive maintenance schedule to replace HVAC filters to ensure proper function.
- Reviewing temperature set points and adjust as necessary.

2.9 SANITIZATION

In aligning with public health recommendations, the University has taken measures to prevent community spread of COVID-19 through enhanced cleaning and disinfection. As defined by the CDC, sanitation includes two components:

- Cleaning is the removal of foreign material (e.g., soil and organic material) from objects.
- Disinfection means the thermal or chemical destruction of pathogenic and other types of microorganisms.

Custodial Services has implemented significant cleaning and disinfecting measures. However, it is impossible for custodial staff alone to perform these functions with the frequency and extent needed to combat COVID-19. Employees will assist with cleaning their workspaces and other high-touch surface areas in their physical work environments. Every member of the University community has a joint responsibility for sanitation in their own work area and when using shared resources (e.g. copiers, meeting rooms, commonly touched surfaces, etc.)

Custodial Services staff will perform enhanced cleaning and disinfection as follows:
• Classrooms, laboratories, and computer labs: daily Monday through Friday.
• High-touch surfaces in common areas (doorknobs, handrails, faucets, etc.): at least twice a day.
• Restrooms: daily with high-touch surfaces disinfected one additional time.
• Meeting and conference rooms: weekly.
• Office spaces and break rooms: approximately every 20 days.

Additional cleaning disinfection measures will be taken if the University is notified that an individual with a positive diagnosis of COVID-19 is/was on campus.

Employees will sanitize all surfaces that they have physically touched in their personal workspace. Specific surfaces such as doors, doorknobs, desktops, light switches, phones, mice, and keyboards should be sanitized after use. Guidelines for sanitizing personal space include:

1. Wipe down items you WILL touch.
2. Discard of your waste.
3. Sanitize your hands.

2.9.1 Sanitizing Stations

Sanitizing stations have been installed throughout campus buildings to provide individuals access to resources to sanitize personal office space and items before use and to provide hand sanitation. Custodial Services will monitor supplies and refill at sanitizing stations as necessary. Sanitizing stations have the following supplies:

• All-purpose cleaner and disinfectant.
• Paper towels.
• Disinfectant wipes.
• Hand sanitizer.
• Disposable face masks.

Computer keyboards and mice, laptop bodies, and phones are to be sanitized using provided sanitizing wipes or cleaning/disinfectant solution. Sanitizing wipes and cleaning/disinfectant solution that are provided cannot be used on computer screens.

Departments may request a sanitizing station or additional supplies, but due to a finite supply, Facilities Planning and Management will determine the priority of those requests. To submit a request, department directors/supervisors or appropriate department representatives must complete a Facilities Planning and Management work order through the SchoolDude work request system at login.myschoolbuilding.com/msb.
2.10 COVID-19 Infection Containment

Employees with COVID-19-related symptoms will have access to viral testing through Student Health Services. Employees can find other testing locations by visiting DHECs COVID-19 Screening and Testing Sites webpage. If an employee returns a positive test result, the University will enact the appropriate plan. As a part of its plan, the University will augment contact tracing performed by SCDHEC with the capability to trace the contacts of those testing positive for the virus to control community spread on campus.

Employees will refer to the Employee and Supervisor Protocol: What Steps to Take for a Possible or Confirmed COVID-19 Illness. The guidance recommends actions for employees and supervisors to take if an employee becomes ill on campus and it is suspected the illness may be COVID-19, or a CCU employee is diagnosed with COVID-19. Employees are required to follow medical advice and report illnesses or associated quarantine directives appropriately to their supervisor. The Human Resources Department/EEO staff will provide assistance and instruction when necessary.

2.10.1 Quarantine and Isolation Procedures

Employees who have been identified as a close contact of a positive case should self-quarantine and follow the CDC guidelines:

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Monitor for symptoms—watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

Employees who are COVID-19 positive should stay home except to get medical care and self-isolate according to the CDC guidelines:

- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Avoid contact with other members of the household and pets.
- Don’t share personal household items like cups, towels, and utensils.
- Wear a cloth face covering when around other people, if able.

2.10.2 Return to Work

All employees reporting to work after illness diagnosis or quarantine directives will be required to complete any documentation requested by the Office of Human Resources before returning to campus workstations.

Employees who tested positive for COVID-19 AND had symptoms must meet the following CDC criteria and contact HREO to gain approval to return to work:
• Three days with no fever.
• Respiratory symptoms have improved (e.g., cough, shortness of breath).
• Ten days since symptoms first appeared.

Employees who tested positive for COVID-19 but had no symptoms must meet the following CDC criteria and contact HREO to gain approval to return to work:

• You continue to have no symptoms.
• Ten days have passed since the test.

3 GUIDANCE FOR DEPARTMENT OPERATIONS

The campus and buildings will look and feel very different than before the COVID-19 pandemic. Ensuring that employees will understand the changes is critical for continued operations. Some community members may expect nothing to change, while others will assume everything will be different. Preparing employees and reminding them that these changes are designed to help keep them safe will ease anxiety.

To help employees adjust to the new public health prevention and mitigation measures on campus and ensure a successful transition, department directors/supervisors will:

• Take time to engage and understand employees’ concerns and perspectives.
• Provide timely and useful information on COVID-19 University updates.
• Provide employees with reinforced training after returning to campus; repetition will help community members acknowledge and retain important messages and information. Consider signage that reinforces key messages in high-traffic areas. See Appendix A for signage and decal details.
• Ensure all employees within their department take the EHS 2065 COVID-19 Public Health Practices online training before returning or upon initial return to work and follow public health practices while at work.
• Submit work orders with Facilities Planning and Management concerning personal protective equipment needs.
  o Example: If a department has job duties that require frequent contact with others, plastic gloves should be selected to protect skin from potential exposure.
• Communicate with employees the public health practices communicated in this document.
• Inform employees of the Employee and Supervisor Protocol: What Steps to Take for a Possible or Confirmed COVID-19 Illness to prepare for possible cases of sick or potentially exposed employees to COVID-19.
• Ensure that the proper signage is posted in conspicuous and applicable locations throughout the department’s workspace. See Appendix A for signage and decals.
3.1 IMPLEMENTING PHYSICAL DISTANCING IN DEPARTMENT SPACES

The following are guidelines for calculating COVID-19 modified occupancy for department space types used in this plan. A rough baseline is provided for each occupancy type. This is intended only for initial planning and should never be used to calculate the final COVID-19 modified occupancy. (Note that “normal capacity” refers to the number of people normally allowed in the given space, which may or may not be different from the fire code occupancy based on square footage).

In an open, unfurnished area, a rule of thumb is 36 square feet per person, as this allows at least six feet between people side to side and front to back. However, provisions must be made to ensure occupants remain equidistant (for example, grid lines on the floor) rather than grouping often in an open area. For this reason, it is generally best to use seating or other furnishings to define how many people fit in each area.

Physical distancing solutions in shared and common spaces can be especially challenging and may differ from building to building. Physical distancing has been accomplished by removing and/or rearranging furnishings and modifying workspaces. By modifying shared spaces with staggered seating and buffer zones, teams can continue to operate in the workplace while still maintaining a healthy physical distance from colleagues and fellow members. Such physical separation is critical to reducing transmission of COVID-19.

Physical distancing may be accomplished by removing or rearranging furnishings or modifying workspaces and/or practices. Department directors are responsible for assessing spaces and determining the appropriate action to maintain physical distancing. If a physical modification is required or furniture removed, a Facilities Planning and Management work order will need to be submitted for an on-site assessment.

The primary preventative measure is to use appropriate physical distancing. The use of other physical barriers like Plexiglas should be used only when:

- Six-foot distances cannot be attained.
- Individuals are interacting at face level, at the same height (all seated or all standing), and will usually be restricted to high-volume point-of-service transaction areas.
- Office designs with physical barriers do not allow adequate physical distancing.

If necessary, Plexiglas barriers are available through Facilities Planning and Management.

3.1.1 Entry/Exit and Reception Areas/Service Counters

Every entrance area/lobby is unique and requires some effort to determine COVID-19 modified occupancy. If the area largely functions as a hallway or vestibule, it should be treated as such, and not as a waiting area. If there is a reception/greeting function, the modified occupancy should take into account any staff working in the area plus the number of people who can queue up at one time while remaining six feet apart and not blocking any egress pathways. Rough guideline: 20 to 30 percent of normal capacity.

Consider guidelines and recommendations to control ingress and egress and to promote ongoing safety and precautionary measures at those points. These may include:
Entrance/Exit

- If your department only has one entrance/exit:
  - If there are double doors, establish “Entrance Only” and “Exit Only” doors.
  - If there is only one door:
    - Communicate with employees that care must be taken when entering and exiting the space to allow for one person at a time.
    - If your department serves customers, order signage to communicate entrance and exit practices.

- If your department has multiple entrances/exits:
  - Establish “Entrance Only” and “Exit Only.” This will prevent cross directional foot traffic.
  - Use floor markings to designate a one-way flow of pedestrian traffic for people to go into and out of your space. Inform employees of designated flows.

- Employees are to avoid congregating in close proximity and should maintain adequate physical distancing.

Reception/Service Counters

- Modify operations to minimize face-to-face interactions, if possible.
- Place signage to remind visitors to maintain physical distance. See Appendix A for details.
- Train reception personnel on safe interactions with guests.
- Rearrange, remove, or mark reception furniture with decals to reduce capacity and public touchpoints.
- Install floor decals and signs that indicate appropriate physical distancing and directional travel flow in high-contact and customer-service areas.
- Daily, high-volume transaction areas may benefit from the installation of barriers or movement of furniture to help maintain distance. This should only be considered if the options above are not applicable.
  - Departments should complete this planning process before submitting a work order request through Facilities Planning and Management.
  - Facilities staff will visit each site, speak with the requestor, make sure area is accessible, fabricate the sneeze guard, and then provide the installation.
  - Each barrier has a four-inch to six-inch height opening at the bottom to allow a pass-through area.
  - Additionally, providing counter/reception staff with face shields is another strategy to accomplish physical distancing measures. Face shields can also be requested through a Facilities Planning and Management work order.
3.1.2 Common Areas

To calculate the COVID-19 modified occupancy, remove enough seating so that the remaining seats are at least six feet apart in all directions. The resulting number of seats is the modified occupancy for the room/area. Rough guideline: 40 to 50 percent of normal capacity.

Consider guidelines and recommendations that promote safety and that guide occupants through common areas beyond the entry.

- Use of common spaces such as breakroom, kitchen, meeting, or conference rooms that are shared by individuals should be eliminated or sanitized after each use.
- Only allow one person in these spaces at a time.
- Remove, redistribute, and mark furniture with decals to ensure six feet of physical distancing.
- Post COVID-19 occupancy signs limiting number of occupants in common spaces.
- Provide wayfinding signage or floor markings to direct foot traffic and ensure safe physical distancing; consider the need for one-way traffic flow. See Appendix A for details.
- Explain new rules or protocols for common areas.

Develop new practices on kitchen and meal preparation areas, which may include some temporary measures such as:

- Sharing of any items such as coffee makers, microwaves, cutlery, etc., should be eliminated or cleaned between each use.
- Encourage occupants to bring food and beverage items from home and manage them individually.
- Eliminate open food items.
- Increase frequency of cleaning appliances such as refrigerators and microwaves.

3.1.3 Hallways and Pedestrian Traffic Flow

Modified occupancy for hallways is generally impractical to calculate because the occupants are generally in constant motion.

For hallways, emphasis is on maintaining physical distancing as people pass each other.

- For hallways too narrow to accommodate two-way traffic, consider one-way traffic following a counterclockwise circulation.
- Directional decals can be utilized to establish the flow path to help prevent cross-directional foot traffic.

3.1.4 Meeting Spaces and Conference Rooms

Facilities Planning and Management has performed an assessment of common use meeting spaces to determine the occupancy load of an area based on 36 square feet per person. To
calculate COVID-19 modified occupancy of department conference rooms, remove enough chairs around the conference table that the remaining chairs are at least six feet apart. If the table is too narrow to provide six feet of distance across the table, then seating must be staggered so as to maintain this distance diagonally. The resulting number of seats is the COVID-19 modified occupancy for the room, and the locations of the chairs should be marked on the table. NOTE: Excess chairs must be removed from the room, not lined up along the wall where they will inevitably be returned to the table at a later date. Rough guidelines: 40 to 50 percent of normal capacity.

During Phase 1 of opening, all meetings and in-person gatherings should be held virtually if possible. In cases where this is not possible, prepare meeting rooms as follows:

- Remove meeting room seating as needed to ensure at six feet of physical distancing.
- Remove whiteboard pens and erasers and encourage individuals to bring and manage their own.
- Ensure a sanitizing station is accessible and require those using the room to wipe down contact surfaces before and after every meeting.

3.1.5 Offices

Other than very large offices, individual workspaces (as defined by having a door and walls with a single desk) should be limited to a single occupant. Visitor’s chairs should be removed unless there is sufficient room to maintain six feet of distance between occupant and visitor. Any meetings should be conducted in a designated meeting room or preferably online.

Employees with individual offices will take responsibility for disinfecting their desk surface, keyboard, telephone, and other items. Consideration should be given to the following:

- Minimize objects on the desktop to facilitate regular disinfecting.
- If office size is not sufficient to provide minimum physical distancing, remove visitor chairs.
- Instruct office visitors that they should have conversations with office occupants from the doorway and not enter individual offices.
- Meetings should be held via video conference or in a designated meeting room with sufficient space to maintain six feet of physical distancing space.

Shared Workspaces

To calculate the COVID-19 modified occupancy in an open/shared office area, first determine if the existing desks/cubicles can be configured to provide at least six feet of physical distancing between workers. If so, the modified occupancy is the number of workstations (i.e., no visitors.) If workstations need to be modified or reduced to meet physical distancing requirements, then the resulting number of workstations is the modified occupancy. Rough guideline: 60 to 80 percent of normal capacity.

If a shared office space does not comply with the physical distancing standard, options such as relocation of employees or adjusted work schedules may be appropriate. If a space requires a physical modification, a Facilities Planning and Management work order will need to be submitted.
for an on-site assessment. If an on-campus solution is not identified, the department head/supervisor will contact the Office of Human Resources and complete the Employee Reasonable Accommodation request.

Shared/open workspaces present particular challenges, especially when desks are shared by multiple individuals. Such practices should be avoided, and the use of shared office space should be as limited as is possible. Options to minimize occupancy and to maintain physical distancing may include:

- Reconfigure shared workspaces to provide adequate physical distancing. Consider 36 square feet per person as a guide to determine appropriate occupancy in shared spaces.
  - Furniture should be removed, redistributed, or marked with decals to ensure six feet of physical distancing.
  - Split or stagger shifts among staff in shared spaces.
  - Use floor markings and signage to designate spacing.
  - Consider alternative workspaces, such as conference rooms or other unoccupied offices, for staff in shared office space.
  - Stagger seating/desk layouts to maximize distancing.
  - Implement physical barriers where available and helpful.
- If desks or work areas are shared, advise individuals to sanitize all surfaces upon arrival and when leaving.
- Remove shared keyboards and mice, and distribute personal peripherals, if possible.
- Develop and post guidelines for desk and equipment sharing, and for disinfecting.

### 3.2 Requesting COVID-19 Resources

The University has established centralized bulk purchasing of COVID-19 supplies for efficacy and cost effectiveness. The Facilities Planning and Management Department will maintain this bulk supply of COVID-19 resources, which will include hand sanitizer, cleaning and disinfection supplies, paper towels, and PPE. Physical distancing tools and COVID-19 public health practices signage and physical distancing decals are also available.

Employees should utilize sanitizing stations, which have been installed throughout campus buildings, to access the following supplies:

- All-purpose cleaners and disinfectants.
- Paper towels.
- Disinfectant wipes (primarily office suite and computer labs).
- Hand sanitizer.
- Disposable face masks.
Custodial Services will monitor the sanitizing stations and refill supplies as necessary.

Department heads/supervisors or appropriate department representatives can order other COVID-19 supplies and resources that are not available from the sanitizing stations by submitting a work order to Facilities Planning and Management via the SchoolDude work request system at login.myschoolbuilding.com/msb. You must have an account to access the system. For more information on obtaining a SchoolDude account, please visit the maintenance and support webpage.

3.2.1 COVID-19 Items Available through Work Order

Personal Protective Equipment:

- Face shields.
- Surgical masks.
- Disposable gloves.

Physical distancing tools:

- Protective barriers: Facilities will visit each site, speak with the requestor, make sure area is accessible, fabricate the sneeze guard, and then provide the installation. Each barrier has a four-inch to six-inch height opening at the bottom to allow a pass-through area.
- Face shields.
- Contactless door openers.
- Cloth face coverings.

NOTE: COVID-19 supplies, as well as the manpower required to install/perform work, are in high-demand. Facilities Planning and Management will determine the priority of all requests. Requests are prioritized based on the type of service/function and the timing of its return to operations on campus.

Departments needing supplies in connection with COVID-19 that are not available for use from the sanitizing stations or via work order from Facilities Planning and Management will need to be obtained through the normal purchasing channels (p-card or purchase requisition).

Expenses for COVID-related items should be charged to normal budget accounts for the respective department.

3.2.2 COVID-19 Signage and Decals

The University has established standard COVID-19 informational signage and physical distancing decals to ensure consistency of communication. Signage and decals have been installed in common areas throughout the campus that provide COVID-19 guidance and physical distancing reminders. Department heads/supervisors or appropriate department representatives can order additional signage/decals for offices by selecting from a menu of the available COVID-19 signage and decals in Appendix A and submitting a work order to Facilities Planning and Management. Suggestions for posting locations and sizes are included in the menu. However, custom sizes are available to meet specific space needs.
COVID-19 Custom Signage and Decals

- Design assistance to create COVID-19 custom signage can be requested by completing a Printing Services Requisition form. Please submit all design requests to graphics@coastal.edu.

- COVID-19-related signage designed by departments must be submitted to the University editor for proofing. Submit designs via email to editor@coastal.edu.

3.3 MODIFIED CAMPUS OPERATIONS AND SERVICES

3.3.1 Events, Gatherings, and In-Person Meetings

The University strives to provide a safe and healthy environment for students, faculty, staff, and visitors to our campus. To that end, the University has established the following guidelines for events, gatherings, and in-person meetings. Events, gatherings, and in-person meetings for this purpose are defined as an organized effort where invitations or requests for attendance are made by a host or an attendee applies or enrolls to attend a scheduled in-person gathering. Examples: meetings, trainings, tours, speakers, tabling, performances, programming, etc.

Phase 1 General Guidelines

- All events, meetings, and in-person gatherings will be held virtually where possible with limited exceptions. All exceptions must be determined by the CCU Events and Experiences Screening Committee.

- All student organization meetings will be held virtually with no exceptions throughout Phase 1.

- There will be no external events held on the CCU campus during Phases 1 and 2. Exceptions will have to be applied for through the CCU Events and Experiences Screening Committee.

- All requests for events, gatherings, and in-person meetings (anything outside regular classroom meetings) must be submitted through the 25Live system a minimum of 14 days prior to the event.

- In order to be considered, requests must include mitigation and sanitation plans for the meeting, including but not limited to:
  - Management of physical distancing requirements.
  - Face covering/mask requirements.
  - Attendance tracking and capacity control.
  - Hand sanitizer availability.
  - Plans to sanitize the area after the gathering.

*NOTE: A complete guide for requesting an in-person gathering will be available through the Office of Scheduling and Events.
CCU Events and Experiences Screening Committee

This committee will be charged with ensuring that all in-person gatherings are following the Coastal Comeback standards as well as any executive orders from the governor for the appropriate phase of return. The committee will establish set requirements and a new reservation/request process. The committee will consist of a cross section of areas.

Those requesting in-person gatherings will complete a comprehensive application that would supply their plan for maintaining the Coastal Comeback standards, as well as justification for the need to host the event or experience face-to-face.

3.3.2 University Visitors and Volunteers

The University strives to provide a safe and healthy environment for students, faculty, staff, and visitors to our campus. To that end, the University has implemented changes regarding visitors, volunteers, and University affiliates access to campus during the COVID-19 pandemic. Please review and communicate the procedures below to all employees.

Campus Visitors

- Official Visitors (campus tours, board members, etc.)
  - These individuals have prescheduled appointments and approval to be on campus for official University business and will abide by the same requirements as employees.

- Academic Visitors (guests in the academic setting)
  - Guest speakers and lecturers are not permitted on campus for Phase 1. Faculty are encouraged to use Zoom, Teams, and other virtual methods for academic purposes.

- Hackler Golf Course Visitors (golfers)
  - These individuals have scheduled tee times to play round(s) of golf at the Hackler Golf Course and are approved to be on the practice facilities and course during their time of warm-up and play. These individuals are required to abide by all University and golf course protocols, including facial coverings when unable to maintain six-feet of physical distancing.

- Unofficial Visitors (campus walkers)
  - Members of the general public are discouraged from visiting campus, but not banned. The University expects those utilizing campus outdoor spaces to maintain appropriate physical distancing (six feet or more) from others and properly wear a face covering where physical distancing of six feet or more is not possible while on campus. Signage on campus will instruct them on their responsibilities.

- Student Guests (guests of students on campus)
  - No guests will be permitted on campus or in the residence halls during Phase 1. Residents are allowed to have a few individuals assist during the move-in and move-out processes but only during their preassigned move-in/move-out time slot.
**Volunteers**

An individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered is considered to be a volunteer during such hours. Individuals performing hours of service for such a public agency will be considered volunteers for the time so spent.

On-campus volunteers will be limited in Phase 1. When deemed necessary by the director, dean, or division head, it will be their responsibility to notify the volunteer of the campus expectations, including the face covering requirement and abiding by all other adopted public health measures.

**University Affiliates**

University affiliates must have prior approval before accessing campus for official business. Individuals must be approved by the director of the sponsoring department/unit, college/school dean, or division head as appropriate.

- **Non-academic Affiliates**
  - Contractor/vendor affiliate: An individual who, through a formal procurement arrangement or Memorandum of Agreement with the University, works on the University campus providing a service including, but not limited to, temporary employment service, information technology, food services, campus bookstore, or telecommunications.
  - Research affiliate: An individual who contributes voluntarily or through an external entity to conduct or support research pursuant to a sponsored program, project, contract, or grant.
  - Military/ROTC affiliate: An individual who is employed by the United States armed services and assigned to work at the University.
  - Contracted teacher affiliate: An individual who is employed by a school district and assigned to work at the University.
  - Other: An individual who is designated as an affiliate by academic or administrative department, campus, college, or division.

- **Academic Affiliates**
  - Individuals sponsored by an academic unit allowed to perform specific activities related to instructional programs. Affiliate appointments are uncompensated University appointments, and persons holding affiliate appointments earn no credit toward tenure.

It is the responsibility of the approving director, dean, or division head to notify approved University affiliates of their responsibilities on campus, including the face covering requirement and abiding by all other adopted public health measures. Approved affiliates will affirm to the sponsoring department/unit they are abiding by CDC and/or SCDHEC COVID-19 recommendations prior to commencing work on campus.
3.3.3 University-sponsored Travel

Coastal Carolina University has suspended all University-sponsored, University-facilitated, and/or University-funded travel for all University students and employees for distances of 50 miles or more away from campus (consistent with travel as denoted by policy FAST 201 Travel – Authorizations and Reimbursements). This includes travel from all funding sources that move through the University and/or for which a Travel Authorization form is completed. Exceptions to CCU's travel suspension may be granted by the respective vice president or through the travel approval processes for CCU Research Resumption Plans or Internships. Exceptions should be rare, should be supportive of essential travel only, and will be granted only with the fullest consideration of the relative risks of travel against the potential serious disruption to university programs or research. Examples of essential travel may include:

- Field work-related travel with seasonal or other particular constraints.
- Travel—generally by automobile—between University locations that is essential to maintain business continuity or to carry out critical research, teaching, engagement, operational, or leadership activities.
- Travel required to fulfill contractual agreements and that may not be canceled or postponed under the terms of those agreements, such as research contracts or intercollegiate athletic travel.

Any travel approved through exception to the suspension will be expected to adhere to all guidelines as outlined in the Coastal Carolina University Comeback Plan, including physical distancing and face coverings, as embraced by University regulations, and as appropriate, regulatory and departmental guidelines.

Any University-sponsored gatherings of CCU employees or students on or off campus within 50 miles from campus would be guided by Events and Experiences Screening Committee guidelines.

Definition and Distinctions

Definition of travel (per FAST-201 Travel – Authorizations and Reimbursements) is “more than 50 miles from an employee’s primary office at the University for the purpose of conducting business of the University, attending professional meetings, conferences, workshops, conventions, and other related meetings.”

Distinctions: This process does not guide action on internships or independent studies completed in the local area, which are guided by processes through the respective academic unit and/or Career Services. Guidance for local research activity is provided by the CCU Research Resumption Plan (RRP). Guidance for local gatherings or experiences sponsored by CCU that occur within 50 miles of campus are provided by the Events and Experiences guidelines.

Travel Submission Process

University-sponsored travel, per FAST-201 Travel – Authorizations and Reimbursements, is undertaken to support student and faculty academic programming and research; student development and engagement activities; professional development for University employees; the completion of University functions; and participation in athletic training and competition. Travel for the purposes of this guideline includes any organized and facilitated or advocated movement of
students or CCU employees from CCU’s campus to any location off campus for any purpose that is more than 50 miles from campus and from any funding source (internal or external to the university).

- Originating unit/traveler will complete the process as requested by the respective vice president to request exception to travel suspension, explaining the importance of the travel; acknowledging how physical distancing, face coverings, and other health and safety protocols will be followed on the respective travel; and justifying the inclusion of any non-CCU employees or students who would participate in the proposed travel. Additional expectations are required of international travel requests. (See below.)

- Travelers will be asked to execute an acknowledgement of risk form as a part of submitting their travel authorization form and be expected to complete any requirements as noted by the vice president or dean (which could include evidence of negative COVID-19 test within a specified number of days of travel, among other potential requirements).

- The respective vice president will review the respective travel and, if approved, include a copy of approval with the travel authorization submitted for the travel, regardless of whether the travel has University funds or zero funds attached.

- Upon travel completion, should the traveler(s) become aware of any health matters related to COVID-19 subsequent to the respective travel, the traveler(s) will follow all CCU protocols for exposure to COVID-19 and inform their supervisor.

- The Office of Financial Services will maintain a copy of all exceptions supporting travel during the reopening.

Additional Guidance for International Travel Resumption

As COVID-19 has limited some of the assistance that can be provided to CCU community members traveling abroad, the approval of international travel will require additional steps for the foreseeable future:

- International travel sponsored by CCU can resume when items 1-3 below have transpired AND if within 14 days of departure, item 4 has also happened:

  1. Lifting of pandemic status designation by the World Health Organization due to COVID-19 (or any other health issues).

  2. Adjustment of the travel advisory mandated by U.S. Department of State from Level 4 (Do Not Travel) or Level 3 (Reconsider Travel) to either Level 1 (Exercise Normal Precautions) or 2 (Exercise Enhanced Precautions) for any country to which our students and faculty would be traveling to or through.

  3. Adjustment of CDC advisory from Level 3 (Avoid Nonessential Travel) to Level 1 (Practice Usual Precautions) or Level 2 (Practice Enhanced Precautions).

  4. In place at least two weeks in advance of travel must be the ability of all persons on a program to enter focal countries of travel to or through without a 14-day quarantine for the program, though originally approved, to not be canceled.
• Exceptions to this process are in place for international students traveling back to their home countries to complete independent studies or internships.

To make application for an exception to travel abroad through Coastal Carolina University, the requestor should:

• Provide a travel request to the Center for Global Engagement for notation of risk levels and any impediment to entry (e.g., mandatory 14-day quarantine) evaluation and attach this notice/evaluation along with the request to the respective vice president.

• Any traveler for whom travel is approved will be expected to complete international travel insurance by one week after travel is approved.

• Any proposal that is denied based on area to which the travel is proposed and the restrictions or advisories in place at that location may make a request for exception to the CCU Travel Risk Assessment Committee.

• Travel will be tracked on calendar by the Center for Global Engagement based on completed insurance documents. If within two weeks of the scheduled departure of the individual/group, there are still travel restrictions in place (e.g., mandatory 14-day quarantine at endpoint or limitations to entry by traveling through any point on the scheduled trip), the program can be canceled.

• If canceled, the traveler will commit to working with the Center for Global Engagement and Risk Management to complete all requests for claims for reimbursement.

3.3.4 University Recreation

University Recreation has taken many steps to balance the availability of student recreation facilities while implementing practices designed to provide a safe environment. Please visit the University Recreation Department webpage for updates and current hours of operation for each site. The following COVID-19 prevention and mitigation measures are instituted in all recreation facilities:

• Face coverings are required when entering and exiting.

• Plexiglas partitions have been installed at service desks.

• Locker rooms in fitness facilities will be accessible to individuals, but shower facilities will remain closed and physical distancing guidelines remain in place based on guidance from AcclerateSC.

• There are reduced hours of operations to facilitate enhanced cleaning and sanitization.
  
  o The HTC Center will be open for three-hour time blocks and then closed for one hour of cleaning before reopening.

  o Williams-Brice and the Outdoor Center will also have reduced hours of operations.

Williams-Brice Gym

• Access to the Williams Brice Gym will be restricted based on square footage standards to align with physical distancing guidelines.
The pool is closed for Phase I. However, academic classes will have access as needed.

**HTC Recreation Center**

- Hand readers are not being used in order to reduce touch points. CINO Cards or cell phone applications are being utilized for approved entry.
- Temperature and symptom checks will be performed upon entry.
- Face covering/mask usage is required, but can be removed during intense activity.
- Equipment modifications:
  - All exercise equipment on the second floor of HTC is properly spaced and marked off in order to implement physical distancing guidelines.
  - Disinfectant wipes are available for use by patrons as they have responsibility to clean equipment before and after exercise.
  - Individualized equipment is not available for checkout or usage.
  - The climbing wall is closed until further notice.

**Fitness Classes**

Fitness classes will abide by the Phase I guidance for gatherings and submit an application to the CCU Events and Experiences Screening Committee. Upon approval, fitness classes will be offered with the following measures in place:

- Classes will be conducted with limited enrollment to allow for physical distancing. Class size enrollment will vary based on the size of fitness rooms.
- Participants are encouraged to bring their own towels.
- Temperature and symptom checks will be performed upon entry.
- Face masks are required before and after classes.
- Indoor fitness rooms will be cleaned between each class.

**Noncontact Intramural and Club Sports**

- Temperature and symptom checks are required for all participants.
- Face coverings/masks are recommended during participation but can be removed during intense activity.
- Equipment will be sanitized before, during, and after competition.
- Physical distancing guidelines for each activity will be implemented as is practical.

### 3.3.5 Dining Services

Dining Services, provided by Aramark, has implemented the Aramark Global Pandemic Plan for Coronavirus, which details extensive sanitation practices that align with SCDHEC regulations.
- Face coverings are to be worn at all times except when actively consuming food or beverages.
- Signage is posted per SCDHEC at each public entrance to inform all employees and customers that they:
  - Should not enter if they feel generally unwell.
  - Maintain a minimum of six feet distance.
  - Sneeze or cough into a cloth or tissue.
  - Do not shake hands or engage in any unnecessary physical contact.
- Hand-sanitizer stations are positioned at all dining facilities’ entry and non-emergency exit doors.
- Dining facilities have reduced occupancy by 50 percent or more and placed tables six to eight feet apart in accordance with SCDHEC regulations and Coastal Comeback protocols.
  - Seating in dining rooms has been reduced to the appropriate level based on square footage and layout of the dining room.
  - There will be no more than eight customers at a table.
- Sanitation of tables and chairs after each seating will occur with paper identifiers indicating when a table is ready for use after sanitization.
- To-go options will be available and encouraged.
- Customers are no longer allowed to fill or refill their own beverage cups such as reusable coffee cups and reusable water bottles.
- Ordering kiosks have been installed in the CINO Grille.
  - Guests are not allowed to que in front of concepts in CINO Grille. Kiosk ordering or Grubhub pre-ordering must be utilized.
  - Ordering kiosks are monitored and sanitized by Aramark associates between each use.
  - Floors are marked to provide six feet of spacing between guests queuing in line to order at the kiosk.
- One-way traffic plans with floor identifiers have been installed to mark guest entrance and exit points and traffic flow of facilities.
- Plexiglass sneeze guards have been installed at all service points between staff and guests, including cash register stands.
- All self-service areas have been converted to food service attendant service.
Departments or employees needing to perform work in food service areas will participate in a temperature check and a three-question COVID screening prior to being allowed access.

Catering and Events
The following changes have been implemented to align with COVID-19 public health prevention and mitigation measures:

- The use of linens, china, and glassware have been discontinued.
- All buffet food items are served by an attendant behind Plexiglas barriers.
- All beverages are individually packaged (bottle or cans) and set in place cold with no ice.
- Individually packaged meals, which are designed to be enjoyed singularly for each guest, are encouraged.
- All condiments are individual single-use portions.

3.3.6 Mail Services
There will be no direct delivery and pick up of departmental mail and packages across campus. Each department must send one representative to pick up and drop off mail to Mail Services by utilizing the side door of Sands Hall during normal hours of operation. Department representatives are not allowed to enter Sands Hall and must remain outside the building while handling departmental business.

3.3.7 Transportation Services
During Phase 1, the use of University-owned 12-passenger vans is not available because there is not enough space to physically distance within a van for accommodating group travel. When the University moves to Phase 2, this action will be reassessed.

Enterprise car rentals may be available with pick up this fall from the local CCU Conway office. Enterprise has COVID-19 procedures in place that can be accessed on their website.

3.3.8 Outside Vendors
Outside vendors are welcome on campus to do business but are required to abide by all Coastal Comeback COVID-19 public health practices according to this plan.

- Outside vendors are required to abide by their established company policies and procedures for screening and monitoring COVID-19 symptoms.
- Outside vendors will assure CCU contracted divisions/departments that they are abiding by CDC and/or SCDHEC recommendations prior to commencing work on campus.
- Outside vendors are required to abide by CCU PPE requirements while on campus (face masks, gloves, shields, etc.) for their industry and sanitize according to University standards upon completion or execution of the assigned project.
• Outside vendors are required to report to their CCU contracted division/department head the logistics concerning campus visits for any of their employees that report a COVID-19 diagnosis.

4 RESOURCES

4.1 COUNSELING SERVICES OUTREACH

Counseling Services has established individual consultation for faculty and staff due to COVID-19 anxiety. Videos are also available for faculty/staff and students to help alleviate distress related to COVID-19. For more information contact Counseling Services at 843-349-2305.

Counseling Services is utilizing tele-mental health as the preferred method of treatment to keep office traffic to a minimum until further notice. Exceptions are for crisis issues and other emergent issues not able to be addressed properly via tele-mental health.

4.2 EMPLOYEE ASSISTANCE PROGRAM

Employees and/or members of their household may be experiencing direct or indirect impacts associated with the pandemic. CCU offers a voluntary Employee Assistance program through Life Services EAP. Services are available 24/7 through toll-free phone lines. Support is also available via video-conferencing or in-person. In addition to behavioral health counseling, LifeServices provides legal and financial consultation as well as assistance for other life issues such as childcare, eldercare, adoption, education, daily living, and wellness.

LifeServices EAP also offers resources to address alcohol abuse, drug abuse, and emotional problems such as stress, depression, and marital or parental difficulties. Services provided by LifeServices EAP are completely confidential. Management and staff are not provided names of employees or family members who use the program. Participation is free for up to six (6) sessions per case.

Telephone: 1-800-822-4847
Website: lifeserviceseap.com

5 APPENDICES

5.1 SIGNAGE AND DECALS
APPENDIX 5.1: SIGNAGE AND DECALS

9” Diameter Decal
Post strategically as needed

9” Diameter Decal
Post strategically as needed

7.5” x 7.5” Decal
Post strategically as needed

9” Diameter Decal
Post strategically as needed

7.5” x 7.5” Sign
Post at entrances as needed

9” Diameter Decal
Post when necessary

9” x 12” Sign
Post as needed in common areas

9” Diameter Decal
Post as needed

9” Diameter Decal
Post on designated entrance doors

9” Diameter Decal
Post on designated exit doors

9” Diameter Decal
Post on outside of entrance doors
14” x 8.5”
Post to direct occupants to established exits

9” Diameter
Post to establish one-way pedestrian traffic flow

9” Diameter Decal
Post to direct occupants on pedestrian traffic flow

9” or 6” Diameter Decal
Post on furniture or areas enforce physical distancing

GUIDELINES FOR SANITIZING PERSONAL SPACE

1. WIPE DOWN ITEMS YOU WILL TOUCH.
2. DISCARD OF YOUR WASTE. (trash can below)
3. HAND SANITIZE.

5” x 21.5”
Post strategically as needed
HOW TO SAFELY CLEAN & DISINFECT ELECTRONICS

General Cleaning Tips:

• Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber.
• Use a Clorox disinfectant wipe or a wipe containing 70% alcohol. Gently and carefully wipe the hard, nonporous surface of the item (display, keyboard, mouse and the exterior surface of the item).
• Unplug all external power sources and cables.
• Do not use aerosol sprays, bleach or abrasive cleaners.
• Ensure moisture does not get into any openings.
• Never spray cleaner directly on an item.

Regularly disinfecting your work space will kill germs and prevent the spread of COVID-19.

For more information visit: dhsc.sc.gov.

REMEMBER TO CLEAN & DISINFECT
frequently touched surfaces in your work space

Clean and disinfect daily with an EPA-registered disinfectant. Follow the instructions on the label for safe and effective use. Remember to clean and disinfect surfaces such as:

• Personal work surface
• Telephone
• Printers and multifunction devices
• Breakroom and kitchen appliances

Regularly disinfecting your work space will kill germs and prevent the spread of COVID-19.

For more information visit: dhsc.sc.gov.
CONSIDER TAKING THE STAIRS

☑ Saves Time
☑ Encourages Social Distancing
☑ Great Exercise

For more information visit: dhsc.sc.gov

MAXIMUM OF 2 RIDERS PER ELEVATOR

MAINTAIN SOCIAL DISTANCING

For more information visit: dhsc.sc.gov
**SYMPTOMS of COVID-19**

Symptoms may appear 2–14 days after exposure to the virus.

- Fever
- Cough
- Shortness of Breath
- Chills
- Muscle Pain
- Headache
- Sore Throat
- Loss of Taste or Smell

**IF YOU HAVE ANY OF THESE SYMPTOMS, STAY HOME!**

For more information visit: dhec.sc.gov

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**PRACTICE SOCIAL DISTANCING**

To Prevent the Spread of COVID-19

- Keep at least 6 feet away from others.
- Avoid congregating in common areas.
- Do not overcrowd common spaces.
- Follow a three-person limit in elevator.
- Note directional status of public stairwells.
- Wear a mask to protect others.

Limiting close contact with others will save lives.

For more information visit: dhec.sc.gov
HOW CAN I PROTECT MYSELF FROM COVID-19?
WASH YOUR HANDS!

1. WET HANDS
2. APPLY SOAP
3. SCRUB 20 SECONDS
4. RINSE UNDER WATER
5. DRY WITH CLEAN TOWEL
CLEAN HANDS!

For more information visit: dhec.sc.gov.

DAILY TIPS for COVID-19

WASH HANDS often with soap & water
COVER coughs & sneezes with elbow
DON'T TOUCH eyes, nose or mouth
CLEAN surfaces frequently
STAY HOME when sick
AVOID SICK people

Practice SOCIAL DISTANCING
Wear a MASK in public

For more information visit: dhec.sc.gov.

accelerateSC

Coastal Comeback Department Plan 39 | P a g e