

# RETURN TO CAMPUS PLAN

Spring 2021



The Fall 2020 version of this plan was reviewed by the State Council of Higher Education and was found to be compliant in containing the required components of the 'Higher Education Reopening Guidance,' which was developed in consultation with the Virginia Department of Health. This version of the plan is updated for the Spring 2021 semester and was submitted to the State Council of Higher Education.

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## I. INTRODUCTION

NOVA remains committed to the health and safety of our students and employees. This plan is grounded in a commitment to adhere to all Center for Disease Control and Prevention (CDC) and Virginia Department of Health (VDH) guidelines for COVID-19 safety. The College is prepared to follow guidance from the Office of the Governor of Virginia on both easing and reinstating public health restrictions as warranted.

The majority of NOVA courses will be offered through our approved distance learning formats, including NOVA Online or through synchronous delivery via Zoom. Courses that require the use of NOVA facilities for hands-on instruction may occur on our campuses for a portion of the coursework. Examples include (but are not limited to) Automotive Technology, Dental Hygiene, Engineering Technology, HVAC, Nursing and Workforce Development. In addition, NOVA is offering a limited number of other courses in a hybrid format. The **Spring 2021 Schedule of Classes** is posted on the College website.

The majority of student services will continue to be delivered remotely with the expansion of call center support, virtual advising and virtual student support programming. Limited services such as computer labs, libraries, bookstores, and parking will be open to limited numbers of students to provide necessary services while maintaining appropriate physical distancing. For more information, visit <https://www.nvcc.edu/safe-campus/index.html>.

NOVA continues to offer telework options for employees who are able to perform the essential functions of their jobs remotely, particularly for employees who are at higher risk of severe illness from COVID-19.

Additional information on the plans for NOVA's Spring 2021 opening is outlined in this document and provided on the **NOVA's COVID-19 website**.

The Return to NOVA Advisory Group (RNAG), established in summer, 2020, provides recommendations to the College's Administrative Council and operationalizes NOVA's actions in response to the coronavirus. RNAG's efforts are ongoing and will continue into the Spring 2021 semester. This effort includes coordinating and promoting measures for social distancing, personal health hygiene practices, campus cleaning protocols, and other steps to support student and employee health and well-being based upon current VDH and CDC guidance.

The group represents functional areas from across the College and is chaired by the NOVA Director of Public Safety/Chief of Police. The group works closely with College leadership and derives its guidance from the Governor of Virginia, Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), the Virginia Department of Emergency Management (VDEM), and Virginia's Department of Human Resource Management (DHRM).

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## II. COVID-19 COMMUNICATIONS & TRAINING

NOVA recognizes the need to provide ongoing information and guidance pertaining to its COVID-19 response efforts. The College will continue to educate the NOVA community on their responsibility for reducing the spread of the virus through multi-level communication to provide clear and relevant information to students, faculty, and staff. The communication methods will provide students, faculty and staff with COVID-19-related information prior to and during the Spring 2021 semester:

- NOVA Daily Flyer newsletter, which is emailed to all employees
- NOVA website: updates, FAQs and videos will be prominently placed and highlighted on **NOVA's COVID-19 website**, which includes a page dedicated to information regarding the pandemic
- NOVA social media pages
- Flat panel display screens already in place throughout all campuses and office locations
- Specially-designed signage placed in high- traffic areas outside and inside each NOVA location to remind students, faculty, staff and visitors of social distancing, PPE availability and requirements, health, hygiene and other related messaging.

Instructors are encouraged to include a link in their syllabi to the COVID-19 Return to NOVA Training on Canvas (<https://learn.vccs.edu/courses/313540>).

Prior to coming on campus, all students, faculty and staff at NOVA are required to complete an online COVID-19 training module that includes safety and anti-stigma information and complete a daily self-health check using the GoCanvas application. The training is accessed through the Canvas learning management system (<https://learn.vccs.edu/courses/313540/pages/course-home-page>).

For immediate COVID-19 assistance, or for questions not addressed in this plan, the appropriate points of contact are listed below:

- For COVID-19 general questions, contact the Office of Emergency Management and Safety at [OEM@nvcc.edu](mailto:OEM@nvcc.edu).
- For student-specific inquiries, contact Student Services at [studentservices@nvcc.edu](mailto:studentservices@nvcc.edu) or contact the Call Center at 703-323-3000.
- For employee questions relating to employment issues, contact the Office of Human Resources at [HRAdmin@nvcc.edu](mailto:HRAdmin@nvcc.edu).

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## III. CAMPUS OPERATIONS

### PHYSICAL DISTANCING IN LABS & CLASSROOMS

For classes that require a physical presence at NOVA, the College is using an individualized approach to identifying and implementing safety controls in a deliberate and sensible manner. Safety planning surveys were used to gather detail of what instruction or service will occur in each space and any unique dynamics or considerations involved in

the use of the space. Using CDC and VDH guidance for physical distancing, the College evaluated each space, measured distance between seats, reviewed instructional areas and prepared space plans and configurations to maintain a six-foot or greater distance between occupants, to the extent possible.



Classroom desks and workspaces are marked with stickers to help maintain proper physical distancing. Students are instructed to sit at seats designated by the “Stay Safe with Ace” sticker shown below.

NOVA has placed diagrams of desk placement in utilized classrooms to serve as resource guides for those using the space to self-check their physical distance. In most cases, furniture was not removed from classrooms as the empty seats serve as spacing guides between desks.

### **FACILITY PREPARATIONS**

The Office of Facilities Planning & Support Services (FPSS) routinely conducts full building assessments to ensure that all systems are functional, including the standardized process of “pre-semester checks,” which focuses on the functionality and safety of all student-centric spaces (e.g., ensuring no sharp edges are exposed, screens are in good repair, etc.). These assessments have been updated to include specific COVID-19 checklists.

To meet social distancing guidelines and other physical distancing and health guidelines, the college made physical changes to the campuses. Physical barriers (plexiglass) were installed to the extent possible at

service counter locations throughout the College. FPSS continues to ensure that all energy management systems are functioning properly and outside air is being properly circulated throughout the buildings.

FPSS optimized air filtration systems and conducted a comprehensive survey to finalize the proposed high-efficiency (high-MERV rating) filters. Plumbing systems are run on a regular basis to prevent stagnant or other adverse domestic water issues; this includes regularly running water in faucets, showerheads, toilets, urinals and cooling towers.

### **ACCESS CONTROLS**

Faculty and staff seeking entry into particular buildings for short periods of time to retrieve items or to work for a few hours must have prior approval. Approval is requested through a request to the employee’s Administrative Council representative using the Access to NOVA Facilities during Remote Work – Form 105-211.

### **STAFFING OPTIONS**

Remote work and flexible individual and team schedules, such as staggered work arrival and departure times, continue for the start of the Spring 2021 semester.

Supervisors who determine an employee needs to return to on-site work must complete a Supervisor Notification to Employee of Return to On-Site Work – Form 105-212. Employees will be given at least two weeks’ notice if they are being asked to return to work on-site. The appropriate Administrative Council member must approve the Return to On-Site Work request.

Once instructed to return to work on-site,

employees who have concerns about doing so due to a medical condition that places them in a high-risk group should contact [ADA@nvcc.edu](mailto:ADA@nvcc.edu) to request a reasonable accommodation. Employees requiring flexibility in the workplace that is not related to an approved accommodation should speak with their supervisors to develop a plan to achieve work goals.

## **MEETINGS**

Gathering in groups increases the risk of viral transmission. As NOVA resumes on-campus work, all are asked to continue to use remote meeting technology tools whenever possible. If it is necessary to conduct a meeting in person, the number of attendees should be limited so that those present can sit a minimum of six feet apart with all participants wearing face coverings. Others can join the meeting remotely, if necessary.

## **TRAVEL**

Requests for College-related business travel will be carefully reviewed while the COVID-19 crisis exists. All travel must follow State and VCCS requirements, as well as requirements of the destination.

Students, faculty and staff are encouraged to use forms of transportation that minimize close contact with others. Anyone using public transportation or ride sharing is encouraged to review [CDC guidance](#) on how to protect themselves when using public transit.

NOVA is prepared to comply with VDH guidance on travel restrictions and travel related quarantine requirements.

## **VISITORS & CONTRACTORS**

Use of NOVA's facilities by visitors is limited to approved contractors, those with official business at the college, and those accompanying students to get necessary in person services (such as a guardian who will pay the tuition bill, or a child coming along while parent purchases books).

While working at NOVA, contractors are expected to comply with NOVA-provided COVID-19 safety materials and follow all requirements, including but not limited to COVID-19 CDC and OSHA guidance. Contractors are only permitted to enter assigned NOVA buildings or areas. If access to other buildings is needed for unforeseen circumstances, entry must be approved in advance and limited to the minimum number of employees required to accomplish the task.

Contractors are not to loiter or socialize in NOVA work areas or offices.

Contractors working at NOVA are expected to wear face coverings in accordance with CDC guidelines whenever they are in common areas (e.g., hallways, classrooms, recreational facilities, work areas, shuttles, elevators, restrooms or retail spaces) or any other areas where it may be difficult to maintain a minimum six-foot distance from other persons.

All other visitors must wear face coverings and maintain at least six feet distance from other people while in campus facilities.

## **FOOD SERVICE**

NOVA will have limited dining services during the Spring 2021 semester with pre-packaged food available for purchase from NOVA's cafes, vending machines and

Barnes & Noble Bookstores. The food service providers will offer practical services such as boxed meals and grab-and-go options.

The use of seating areas in cafés will be limited with modified furniture configurations, social distancing signage and other safety controls. Eating in groups will be discouraged with many seating areas marked for limited seating only.

Visit the College's food services web site at [www.nvcc.edu/food](http://www.nvcc.edu/food) for current operating status and hours.

## **EVENTS**

NOVA will not hold any campus events for students, employees or external organizations until it is deemed safe to do so by the Return to NOVA Advisory Group. This includes, but is not limited to, social student gatherings or group activities (see Athletics below).

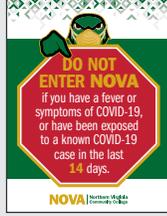
The College's Ernst Cultural and Community Center, the Schlesinger Center, and other event areas will remain closed for facility rentals and gatherings unless approval is provided by the Return to NOVA Advisory Group. The Return to NOVA Advisory Group evaluates the use of event facilities in consideration of guidance provided by the Governor, VDH and the CDC, and determines when use of event facilities is permissible and what conditions must be met before events can take place in those facilities. For requests from external organizations, RNAG then provides recommendations to the college President concerning events under consideration.

## **ATHLETICS**

NOVA's athletic events are cancelled for the 2020-2021 season. For more information, visit the [Athletics and Fitness website](#).

## IV. HEALTH AND SAFETY

### HEALTH & HYGIENE PRACTICES

	Description	CDC Source	NOVA Sign
Face Coverings	NOVA will require anyone attending the College who cannot maintain social distancing of six feet or greater to wear a face covering and will recommend facial coverings for all others.	CDC Why wear a face covering?	
Physical Distancing	NOVA will support physical distancing with operational changes, remote services and modifications to existing instruction and workplace areas on campus. Signage placed throughout the College, and other communications through social media, digital displays, email, website and training, serve as powerful reminders for faculty and staff to keep a six-foot distance from others.	CDC What is social distancing?	
Hand Washing	Employees are reminded to wash their hands with soap and water frequently for at least 20 seconds. Signs are placed in all bathrooms to show proper hand washing time and technique.	CDC Handwashing Video	
Personal Hygiene	NOVA is promoting personal hygiene with hand sanitizer stations and dispenser pumps placed at strategic points throughout the College, including in classrooms. Look for the “Stay Safe with Ace Hygiene Station” signs around campus!	CDC How to protect yourself	
	Hand-sanitizing dispensers are located in hallways of occupied buildings.		
Stop the Spread	<p>Individuals are encouraged to stay home if exposed to COVID-19 or experiencing symptoms of COVID-19.</p> <p>Self-health screening is available for all faculty, staff and students through the GoCanvas app. (see Self-Health Screenings below)</p>	CDC Steps when sick	

## SELF-HEALTH SCREENINGS

Individuals who test positive for COVID-19 have reported a wide range of symptoms ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Individuals 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

All NOVA students, faculty and staff returning to campus are encouraged to check their symptoms daily using the GoCanvas application (**GoCanvas Download and Use Instructions**) to perform self-health screenings. Alternatively, NOVA's LiveSafe application has a daily symptom checking function (<https://www.nvcc.edu/police/livesafe.html>). These apps are customized for NOVA's health screening conditions and use the approved health-related questions established by the Virginia Department of

Human Resource Management (DHRM). Personal health information is not gathered or stored in the apps. Multiple communication channels, signage, email, digital displays, etc. encourage all students, faculty and staff to conduct a self-health screening each day before arriving at NOVA.

Self-health screenings provide a set of questions about symptoms and potential exposures. Students, faculty and staff who pass the screening can come to NOVA. Individuals who fail the health screening are instructed to not come to the College, consult a physician and contact their instructor or supervisor.

## CLEANING

Cleaning and disinfection are critical aspects of NOVA's ongoing efforts and commitment to the health and safety of our employees and students. The virus that causes COVID-19 can be killed readily with disinfectant products, including ready-to-use sprays, concentrates and wipes. NOVA's custodial contractor will continue enhanced cleaning in offices, classrooms, labs, restrooms, common areas, cafes, elevators, etc., throughout the Spring 2021 semester.

The table below summarizes the levels of cleaning, the types of products that are used for each and the applicability.

Level of Cleaning	Description	Products	Applicability
<b>Routine</b>	This is the typical pre-COVID-19 cleaning protocol and includes trash removal, dusting, vacuuming and cleaning of hard surfaces such as desks, tables and high touch points. Electronics are dusted.	Using standard commercial cleaning products.	In use prior to COVID-19.
<b>Enhanced</b>	Includes all aspects of the Routine program with the addition of a disinfectant for the normal elements and additional cleaning and disinfecting of high-touch-point surfaces such as doorknobs, handrails, elevator buttons and other commonly-touched surfaces. Soft surfaces will be treated with an EPA-approved product. Electronics are wiped down with EPA-approved products.	Includes EPA-approved COVID-19 disinfecting products.	Use until risk of COVID-19 virus transmission is sufficiently mitigated.
<b>Deep</b>	Includes all aspects of the Enhanced program, except that all surfaces are to be cleaned and disinfected. This includes walls, lamps, hard and soft surfaces and flooring. Electronics are wiped down with an EPA-approved product. The area should be cordoned off and deep cleaning should not be started until after the first 24 to 36 hours, or as long as possible, to safeguard cleaning crews.	Includes EPA-approved COVID-19 disinfecting products.	Use in response to founded building-level concerns.

### Self-Cleaning Guidance:

Students, faculty and staff should review the **latest CDC guidance for cleaning and disinfecting**.

NOVA's custodial services team will routinely perform enhanced cleaning at all NOVA campuses. However, everyone at NOVA will also be expected to do their part and wipe down personal work surfaces and frequently touched areas to stop the spread of illness and protect themselves and others.

Students, faculty and staff are encouraged to wipe down their work areas as they enter the location, before beginning their work. All offices where students meet with faculty or staff will be supplied with a clearly identified and easily accessed hygiene station.

Supervisors are encouraged to share schedules of the staff in their areas with

the facilities team to assist in developing a responsive cleaning schedule.

Employees are encouraged to check the hygiene stations at their office areas and classrooms/laboratories each day to make sure supplies are available. Contact the facilities office at your work site to request additional supplies when needed.

All hard (non-porous) surfaces should be disinfected using the provided disinfectant spray and paper towels or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.

For electronics, such as tablets, touch screens, keyboards and remote controls, employees should follow manufacturer's instructions for cleaning and disinfecting. If no guidance is available, employees should use alcohol-

based wipes or sprays containing at least 70% alcohol and allow to dry thoroughly before use.

Program managers, lab staff or faculty should work with their departments to create a plan for each hands-on course to ensure self-cleaning duties are assigned. Students should be shown how to fully clean and disinfect any special equipment or tools that they are required to use in their courses and should be supervised to ensure proper sanitization.

### **FACE COVERINGS & PERSONAL PROTECTIVE EQUIPMENT (PPE)**

NOVA understands that those who do not feel ill or exhibit symptoms can still spread COVID-19. All NOVA faculty, staff, students, college contractors, and visitors are required to comply with the **COVID-19 Face Covering Policy**. Faculty, staff and students who need a face covering can pick up a reusable cloth face mask at any Parking & NOVACard Office.

Face coverings should be used in accordance with acceptable and effective practice as established by the CDC. Avoid touching eyes, nose or mouth when removing a mask, and wash hands or use hand sanitizer immediately before and after removal.

The NOVA COVID-19 communication and training campaigns promote and instruct the College on the use of face coverings.

Reinforcement of face covering requirements will primarily be accomplished through signage, safety messaging on flat panel displays and supervisor and instructor reinforcement.

If you encounter anyone not wearing a face covering, maintain a physical distance of at least six feet. Please do not call the police or VDH for this purpose.

## Type and Intended Use of Face Coverings/Masks

Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
				
Description	Homemade or commercially-manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially-manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provides effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions when no valve is present
Intended use	Required for community use in non-healthcare settings (e.g., office spaces, general research/work settings, shops, community areas) where a six-foot social distance cannot be consistently maintained. A face covering is not required when working alone in an office but is required when in the presence of others at a distance of less than six feet. Cloth face coverings may be unsuitable for some work activities involving certain hazards or materials; use disposable masks instead.		These masks are usually reserved for healthcare workers and other approved personnel with task-specific hazards. When staff are required to wear these masks for protection, they are considered Personal Protective Equipment and the use is subject to regulation by the Occupational Safety & Health Administration.	

For those who may need a clear face shield, visit the Parking & NOVACard Services Office.

Gloves may be provided to NOVA staff in some instances where recommended or required by DHRM or OSHA guidance, such as for mail handling or similar tasks. Most individuals will not need to wear gloves in the course of their everyday duties or instruction. Gloves do not replace the need to wash hands often or to avoid touching one's

face. Gloves are available for pickup at the Parking & NOVACard Services Office.

### PHYSICAL BARRIERS

Physical barriers, such as plexiglass screens, are installed in areas where extended face-to-face services are provided, to the extent possible. Face coverings are still required in locations where physical barriers are installed.

## CONSIDERATIONS FOR HIGH-RISK INDIVIDUALS

Because COVID-19 is new, there is limited and evolving information regarding risk factors. Based on currently available information and clinical expertise, the CDC has advised that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

- Older Adults (CDC Link)
- People with underlying health conditions (CDC Link)

NOVA recognizes that some students and employees will be in the higher risk groups identified by the CDC. To self-identify and seek accommodations, students should contact Disability Support Services at [disabilityservices@nvcc.edu](mailto:disabilityservices@nvcc.edu) and employees should contact NOVA Human Resources at [ADA@nvcc.edu](mailto:ADA@nvcc.edu).

## CONSIDERATIONS FOR INTERNATIONAL STUDENTS

NOVA is communicating with its international students via email, CANVAS and Zoom sessions to provide updates on the College's operating status and guidance to prepare for the Spring 2021 semester.

International students at NOVA must comply with federal regulations established by the Student and Exchange Visitors Program (SEVP) and the United States Citizenship and Immigration Services (USCIS). All overseas first-time spring semester applicants must defer their arrival until fall 2021 as SEVP will not permit first-time international students

to take all of their courses online.

With the expected arrival of international students back to the United States, NOVA is providing guidance that follows U.S. Department of State and CDC websites for

COVID-19 protocols applicable to returning students who travelled abroad.

➤ <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

➤ <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

The international student admissions webpage at [www.nvcc.edu/international/students.html](http://www.nvcc.edu/international/students.html) provides the latest updates and information.

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## V. MONITORING HEALTH CONDITIONS TO DETECT INFECTION

### DAILY SELF-HEALTH SCREENING

All NOVA students, faculty and staff coming to campus are encouraged to check their symptoms daily using the GoCanvas application (**GoCanvas Download and Use Instructions**) to perform self-health screenings. Alternatively, NOVA's LiveSafe application has a daily symptom checking function (<https://www.nvcc.edu/police/livesafe.html>). These apps are customized for NOVA's health screening conditions and use the approved health-related questions established by the Virginia Department of Human Resource Management (DHRM). Personal health information is not gathered or stored in these apps. Multiple

communication channels, signage, email, digital displays, etc. will encourage all students, faculty and staff to conduct a self-health screening each day before arriving at NOVA.

### TESTING CONSIDERATIONS

NOVA does not have residential students and COVID-19 testing is not being provided to individuals by the College. NOVA recommends individuals seek appropriate medical attention from their personal physician should a potential COVID-19 exposure occur or if they are experiencing symptoms.

For those seeking testing locations, the Virginia Department of Health has a searchable database at <https://www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites/>.

To support our COVID-19 response, NOVA's Office of Emergency Management and Safety (OEMS) has established contacts with the VDH District offices in the region. All communication between the College and the respective health departments shall be through the Director OEMS. VDH District offices have been advised of NOVA's point of contact and provided with the appropriate contact information for communications.

NOVA will provide information to these departments as requested or required under state and federal law.

Names, contact or medical information provided by the Virginia Department of Health (VDH) is protected information and will not be shared by OEMS for any reason. All personal information shall be considered confidential.

To monitor developing trends and local, state and national information concerning COVID-19, NOVA maintains an emergency operations center (EOC) staffed with OEMS personnel. The EOC distributes a daily report concerning the current situation to College administrators to maintain a common operational picture. The daily brief is supported by information compiled from the VDH, VDEM, Johns Hopkins University and the FEMA National Capital Region (NCR) Watch Desk.

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## VI. CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED

NOVA has a Contagious Disease Policy (NOVA Policy 111) that addresses the reporting and containment of contagious diseases and our work with the Virginia



Department of Health. It is derived from VCCS Policy 6.0.7.1, Contagious Diseases. In addition, per CDC guidance, NOVA has a published self-isolation period of 10 days post symptoms.

Students, Employees, or visitors who show symptoms of, know, or have reason to believe they are infected with COVID-19, thus posing a significant threat to the health or safety of the College community, must leave campus and/or stay home, and notify the Office of Emergency Management and Safety at [OEM@nvcc.edu](mailto:OEM@nvcc.edu).

NOVA promotes the use of COVIDWISE, an app provided by Virginia Department of Health for exposure notification. Virginia Department of Health (VDH) will manage all contact-tracing for NOVA. This is a statewide effort to deploy the app to include institutions of higher education (IHE).

Through NOVA's established relationships with VDH, upon notification from the VDH, the College will take appropriate actions per VDH guidance. The Director of the Office of Emergency Management and Safety will act as the primary liaison with VDH and, upon notification, will direct College resources based on VDH guidance.

Virginia Department of Health has the responsibility to perform the following actions related to contact tracing:

- Follow-up on reports of suspected and confirmed cases (case investigation).
- Interview cases to identify potential source(s) of exposure and identify all close contacts.
- Enroll cases in active monitoring with

VDH District offices

- Partner with the Office of Emergency Management to assess any potential workplace exposures and enroll exposed person in monitoring.

NOVA has the responsibility to perform the following actions related to contact tracing:

- Distribute educational messages to employees and students about steps to take if they become ill.
- Report suspected and confirmed cases to VDH and assist public health in follow-up of cases, as requested.
- Implement recommendations for cleaning/disinfection, including areas where cases have been (rooms, classrooms, buildings, etc.).
- Assist with outreach to employees and students identified as having been in contact, as requested by VDH.

## **CAMPUS OUTBREAK MANAGEMENT**

NOVA is prepared to address and mitigate a campus outbreak and minimize exposure through its Contagious Disease Policy and supporting/additional steps as noted below:

### **Guidance for Individuals with Symptoms**

- Individuals who report symptoms when they arrive at work or school, or who become sick during the day will be separated from others and sent home.
- Individuals who develop symptoms outside of work or school should notify their supervisor or instructor, stay home,

and **follow CDC Guidance** for self-isolation.

- Virginia Department of Health will be responsible for contact tracing.
- These employees and students should not return to any college facilities until they have met the criteria to discontinue home isolation, have consulted with a healthcare provider, and have met the requirements of the Contagious Disease Policy and other relevant NOVA guidelines as outlines in the policy and on the NOVA COVID-19 webpage.

### **Guidance for Individuals Reporting Possible Exposure but Who Are Not Symptomatic**

- Exposure requires “close contact” with someone who is infected. Close contact is defined **by the CDC here**.
- Remain home and **follow appropriate CDC guidance**.

### **Guidance for the College if Individuals Report Suspected/Confirmed COVID-19 After Visiting NOVA**

- If you test positive for COVID-19 and want to share your results with NOVA, please email **OEM@nvcc.edu**. Please include name, student or employee ID number, phone number, and location and date of your visit(s) to NOVA if within the last 10 days.
- A dashboard of Self-Reported Cases of COVID-19 is available on the College’s web site at **<https://www.nvcc.edu/safe-campus/reporting.html>**.

- When a member of the NOVA community reports having tested positive for COVID-19 or having been exposed to someone with the disease, the Virginia Department of Health is responsible for coordinating case investigation/contact tracing efforts and will provide guidance, as necessary, through NOVA’s Office of Emergency Management and Safety (OEMS).
- OEMS, after approval from Vice President of Finance & Administration, will provide appropriate communications to the college community about any schedule changes resulting from such reports.

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## **VII. SHUTDOWN CONSIDERATIONS IF NECESSITATED BY SEVERE CONDITIONS AND/OR PUBLIC HEALTH GUIDANCE**

As a commuter college, NOVA does not have considerations related to student residential housing.

NOVA will be prepared to move individuals back to or away from our campuses as Virginia public health restrictions and the local situation changes. NOVA places the health of students, faculty and staff above all other concerns. Should local conditions change requiring state authorities to renew public health restrictions related to COVID-19, NOVA is prepared to move to fully remote operations. If a reduction of campus activity is needed, the College’s operating status will be communicated through the NOVA Alert system, the College website, social media pages and public communication channels.



**STAY SAFE  
WITH ACE!**