Student Resource Guide for COVID-19

Fall 2020/Spring 2021

Revised November 2020
Message from the President .............................................. 3

I. Introduction .................................................................................. 4
- Resources at Campus Locations ............................................. 5
- Information On Instruction .................................................... 5
- Student Services ........................................................................ 6

II. COVID-19 Communications ..................................................... 7

III. Health and Safety ................................................................. 8
- Prevention Protocols ................................................................. 8
- Monitoring Yourself/Symptoms ............................................ 10
- Reporting COVID-19 ............................................................... 11
- If You Are Exposed ................................................................... 12
- Exposure Scenarios and Guidelines ..................................... 13
- Testing and Contact Tracing .................................................. 17

IV. Campus/Facilities ................................................................. 18
- General Information ................................................................. 18
- Cleaning and Disinfecting ...................................................... 22

V. Classes/Academics ................................................................. 24
Message from the President

When we first published this document, we were anticipating a return to campus for the fall of 2020. Unfortunately, the COVID-19 situation is not resolved and we are all continuing to deal with the situation in our personal, professional, and educational lives. As our understanding of COVID-19 has continued to evolve so have our policies and procedures. In this document, you will find information that is vetted by the college’s leadership team and updated as often as necessary. We remain committed to the health and safety of our students and employees. While so much remains uncertain about the future impacts of COVID-19, this plan outlines COA’s safety considerations for on-site instruction, student services, and daily operations. Please keep in mind that this pandemic is an ever-evolving situation and communication is key. The directives in this guide could change as new developments occur. Please monitor your student email accounts regularly to ensure you stay up to date on the college’s response to COVID-19.

This plan has been developed to include guidance from the State of North Carolina, the NC Community College System, Centers for Disease Control (CDC), our local county health authorities, and other agencies.

We all have a responsibility to keep ourselves, each other, and our students safe and healthy. By working together – wearing face coverings, practicing social distancing, washing our hands frequently, staying home if we are not feeling well, and keeping our campus spaces clean – we can make the resumption of on-campus classes and business operations successful while keeping everyone safe.

The college is doing its part by adding additional cleaning measures in the classrooms, labs, restrooms, stairways, and elevators, as well as other frequent touchpoints and common areas. We will also be monitoring our local environment and make decisions regarding closings or additional deep cleaning methods based on the information available to us. We are committed to operating the college as safely as we possibly can during this challenging time.

Please take the time and review this comprehensive return to campus plan and stay informed through the college’s COVID-19 webpage on the college’s website at www.albemarle.edu/coronavirus.

Jack N. Bagwell, Ph.D.
President
I. INTRODUCTION

This plan has been developed to promote a safe learning environment for students, faculty and staff. Since March 2020, College of The Albemarle (COA) Leadership has met on a daily or weekly basis to review and evaluate the ever-changing climate and guidance from multiple sources. The sources include: The Centers for Disease Control (CDC), the State of North Carolina, The NC Community College System Office, local governments and local health departments.

College of The Albemarle is committed to evaluating and modifying its physical environment as well as health and safety protocols to help the college community slow or prevent the spread of COVID-19. This Plan is aligned with the Executive Orders of the Governor of North Carolina and follows federal health and safety guidelines in conjunction with guidance from state and local governments. Faculty, staff, students, visitors, contractors and others will be required to follow all institutional and local health protocols while on site to protect the safety of the entire college community. The College is taking a number of steps and precautions at all campuses including providing additional information and resources related to COVID-19 for students; implementing additional health and safety protocols; adjusting some facility, physical space and campus operations; and modifying classes and academic delivery as needed.

Students should be aware that COVID-19 and other communicable diseases are a public health risk; that COA cannot guarantee safety or immunity from any infection; and that each student voluntarily assumes all risks associated with participating in COA courses and activities on campus and at clinical facilities, including the risk of exposure or infection with COVID-19 and other infectious diseases.

We respect the right of each individual to make their own choices regarding Personal Protective Equipment (PPE) when outside of the college community, however, students are expected to follow the guidelines with regard to PPE usage when on campus and/or engaged in college activities. Any student who needs a face covering can pick one up at any campus front desk/reception/Admission area.

Expectations and guidelines are established for your safety and for the safety of all. Every student, faculty member and staff member is expected to fully comply with the college’s COVID-19-related policies, procedures, and protocols.

Please keep in mind: this pandemic is an ever-evolving situation. The information in this guide could change as new developments occur.
Resources at Campus Locations
While providing online course instruction methods will aid in mitigating the spread of COVID-19, the college is aware that there may be students who lack adequate internet services and/or computer equipment. In an effort to continue to provide student services such as computer labs and libraries, designated lab space at each campus location will remain open for use. Within each area, appropriate social distancing will be applied as well as frequent sanitizing of space and equipment in accordance to the recommendations provided by the CDC. Capacity will be limited based on the number of people in each lab to maintain social distancing – six feet of space between each person. A limited number of laptops are available at each campus library for check out.

Community Wi-Fi HotSpots are also designated at each campus location.

Information on Instruction
Masks must be worn at all times – in and out of class. Social distancing will be practiced at all times with minor exceptions to allow for specific instructional activities and will be closely monitored by faculty. In some classes, labs, clinical locations or shops, there may be additional requirements that need to be followed; these will be shared by your instructors.

Guidelines in this document will be used for decision making in student cases, but may not cover all the different types of situations that arise related to the Coronavirus. Some programs that have increased face to face contact hours such as labs, clinicals, and work-based learning, may have additional guidelines and concerns that require additional precautions and strategies be implemented to help protect students, faculty/staff, patients, and/or members of the community. These decisions will be made by the Student COVID Response Team, in collaboration with health agencies as needed.

If you leave home, know your Ws!

- **WEAR** a cloth covering over your nose and mouth.
- **WAIT** 6 feet apart. Avoid close contact.
- **WASH** your hands or use hand sanitizer.

@NCDHHS #StayStrongNC
Student Services
Masks must be worn at all times. Social distancing will be practiced at all times. The majority of student services will continue to be delivered remotely: virtual advising and virtual student support is available during operational hours.

Advising
Students should contact their advisor via email to make arrangements for advising sessions that can be completed by phone or alternate electronic means (virtual meeting options such as Zoom or Google Meets).

Online/virtual support is encouraged and available Monday through Friday by accessing the following:

- **Academic concerns**: Please reach out to your instructor or advisor
- **Accessibility Services**: brandi_ziegler92@albemarle.edu
- **Admissions**: admissions@albemarle.edu
- **Advising and registration**: advising@albemarle.edu
- **Career and College Promise**: derek_meredith@albemarle.edu or contact your high school COA Liaison
- **Financial aid**: coafainfo@albemarle.edu

Mental and Emotional Well-being
COA is committed to supporting your overall mental and emotional health during this stressful time of COVID-19. Our Student Services and Enrollment Management (SSEM) personnel are here to assist you if needed during the semester. Please reach out to SSEM for your needs and concerns at any campus site.

National Suicide Prevention Lifeline
1-800-273-TALK (1-800-273-8255)
Students are encouraged to contact the National Suicide Prevention Lifeline if they are feeling overwhelmed with emotions such as sadness, depression or anxiety; or feel they want to harm themselves or others.

Personal/Financial Concerns: coacares@albemarle.edu

Student Assistance Program –login: coacares4u  password: guest  More information can be found on the COA website at  https://www.albemarle.edu/student-resources/.

Student Life and Leadership: Log into myCourses and visit “Student Life”

Transcripts/verifications and Veterans: registrar@albemarle.edu

You may also call any campus site to speak to college staff.
II. COVID-19 COMMUNICATIONS

COA recognizes the need to provide ongoing information and guidance pertaining to its COVID-19 response efforts.

- COA website: updates will be prominently placed and noticed on the College’s website, which includes a section dedicated to information about COVID-19 from the CDC. [www.albemarle.edu/coronavirus](http://www.albemarle.edu/coronavirus)
- COA social media pages
- Specially-designed signage placed in high traffic areas outside and inside each COA location will remind students, faculty, staff and visitors of social distancing, PPE availability and requirements, health, hygiene and other related messaging
- Digital Presence in high traffic areas – COA has invested in digital signage/messaging at all campus locations. Please check the TV for updates!
- If students have any concerns or suggestions, they are encouraged to reach out to their campus Student Success and Enrollment Management personnel for assistance.

COA has created an on-line reporting tool in the Incident Reporting System (MAXIENT). Students, faculty and staff may report a concern or health issue or suggest an area for improvement by submitting an Incident (Maxient) Report – a link is located at the bottom of the COA homepage on the website: [www.albemarle.edu](http://www.albemarle.edu)
Students may also call the NC COVID-19 hotline toll free at 866-462-3821. This hotline is staffed 24/7.
III. HEALTH AND SAFETY

Prevention Protocols – Protecting Yourself and Others!
We all have a responsibility to keep ourselves, each other, and the learning environment safe and healthy! The best way to prevent illness is to avoid being exposed to this virus. All COA students are expected to comply with the protocols and practices in this guide.

PHYSICAL DISTANCING
Please stay at least six feet apart from others to help prevent spread of the virus. This includes classrooms, labs, hallways, stairwells, restrooms and all other indoor spaces. Do not gather in groups; stay at least six feet apart from others at all times; only one person on an elevator, unless assistance is needed. Access to some common areas such as lounges and vending machines may be limited.

On November 25th Executive Order 180 Tightening Face Mask Requirements and Implementing Additional COVID-19 Mitigation Measures went into effect. As a result, COA is asking everyone to take responsibility for wearing face coverings at all times in order to minimize risk to themselves, others and the COA community.

WEAR A FACE COVERING/MASK -
With this order in mind, everyone is required to wear a face mask when in places such as parking lots, moving between buildings/walking across campus and within common areas/spaces on campus. Guests, visitors, vendors and contractors will be expected to honor these guidelines and provide their own face covering to keep the COA community safe. Members of the COA community are reminded to follow all local and state regulations when off campus.

Face coverings may be cloth masks; disposable masks; and/or an N95 respirator.

Face coverings need to go over one’s nose and mouth. Wash or replace after each day’s use or if it becomes soiled or damaged. Face coverings are not a substitute for physical distancing, washing hands or staying home when sick.

Masks are required, but if you should encounter someone who is not wearing one, stay a distance of six feet away and report the situation to any COA employee. If you need a mask – let us know – we can provide one.
Know How COVID-19 Spreads

The virus is thought to spread very easily and mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets and airborne transmission produced when an infected person coughs, sneezes, sings, exercises, or talks, especially in enclosed spaces with poor ventilation – even if more than 6 feet apart.
- COVID-19 may be spread by people who are not showing symptoms.
- COVID 19 spreads less commonly through contact with contaminated surfaces.

Cover Your Cough or Sneeze

Clean and Disinfect Surfaces you use Daily

This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks.

COA’s custodial services team will routinely perform enhanced cleaning at the college.

However, everyone at COA is also expected to do their part and wipe down work surfaces, equipment used and frequently touched areas to stop the spread of illness. Cleaning products will be available where needed.
Monitor Yourself Daily for Symptoms:

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus
Reporting COVID-19 Exposures, Testing or Illness

- If any student has been exposed - or thinks they may have been exposed to someone who may have COVID-19, they should complete an Incident (Maxient) Report as soon as possible!
- COVID-19 reporting is vital to COA and the community. Reporting helps to understand the amount of COVID related exposures and illnesses that may be occurring and impact further decision making for everyone’s safety. Please report Covid exposure, testing, or symptoms even if you attend in an online format.
- COA has created an on-line reporting tool in the Incident Reporting System (MAXIENT). Students, faculty and staff may report a concern or health issue or suggest an area for improvement by submitting a COVID Report Form. Please go to: https://www.albemarle.edu/student-resources/campus-safety-security/updates/
- Choose either Student form or Employee form.

Or

- Employees go to: https://cm.maxient.com/reportingform.php?CollegeofTheAlbemarle&layout_id=5

- Student: go to: https://cm.maxient.com/reportingform.php?CollegeofTheAlbemarle&layout_id=4

- Please make sure to fill out the form in its entirety, and be as specific and detailed as possible.

- Employees who receive reports from students, or receive information that a student has been exposed, tested, or is positive for Covid must fill out a student reporting form on behalf of the student on the day they are notified.

- After filling out the report, please quarantine. Do not report to the campus until you are instructed to do so. You will be contacted by your instructor, and advised how to complete coursework, or make up "hours".

- Please be sure to fill out all of the sections, and answer each question with as much detail as possible.

**Strict confidentiality is maintained for reporting.**

All student related items are sent directly to the Vice President, Student Success and Enrollment Management. This person will then make the needed notifications to initiate any specific actions.
If You Are Exposed
All students should “self-monitor” their health daily. If you are exposed to someone else who may have COVID-19 or develop any symptoms yourself, follow the Exposure Scenarios - Guidelines below, depending on your situation.

Exposure requires “close contact” with someone who is infected. Close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness/symptoms onset (or, for asymptomatic people, 2 days prior to their COVID test specimen collection) until the time the patient is isolated.

You are still considered a close contact even if you were wearing a mask/cloth face covering while you were around someone with COVID-19. Masks/cloth face coverings are meant to protect other people in case you are infected, and not to protect you from becoming infected.

Quarantine is used to keep someone who might have been exposed to COVID-19, but does not know if he or she is infected, away from others. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from the CDC, state or local health department.

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected (even in their own home). People who are in isolation should stay home until it’s safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom.

And complete a COA Incident (Maxient) Report!
# Exposure Scenarios and Guidelines

<table>
<thead>
<tr>
<th>IF YOU...</th>
<th>STEPS TO TAKE...</th>
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<tbody>
<tr>
<td><strong>Scenario 1.</strong> &lt;br&gt;If you develop any COVID-19 symptoms or think you may have COVID 19</td>
<td>• <strong>You will need to isolate yourself for 10 days.</strong> Anyone sick or possibly infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available). &lt;br&gt;• <strong>STAY HOME and follow CDC guidelines:</strong> <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html</a> &lt;br&gt;• Contact a health care provider or the local health department and follow their instructions. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas. &lt;br&gt;• <em>If your Health Care Provider determines it is not COVID 19 related - you can obtain a medical note from them and submit to the college and be able to resolve your isolation and can return to face to face activities.</em>&lt;br&gt;• <strong>Take care of yourself. Get rest and stay hydrated. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.</strong>&lt;br&gt;• <strong>Do not come to campus! Contact your COA instructor(s) to let them know about your situation. If you are well enough, you can work on classes at home while in isolation. Fill out a COA Incident (Maxient) Report form:</strong> <a href="https://cm.maxient.com/reportingform.php?CollegeofTheAlbemarle&amp;layout_id=4">https://cm.maxient.com/reportingform.php?CollegeofTheAlbemarle&amp;layout_id=4</a>. &lt;br&gt;• <strong>Avoid public transportation, ride-sharing, or taxis.</strong>&lt;br&gt;• Do not come back to campus until you have met the criteria to return and have been cleared by your health care provider and the college to do so! This will include: &lt;ul&gt; &lt;li&gt;24 hours with no fever (without use of fever reducing drugs) <strong>and</strong>&lt;/li&gt; &lt;li&gt;Respiratory symptoms have improved (e.g. cough, shortness of breath) <strong>and</strong>&lt;/li&gt; &lt;li&gt;At least 10 days since symptoms first appeared <strong>and/or</strong>&lt;/li&gt; &lt;li&gt;COA may require written documentation from your doctor that you are cleared to return to any campus.&lt;/li&gt; &lt;/ul&gt;</td>
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<tr>
<td>OR &lt;br&gt;if you have been diagnosed with COVID by your health care provider and have symptoms. DO NOT come to campus!</td>
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<tr>
<td><strong>Scenario 2.</strong> &lt;br&gt;If you start to have COVID 19 symptoms while on campus ... you should:</td>
<td>• <strong>Isolate yourself!</strong> Separate yourself from others immediately. &lt;br&gt;• Notify your instructor or a college employee as soon as you begin to feel ill. &lt;br&gt;• Do not come into close contact with anyone on campus, wear your mask at all times. &lt;br&gt;• <strong>Leave the college immediately.</strong>&lt;br&gt;• If you cannot leave the college immediately, contact Security and they will take you to a designated place to wait until transportation is arranged. If you do not have transportation, tell security and they will contact Student Services for assistance in helping you find transportation. &lt;br&gt;• As soon as you are able, make a report on the COA Incident (Maxient) Report form (COVID Related) &lt;br&gt;• <a href="https://cm.maxient.com/reportingform.php?CollegeofTheAlbemarle&amp;layout_id=4">https://cm.maxient.com/reportingform.php?CollegeofTheAlbemarle&amp;layout_id=4</a> &lt;br&gt;• Follow the same directions from Scenario 1. above for those who develop symptoms or think you may have the virus.</td>
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</table>
| Scenario 3. If you test positive for COVID-19 but have no symptoms. | • **You will need to isolate yourself.** If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be back around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.  
• If you develop symptoms after testing positive, follow the Scenario 1. guidance above for “If you develop any COVID-19 symptoms or think you may have COVID 19”  
• As soon as you are able, make a report on the COA Incident (Maxient) Report form (COVID Related)  
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<tr>
<td>Do not come to Campus!</td>
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| Scenario 4. If you have close contact with someone who has COVID-19 - or might have it - and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend). OR If you have had a close contact with someone who has COVID 19 or might have it – you have no symptoms, and/or are waiting for test results. | • **You will need to quarantine yourself.** Stay home for 14 days after your last contact with the person who has COVID-19.  
• **Do not come to campus!** Contact your instructor(s) to let them know about your situation. If you are well enough, you can work on classes at home while on isolation. Fill out a COA Incident (Maxient) Report form.  
• Watch for fever (100.4°F), cough, shortness of breath, cough, 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  
• Know that a negative test result will not end your quarantine. Because you had a close contact – you will still need to quarantine for 14 days, regardless of the test result being negative. If it is positive, you will then be considered COVID Positive and will need to isolate yourself for 10 days (See Scenario 1.)  |
### Scenario 5.

**If you live and have had close contact with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom – and you have had no further close contact with the person since they isolated.**

**OR**

**If you were under quarantine already and had additional close contact with someone else who has COVID-19**

- **You will need to quarantine yourself.** You should stay home for 14 days after your last contact with a person who has COVID-19.
- 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.
- **Do not come to campus!** Contact your instructor(s) to let them know about your situation. If you are well enough, you can work on classes at home while on quarantine. Fill out a COA Incident (Maxient) Report form.
- People in quarantine should stay home, separate themselves from others, monitor their health and follow directions from their state or local health department.
- **Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.**
- Each time you come in close contact with someone that has COVID-19, you have to restart your 14 day quarantine from the last day you had contact with them.

### Scenario 6.

**If you live with someone who has COVID-19 and cannot avoid continued close contact.**

- **You will need to quarantine yourself.** You should stay home for 14 days AFTER your last contact with the person who has COVID-19 has ended their isolation.
- People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.
- **Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.**
- **Do not come to campus!** Contact your COA instructor(s) to let them know about your situation. If you are well enough, you can work on classes at home while on quarantine. Fill out a COA Incident (Maxient) Report form.
- You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days AFTER the person who has COVID-19 meets the criteria to end home isolation.
**Scenario 7.**

If you were a close contact to someone who has COVID-19, and your COVID test came back negative. Do you still need to quarantine??

- Yes. You should still self-quarantine for 14 days since your last exposure. It can take up to 14 days after exposure to the virus for a person to develop COVID-19 symptoms. A negative test result before the end of the 14-day quarantine period does not rule out possible infection. By self-quarantining for 14 days, you lower the chance of possibly exposing others to COVID-19.
- 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
- **Do not come to campus!** Contact your COA instructor(s) to let them know about your situation. If you are well enough, you can work on classes at home while on isolation. Fill out a COA Incident (Maxient) Report form.

**Scenario 8.**

People at increased risk of severe illness OR
If you are, pregnant, Immunocompromised, or were severely ill with COVID-19

Everyone is at risk for getting COVID-19 if they are exposed to the virus, but some people are more likely than others to become infected or severely ill, or need extra precautions. Older adults and people who have severe underlying medical conditions seem to be at higher risk for developing serious complications from COVID-19 illness. The CDC provides additional information for persons in these categories at: [https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html)

Students who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. **Persons who are severely immunocompromised** may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if and when you can resume being around other people based on the results of your testing and other information.

**COA recognizes that some students may be in the higher-risk groups identified by the CDC.** Guidelines and documentation from the student’s health care provider may be required by COA to provide guidance on ability to participate in classes or when they may return to any campus activities.

**To self-identify and seek accommodations, including exceptions to use of face coverings because of medical conditions, students should contact COA’s Accessibility Services Office.**

Brandi Ziegler, MS, Accessibility & Conduct Coordinator  
brandi_ziegler92@albemarle.edu  
252-335-0821 ext. 2277  
Elizabeth City Campus, AE 143  
Make an appointment at: [calendly.com/brandi_ziegler92](https://calendly.com/brandi_ziegler92)
Testing and Contact Tracing for COVID-19

COA does not provide health care services and COVID-19 testing is not being provided to individuals by the college. If students think they may have symptoms or have been exposed to COVID-19, they should seek appropriate medical attention from their primary care physician, local urgent care facilities, or the local health department.

To get your test result, please check with the group that performed your test, such as your healthcare provider or health department. How long it will take to get your test results depends on the test used.

- **If you test positive for COVID-19**, know what protective steps to take if you are sick.
  - Most people have mild COVID-19 illness and can recover at home without medical care. Contact your healthcare provider if your symptoms are getting worse or if you have questions about your health.

- **If you test negative for COVID-19**, you probably were not infected at the time your sample was collected. This does not mean you will not get sick:
  - A negative test result only means that you did not have COVID-19 at the time of testing or that your sample was collected too early in your infection.
  - You could also be exposed to COVID-19 after the test and then get infected and spread the virus to others.
  - If you have symptoms later, you may need another test to determine if you are infected with the virus that causes COVID-19.
  - It can take up to 14 days after exposure to the virus for a person to develop COVID-19 symptoms. A negative test result before the end of the 14-day quarantine period does not rule out possible infection and does not end your quarantine.

For those seeking testing locations, the North Carolina Department of Health and Human services has a searchable database at https://covid19.ncdhhs.gov/about-covid-19/testing/find-my-testing-place or contact your local health department. The NC Department of Health and Human Services/local health departments are responsible for contact tracing of COVID-19 positive persons.
IV. CAMPUS OPERATIONS/ FACILITIES

Wellness Stations
- Wellness Stations will be located near each point of entry and other select locations on each campus. These stations will provide information on COVID-19, sanitizing resources and directions where to go on campus if you have questions, think you may be ill or have a fever, or need a mask.
- Temperature checks will not be done on all students, but some programs may use temperature checks or other screenings as a routine part of their face to face interactions for labs and clinicals, etc., that may require closer interaction with other students or faculty.

Control of Access to Buildings and Rooms
- COA will limit access into buildings and meeting spaces on its campuses as needed.
- All campus locations are currently using a single point of entry, and will continue to do so until the COVID-19 situation improves.
- COA’s electronic door system on exterior doors may limit student entry into buildings where classes are in-person until they are given access to enter by faculty. Students who need to come onto campus will be provided information on how to access the areas where they have classes.
- Other buildings may be locked with limited access to faculty and staff, or remain closed if use is not required.
Physical Distancing in Labs and Classrooms

- For classes and labs that require students to be on campus, the college has taken a variety of precautions to help protect students, faculty and staff by minimizing close interaction as much as possible.
- Classes and labs will utilize social distancing to aid in stopping the spread of the virus. Signs are placed throughout the campus to remind people of this important practice.
- Classroom desks and workspaces may be marked with stickers or moved to help maintain proper physical distancing of at least six feet between students.
- Use of rooms and common areas may be changed based on safety and instructional needs.
- Some instruction and items may be moved outdoors.
- Please do not remove markings or furniture when on campus unless under the supervision of an instructor.

Bathrooms

- No more than two students should be in a campus restroom at a time and they should maintain physical distancing.
- Students waiting in line for use should physically distance at least six feet outside of the bathroom.
- Students should wash their hands thoroughly after using the restroom and avoid touching the door handles with their hands when exiting.

Elevators

- Students are encouraged to use the stairs instead of elevators.
- No more than one person should use an elevator at a time, unless the person has a condition that requires assistance of another person. Then they may assist the person and then physically distance while in the elevator. Be sure to wear your mask, do not talk, and avoid touching surfaces while you are in the elevator.
- Students should wash their hands or use hand sanitizer after exiting the elevator.
Preparations of Facilities

- To meet social distancing guidelines and other physical distancing and health guidelines, plexiglass barriers have been installed at service counter locations throughout the College, to the extent possible. Students should still wear their mask at these areas.
- Routine evaluations of all facilities, including ventilation, air filtration and plumbing are done to ensure a healthy and safe environment.

Vending Machines/Food and Drink Services

- COA will have limited vending machine access during the COVID pandemic.
- Water fountains will be closed for use because of the close contact involved in their use by multiple people. Students are encouraged to bring their own drinks (in covered containers with their name on them) if they need to be on campus for longer periods of time.
- Break areas and lounges may be closed or limited with modified furniture configurations, physical distancing requirements and other safety controls. Students should not remove signage or move furniture in these areas.
- Eating in groups will be discouraged with many seating areas marked or removed to limit seating and gathering in groups.
- Individuals are required to wear face coverings when not eating or drinking.

Instructor and Staff Availability

- Instructors and staff may be working remotely at times if their work responsibilities can be fulfilled via teleworking. Flexible schedules for some faculty and staff may be in place, such as staggered work arrival and departure times, and decreased hours onsite. All faculty and staff are asked to continue to use remote meeting technology tools with students whenever possible.
- Therefore, students should communicate with faculty and staff using email or other technology applications before they come to campus to ensure that faculty and staff are on the premises; and to make alternative meeting arrangements using technology if possible and appropriate.

Meetings and Group Activities

- Gathering in groups increases the risk of viral transmission – therefore, remote meeting technology services should be used whenever possible.
- If it is necessary to conduct a meeting or group activity in person, the number of attendees should be limited so those present can sit a minimum of six feet apart with all participants wearing face coverings. Others may be able to join the meeting remotely, if necessary.
Events

- Gathering in groups increases the risk of viral transmission. COA will not hold any campus events for students, employees or external organizations until it is deemed safe to do so by public health officials. This includes, but is not limited to, social student gatherings or large group activities.
- COA’s Performing Arts Center will be open to a limited number of occupants for rentals and gatherings, while maintaining compliance with state government and health department guidelines.
- Throughout the COVID Pandemic, COA will consider guidance provided by the Governor, County Health Departments and the CDC to determine when use of event facilities is permissible and what conditions must be met before events can take place in those facilities.

Travel and Study Abroad

- COA anticipates very limited travel through Fall 2020 and into Spring 2021. Students 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 located at: https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html
- Study Abroad Program – At this time no decision has been made about the spring semester Study Abroad trip – it will remain under review until further information about travel for next year becomes available.
Cleaning and Disinfecting

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases such as COVID-19. Studies have shown that the coronavirus and other flu viruses can live and potentially infect a person for up to several days after being deposited on a surface. Flu viruses are typically relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. To help prevent or slow the spread of COVID 19 and other infectious diseases, the College will implement a variety of sanitizing measures across campuses and buildings to help create a safer learning environment for all.

- EVERYONE at COA – including students – will also be expected to do their part and wipe down personal work surfaces and frequently touched areas before and after they leave to stop the spread of illness and protect themselves and others!
- Electronic devices should be cleaned according to manufacturer’s guidelines. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly. Do not forget your phones!
• COA’s custodial staff will provide enhanced cleaning in offices, classrooms, labs, restrooms, common areas, elevators, etc., throughout the COVID pandemic.
• This includes all aspects of our regular cleaning program plus the addition of disinfectants, as well as additional cleaning and disinfecting of high-touch-point surfaces such as doorknobs, handrails, elevator buttons, bathroom fixtures, counter tops and other commonly-touched surfaces. Soft surfaces and electronics will be treated with an EPA approved product.
• Disinfecting wipes will be located in all classrooms for student/faculty/staff use. Additional hand sanitizer stations have been placed throughout the buildings in high traffic areas.
• The custodial staff is using all approved chemicals to include Clorox, PH7Q and Lysol. Electrostatic charged fogging machines will be used to help with disinfecting large classrooms/meeting spaces.
• Floors have been marked off in areas that have gatherings or lines to promote physical distancing while waiting, especially for the elevators, vending areas, etc.
• Cleaning of all classrooms at the end of the day and in the morning prior to students and staff arriving for the day.
• Cleaning of all restrooms every two hours and deep cleaning at the end of the day or first thing in the morning prior to students and staff arriving for the day. Restrooms will also get sprayed every two hours with PH7Q.
• All classrooms and common areas will be sprayed down with PH7Q at the end of the day or first thing in the morning prior to students and staff arriving for the day.
• High traffic areas such as hallways and gathering areas will get sprayed with PH7Q at least every three hours.
V. CLASSES/ACADEMICS

Course Offerings/Modalities
College of The Albemarle will be offering classes this fall in a variety of modalities. Because the college is committed to the health and safety of students, faculty and staff, many classes will be offered online or hybrid. Classes with labs and clinicals may be offered face to face (by maintaining social distancing) and some will utilize simulations or other strategies. The table below describes the terms we use to describe the modalities and offerings.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet</td>
<td>The course is non-synchronous and totally online</td>
</tr>
<tr>
<td>Face to Face</td>
<td>100% of instruction is delivered face to face with the instructor in the physical presence of students.</td>
</tr>
<tr>
<td>Blended</td>
<td>Class is taught both in a physical location and online. 1-50% of instruction in a blended course is taught where the instructor and student are separated by distance.</td>
</tr>
<tr>
<td>Hybrid</td>
<td>Class is taught both in a physical location and online. 51-99% of instruction of a hybrid course is taught where the instructor and student are separated by distance.</td>
</tr>
<tr>
<td>Web Conferencing</td>
<td>Classes will be held at a given time and day.  The instructor and students will attend using Zoom or Collaborate.</td>
</tr>
<tr>
<td>Synchronous</td>
<td>Distance-education (online) courses that meet on a set day(s) at a set time; will have a meeting day and time designated on your class schedule</td>
</tr>
<tr>
<td>Asynchronous</td>
<td>Classes that do not meet on set days at a set time; instead, students may be required to watch pre-recorded lectures or otherwise complete coursework on their own time. If a class meets asynchronously, it will simply be designated as online with no meeting time on your class schedule</td>
</tr>
</tbody>
</table>

For the most current information about our Fall courses, please refer to the link:
https://www.albemarle.edu/wp-content/schedules/2020FA.HTML

Faculty Support
The course syllabus will provide information about the hours an instructor is available to speak with you about your class, or provide other assistance. You do not need to come on campus to meet with your instructor. You may use web-conferencing or Virtual Office hours to meet.

You may also connect with your instructor through the course Moodle shell or via email.
Library and Academic Support Services
Library services and tutoring services will be available in person and online this fall. There are study areas and rooms with computers available. Specific information at [www.albemarle.edu/library](http://www.albemarle.edu/library)

Online tutoring is available through Tutor.com, a free assistance program which provides unlimited access to a network of tutors 24 hours per day. The Tutor.com link can be found in any of your myCourses classes. For more information go to [www.albemarle.edu/asc](http://www.albemarle.edu/asc)

Testing services and proctoring information varies by campus. Specific information is available at [www.albemarle.edu/testing-center](http://www.albemarle.edu/testing-center)

Attendance
All college classes require attendance face to face or regular/scheduled attendance or participation via the online modality. Please refer to your course syllabus or program handbook for specific information regarding attendance, required time in class and make-up work. Contact your instructor(s) in the case of illness or exposure to COVID-19.

Other Information
If you have other specific questions about your classes, please contact your instructor(s). If you need information and your instructor is not available, the Divisional Academic Deans can help you.

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