COVID-19 Task Force Report

June 1, 2020
Introduction
Coastal Carolina University is committed to returning to campus this fall as we continue our mission to develop students who are knowledgeable, productive, healthy citizens with a global prospective. The bedrock of that commitment is the health and safety of our students, faculty, and staff. To that end, the COVID-19 Task Force was formed and charged with the creation of the standards and phases of the Coastal Comeback Plan.

The standards and phases presented below are based on the five COVID-19 public health prevention and mitigation categories as defined by public health authorities. Working with faculty, staff, and subject matter experts, as well as external stakeholders, these standards define and establish university-wide prevention and mitigation criteria based on guidance from government agencies, public health officials, and the Centers for Disease Control (CDC).

The COVID-19 Reopening Planning Team will work within the functional area committees and use these COVID-19 Reopening Standards and Phases as the foundation for the development of implementation strategies and resource requirements. This process will produce thoughtful solutions to operate in a way that cares for the members of our community, and enables the best path forward to continue the education of our students. The planning process is informed by state and federal guidelines (and as such is subject to change), but is crafted to address the unique operational realities of our own community.
Implementation development of the COVID-19 standards and phases must proceed quickly over the coming days and weeks. Once each functional area plan is finalized, a draft Coastal Comeback Plan will be produced and submitted to President DeCenzo and the Emergency Management Executive Group for review and adoption. The approved Coastal Comeback Plan will be published on June 15, 2020 and communicated through multiple platforms.

University Expectations
Employees, students, and visitors to campus are expected to comply with all standards, protocols, and guidelines outlined in this plan. Failure to do so places others at risk and may result in corrective action.

Coastal Comeback Phases
The Coastal Comeback Phases outline a risk informed phased approach to reconstitute University operations and services in a safe manner. The phases contain prevention and mitigation measures from the adopted COVID-19 Standards and defines the status of campus operations. Each subsequent phase will allow greater flexibility in large gatherings and prepare to slowly lift physical and social distancing requirements as the risk to public health subsides and as directed by DHEC and the Governor’s Office. However, the phases are dependent on the virus and its impact on our community, therefore, we may move backward and forward between phases.

A COVID-19 Transition Advisory Group will be formed to recommend when we move from phase to phase. They will monitor health conditions on campus and consult with public health officials to determine when the University should move into which phase during the COVID-19 pandemic.

Baseline- Limited Campus Operations
The Baseline is where we currently are in terms of campus operations. The University is operating in a limited capacity in compliance with Governor McMaster’s Executive Orders.

- Executive Order 2020-09 issued March 15, 2020
  - University Campus closed for students and non-essential employees
  - Academic courses delivered through virtual instruction and remote learning
  - House only out-of-state students with extenuating circumstances or displaced students
  - Select essential employees report to work on-campus and remotely. Non-essential employees work remotely, as is feasible.
- Executive Order 2020-15 issued March 28, 2020 (Extended in EO 2020-23 issued April 12, 2020, extended in EO 2020-29 issued April 27, 2020)
  - Completion of the spring 2020 academic semester through virtual and remote learning
  - House only out-of-state students with extenuating circumstances or displaced students
  - Restricting on-campus services and activities to emergency/critical personnel
- Executive Order 2020-38 issued May 27, 2020
  - Academic courses delivered through virtual instruction and remote learning
  - House only out-of-state students with extenuating circumstances or displaced students
  - Restricting on-campus services and activities to emergency/critical personnel
Phase I- Soft Comeback
The Soft Comeback will serve as the University’s transition period, slowly introducing the workforce, expanding operations, and welcoming students back to campus. There will be extensive prevention and mitigation measures on campus to safeguard the University community. These measures will be defined by the adopted COVID-19 Standards and communicated through the Coastal Comeback Phases and Coastal Comeback Plan.

During Phase I, there will be an incremental and flexible approach for the re-entry of employees to campus. The Human Resources and Equal Opportunity Department will determine the date of return and the rate at which employees are returned to the workplace. Employees who cannot readily continue working from home and those necessary to support critical ongoing operations will be considered for the first tier as recommended in the Re-entry Plan for State Employees.

Residential students will return to campus through a modified move-in process in compliance with adopted prevention and mitigation standards. Campus operations and academic instruction will comply with adopted standards and strategies in the Coastal Comeback Plan. Operations will be monitored for necessary modifications due to the constantly evolving COVID-19 pandemic.

September 4, 2020 the first assessment will be conducted to determine if the campus can safely move to Phase II. The COVID-19 Transition Advisory Group will work with SC DHEC to determine if conditions regionally and campus wide allow for a reduced level of COVID-19 prevention and mitigation measures. The COVID-19 Transition Advisory Group will recommend either a move to Phase II or to remain at Phase I and reassess the situation in two weeks. This assessment and recommendation process will occur in two week (14 day) intervals until the risk to public health subsides and as directed by DHEC and the Governor’s Office.

Phase II- Modified Operations
Phase II 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. These measures will be defined by the adopted COVID-19 Standards and communicated through the Coastal Comeback Phases and Coastal Comeback Plan.

The level of prevention and mitigation measures and operational impacts will be defined by the COVID-19 Reopening Planning Team. Phase II will be in place for a minimum of two weeks (14-days) before the COVID-19 Transition Advisory Group will assess the situation and determine if the University can safely move to Phase III Normal Operations.

Phase III- Normal Operations
Phase III is normal University operations.

Summary of University COVID-19 Standards
Health Screening and Monitoring
Faculty, staff, and students will be required to certify their current health and COVID-19 exposure status prior to returning to campus. Individuals will be responsible for self-screening and self-monitoring for symptoms and/or exposure to COVID-19.
Students must contact Student Health Services if further assessment by medical staff for any associated COVID-19 symptoms is required.

- When reporting symptoms to Student Health Services, all students are required to follow mandated reporting or notification procedures as outlined by Student Health Services staff.
- NCAA athletes returning to campus will complete a more extensive screening process as outlined by the NCAA and the University’s adopted COVID-19 Athletic Re-Entry Plan.

Faculty and Staff will be required to periodically recertify their current health and COVID-19 exposure status. (Intervals to be determined in consultation with HREO.)

- Faculty and staff have an affirmative duty to report any COVID-19-related symptoms or exposures to Human Resources as soon as practicable, but within 24 hours. The Employee and Supervisor Protocol: What Steps to Take for a Possible or Confirmed COVID-19 Illness will be implemented.
- Employees are expected to consult with their personal physician should they require further assessment by medical staff for assessed and noted associated COVID-19 symptoms
- All employees are required to furnish the HREO with requested documentation [to be determined in by HREO] before returning to their campus workplace following a COVID-19 diagnosis or quarantine.

Contractors and outside vendors will affirm to CCU contracted divisions/departments that they are abiding by CDC or SCDHEC COVID-19 recommendations prior to commencing work on campus.

- Contractors and outside vendors will abide by their established company policies and procedures for screening and monitoring COVID-19 symptoms, and maintain proper use of industry recommended PPE.
- Contractors and outside vendors must also report to their CCU contracted division/department head if any employees working on campus test positive for COVID-19.

Public Health Practices and Personal Protective Equipment (PPE)

Coastal Carolina University employees and students are to follow the recommended public health practices from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), Department of Health and Environmental Control (DHEC) and South Carolina Department of Administration (SCDA). The following standards apply to all employees and students at Coastal Carolina University.

- Before physically returning or upon initial return to work, all employees must complete the EHS 2065 COVID-19 Public Health Practices online training. If online training cannot be completed at home prior to return to work on campus, then it must be completed immediately upon reporting and before employee begins to perform normal duties.
- Students, faculty, and staff will self-identify their level of health risk based on the CDC and DHEC guidance (e.g. people age 65 years and older, people who live in nursing home or long-term facility, people who have underlying medical conditions: chronic lung disease or moderate asthma, immunocompromised, severe obesity, diabetes, kidney diseases undergoing dialysis and liver disease). If high-risk, employees will contact HREO and students will contact ADS.
• All members of the University community will practice healthy behaviors through their individual personal conduct and hygiene practices such as hand hygiene, respiratory etiquette, avoid contact with others, maintain social distancing (at least 6 ft. apart), and wear face coverings.
• Face coverings must be worn on campus in areas that are frequently occupied such common/public areas, hallways, bathrooms, when in close contact with others, and when physical distancing is difficult to maintain. Accommodations can be made depending on duty or activities if needed.

Personal Protective Equipment (PPE) is required for students and employees based on four levels of risk defined by the Occupational Safety and Health Administration (OSHA). A risk assessment was completed for each department identifying the OSHA risk level.

• PPE such as gloves, gowns, face shields, and face coverings will be worn based on job duties that require contact and/or have the potential for exposure to known or suspected sources of COVID-19.
• If an employee is unable to wear an article of PPE they will notify the supervisor immediately and contact HREO if unable to wear certain PPE items for medical related reasons.
• Employees must take the EHS 2065 COVID-19 Public Health Practices online training which addresses the proper donning and doffing procedures for face coverings and gloves.

Physical and Social Distancing

In efforts to prevent the spread of and exposure to COVID-19, faculty, staff and students are expected to maintain physical and social distancing while on campus. Individuals should maintain a minimum distance of 6 feet from one another at all times. If it is not feasible to maintain a distance of 6 feet, individuals must wear a face mask.

Social distancing solutions in shared and common spaces may differ from building to building. Physical distancing may be accomplished by removing or rearranging furnishings, modifying work spaces and/or practices, and modifying or eliminating foot traffic. To aid in implementing physical and social distancing, the University will:

• Establish and signpost directional pedestrian flow patterns and designate entrance and egress doors within buildings, where possible.
• Mark increments of 6 ft. social distance on floors where queues could form.
• Classrooms and laboratories will be re-configured so that occupation rates and social distancing (minimum standard of 36 square feet) can be implemented.
• Campus shuttle busses will be modified, through the use of Plexiglas or clear vinyl barriers, to provide protection and proper social distancing for passengers.
• Items will be fabricated and installed to enhance social and physical distancing, such as Plexiglas barriers, signage, face shields, contactless door opener, floor markers, and PVC stanchions.
• Prohibit or restrict large gatherings on campus based on guidance from the State and compliance with Governor McMasters Executive Orders.

In making these changes to University operations, no actions may be taken that may violate the Americans with Disabilities Act or the Rehabilitation Act.
Sanitization and Disinfection

In aligning with public health recommendations, Coastal Carolina University is taking measures to prevent community spread of COVID-19, which includes enhanced cleaning and disinfection.

- Clean and disinfect high touch areas twice per day, focusing on high touch surfaces such as: doorknobs, door or cabinet handles, handrails, buttons, light switches, countertops, tables, desks, phones, keyboards, toilets, faucets, sinks, dispenser’s, ATM machines, etc.
- Clean and disinfect communal public spaces daily such as rest rooms, game rooms, locker rooms, etc.
- Clean and disinfect classrooms and labs daily. Classrooms and labs will also be disinfected between uses.
- Large gathering spaces (HTC, Wheelwright, etc.) will be cleaned and disinfected after use.
- Expand and maintain hand sanitizer stations throughout campus.
- Provide and maintain sanitation stations throughout campus with cleaning/disinfections supplies (disinfectant wipes (general all-purpose cleaner/disinfectant spray bottles if wipes are unavailable), gloves, and hand sanitizer.
- Coordinate the cleaning and disinfection of any space with a possible or confirmed case of COVID-19 following the procedures outlined in Employee and Supervisor Protocol: What Steps to Take for a Possible or Confirmed COVID-19 Illness.

The University community will participate to maintain a healthy campus environment.

- Sanitize all surfaces physically touched in your personal workspace. Specific surfaces such as doors, doorknobs, desktops, light switches, phones, mice and keyboards should be sanitized after use.
- 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.
- Sharing of any items such as coffee makers, microwaves, cutlery, etc. should be eliminated or cleaned between each use.
- Sanitize shared equipment present in classrooms, computer labs, offices, auditoriums, meeting rooms, conference rooms, and labs after each use.

Specific standards for increased sanitation have been developed by the following areas of the University:

- University Housing has increased the cleaning and disinfection of high touch areas, public and shared spaces, as well as updated the cleaning and sanitizing requirements for resident students in the Community Living Guide. The COVID-19 On-Campus Resident Quarantine and Isolation Plan details specific sanitation measures that will be implemented during quarantine and isolation operations.
- Dining Services, provided by Aramark, has implemented the Aramark Global Pandemic Plan for Coronavirus which details extensive sanitation practices that align with DHEC regulations and AccelerateSC guidelines for food services.
- Athletics has created the Athletics Re-Entry Plan for Staff and Student-Athletes policy which aligns with the NCAA guidelines.
• Transportation Services will disinfect shuttles twice daily and perform other enhanced sanitation measures on campus transportation resources.
• University Recreation has expanded their hand sanitizer stations and instituted regular sanitizing of high touch areas and equipment, as well as adopted practices aligning with DHEC, AccelerateSC, and the NCAA as applicable.
• Information Technology Services have identified sanitizing solutions/wipes that are technology safe and identified items that are to be sanitized use.

Testing and Infection Containment

COVID-19 Viral Testing
The University will work with partners to provide access to immediate viral testing for students, faculty, or staff with symptoms. There are several options to increase access to testing on campus.

• Provide/offer testing (based on signs, symptoms or epidemiologic factors) services to students, faculty and staff before the start of each major semester (Fall and Spring).
• Henry Schein can offer COVID-19 testing (nasal swab) and lease testing equipment to SHS; SHS should be able to provide test results in 30 minutes.
• LabCorp can offer COVID-19 testing (nasal swab). SHS would collect and forward specimens to LabCorp, and LabCorp would provide test results in 2 to 4 days.

Infection Containment

• The University will provide contact tracing, identification, and quarantine of persons exposed to COVID-19. These services would be guided by available DHEC resources, use of University’s COVID-19 Tracking Form and execution of University Housing Quarantine/Isolation and Infectious Disease Protocols, with support and guidance from SHS.
• Augment contact tracing investigations by recruiting and training volunteers and institute a self-reporting requirement/expectation for all students, faculty and staff as well as procedures for reporting non-compliance with self-reporting, quarantine and isolation requirements/expectations.
• Case management of persons with COVID-19 symptoms and/or diagnosis and all persons under quarantine after exposure, including placement in isolation/quarantine housing, psychological support, support for basic needs, and ongoing monitoring while isolated according to University Housing Quarantine/Isolation and Infectious Disease Protocols.
• Syndromic surveillance utilizing electronic health record data, ongoing tracking of influenza-like illness and COVID-19 symptoms, and when possible viral surveillance of asymptomatic students.
• Reliable, accurate antibody (serologic) testing, as appropriate based on emerging information.
• Future large-scale delivery of COVID-19 vaccines, when developed: In addition, to support the President DeCenzo’s desire to increase access to vaccinations, by appointment provide/offer vaccines to students, faculty and staff before the start of each major semester (Fall and Spring).

Conclusion
The recommendations reflected in this report not only address our near-term needs to operate effectively during COVID-19 this fall and beyond, but also offer a defining moment for CCU to meet this challenge head on and to enable the University community to adapt and emerge as successfully from the pandemic.
as we can. With care, flexibility and a clear focus on the needs ahead of us, we look forward to engaging with the COVID-19 Reopening Planning Team in continued iteration and the rapid development of the Coastal Comeback Plan.

Attachment: COVID-19 Task Force Composition
### COVID-19 TASK FORCE & WORKING GROUPS COMPOSITION

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Unit</th>
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<tbody>
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<td>Randy Wuest</td>
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<td>Meredith Canady</td>
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**Health Screening and Monitoring Working Group**

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**Public Health Practices and Personal Protective Equipment Working Group**

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Physical and Social Distancing Working Group

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