



COVID-19 Fall Semester Protocol

Leadership

- **To date (6/26/2020), St. Andrews University, a branch of Webber International University, has had no known cases of COVID 19 for faculty, staff, or students on campus.**
- **The campus will be in compliance with North Carolina COVID 19 guidelines, NAIA and other athletic conference guidelines, and the Equestrian Association guidelines. New information, guidelines, or state executive orders may change this COVID 19 protocol.**
- The campus Leadership Team will continue to meet at least three times per week on Monday, Wednesday, and Friday.
- Partnerships with Scotland Memorial Hospital and Robeson Health Care Systems are in place for testing of students, faculty, and staff, if necessary. Regular meetings to obtain updated information are held with the Health Department and North Carolina Independent Colleges and Universities. Other information is regularly obtained from the CDC, State of North Carolina, and other reliable sources.
- A quarantine residence facility (Granville) with 48 beds is available for students.
- Students at risk may choose to live off campus or in a designated medical housing suite.
- Cleaning products and personal protective equipment (PPE), such as cloth face covers, gloves, soap, hand sanitizer containing at least 60% alcohol, paper towels, and disinfectant wipes are available in sufficient supply to protect students and staff.
- SAU will provide COVID 19 training to all students, faculty, and staff prior to classes beginning for the fall semester.
- Nonessential international and domestic travel will be discouraged. A self-quarantine may be necessary when traveling to and from a high risk COVID 19 area.
- SAU will follow the guidelines for North Carolina COVID 19 contact tracing for non-healthcare settings (See Appendix A).

Fall Semester, New and Returning Students Check-In and Orientation

1) Check-in Procedures:

- a. Students will return to campus in phases. Football athletes will return on August 10th and 11th. Men's Soccer and Women's Volleyball will return on August 13th and 14th. Certain Equestrian students will return on August 17th. The remaining new students will check into campus on August 21st and 22nd. The remaining returning students will check in on August 23rd and 24th. Classes begin August 25th.
 - b. We recommend that only two family members accompany the student to check-in
 - i. We prefer that family members younger than 12 not accompany students to campus
 - ii. Family members over 65 years of age are encouraged not to accompany students to campus
 - iii. All students and family members should bring masks
2. A tent will be set up at the corner of Dogwood Mile Street and Magnolia Drive to pre-screen students and families arriving on campus;
- a. Students and families will fill out the COVID-19 assessment forms
 - b. Students and families will have their temperature taken
 - i. Anyone with a temperature of 100.4 F or above will be required to wait 20 minutes for a second temperature check
 - ii. A person whose second temperature check is, once again, 100.4 °F or above, will not be allowed on campus for twenty-four hours, at which point they will be pre-screened for entry once again.
 - iii. Those who need a place to stay overnight will be referred to a local hotel.
 - c. Students (and families) who pass the screening will receive:
 - i. A Mask
 - ii. A Covid-19 Instruction sheet
 - iii. Their Check-in Form
3. Check-In will take place on Harris Court in the PE Center;
- a. Tables and chairs will be set up in a way that facilitates social distancing
 - b. Masks will be required.
 - c. Hand Sanitizer will be available at each Check-In Station
 - d. Staff will pre-clear students who have completed financial aid, business office, insurance, and health and wellness processes prior to check-in.
4. After completing check-in, students will be allowed to move into their residence halls
- a. Soccer team members, wearing masks, will be available to help students move their belongings into their residence halls;
 - b. Resident Directors and Residence Assistants will wear masks at all times while checking people into their rooms;
 - c. Each suite will have hand sanitizer, disinfectant spray, and a Covid-19 Residence Hall Instruction Sheet. Students will be encouraged to bring or purchase masks, hand sanitizer, and disinfectant for their individual room.
5. Orientation:
- a. Orientation groups will be in compliance with group size and social distance guidance.
 - b. Training on COVID-19 protocols will be part of orientation.

- c. Masks will be required at all Orientation activities and social distancing will be practiced.
- d. Temperature checks will be taken of all students each morning of Orientation within the Orientation Groups
- e. Students with a temperature of 100.4 °F or above will be placed in isolation in a cool spot for twenty minutes. If the second temperature reading is 100.4 °F or above, the student will be moved to a Quarantine Hall, sent for a COVID-19 test, and isolated until the test is returned. The student's roommate will be informed, and the student's residence hall and suite will be disinfected by housekeeping staff.

Residence Hall Procedures

- 1. These procedures will be followed for the first two weeks. They will be re-evaluated at that point based on campus, community, and state COVID-19 conditions)
- 2. COVID-19 Residence Hall Instructions will be posted in each suite and each suite bathroom.
- 3. High touch areas in each hall and suite bathroom will be disinfected twice a day
- 4. Each suite will have hand sanitizer and disinfecting spray provided. Students are encouraged to bring or purchase hand sanitizer and disinfectant for their individual room.
- 5. Students should bring masks to campus and must wear masks anytime they are outside of their own suite
- 6. Visitors (who do not live in the suite) are required to wear a mask while visiting on another suite;
- 7. Students are required to wear masks in the main lounge, maintain a distance of three feet from other people as much as possible, and limit the number of people in the main lounge to ten or fewer. Furniture in the main lounges will be spread out to facilitate social distancing. Resident Directors and Assistants will monitor the furniture location.

Student Activities Procedures

- 1. These procedures will be followed for the first two weeks and will be re-evaluated at that point based on campus, community, and state COVID-19 conditions
- 2. Students and leaders will wear masks at all student activities
- 3. Hand Sanitizer will be available at all student activities
- 4. Social distancing will be maintained at all student activities
- 5. As much as possible, activities will take place outside

III Student Procedures:

- 1) Student Responsibilities:
 - a) Practice good hygiene (washing hands frequently, wearing masks outside suite, disinfecting surfaces in room daily) and social distancing
 - b) Monitor personal health status closely
 - i. Monitor for body chills, extreme levels of fatigue, cough, painful/difficulty breathing, shortness of breath, sore throat, body/muscle aches, loss of taste, loss of smell, loss of appetite

- c) A student who develops any of these symptoms should immediately inform the Health and Wellness Office, the Dean of Students, and their Resident Director.
 - i. They will be informed of next steps for evaluation of their symptoms
- 2) Institutional Responsibilities:
 - a) A student, who self-reports to the Health and Wellness Office or is found to have a fever/COVID-19 symptoms through an Athletic Department or Residence Hall evaluation, will be referred to a medical professional for evaluation
 - b) Campus Safety will provide transportation to the medical appointment for students who do not have transportation.
 - i. The student will sit in the back seat
 - ii. The campus safety office and the student will wear masks
 - iii. The vehicle will be disinfected after the student is dropped off at the appointment and again after the student is returned to campus.
 - c) If the medical professional determines that a COVID-19 test is warranted:
 - i. The student and his/her roommate will be moved to quarantine rooms in Granville Hall until the test has been returned. If it comes back negative, the students will be allowed to return to their room. If it is positive, they will remain in quarantine until deemed healthy.
 - ii. The student's parent or guardian will be informed that they have been moved to quarantine if there is a FERPA on file.
 - iii. Housekeeping will disinfect the suite bathroom and hallway.
 - iv. Suite-mates will be informed that a person on their hall is undergoing a COVID-19 test, asking them to disinfect their room and monitor their own health status very closely.
 - v. The students' professors will be informed that the student is in quarantine until the test results are returned and will not be able to attend class in person during that time. Students will attend remote classes during quarantine.
 - d) If the test results are negative:
 - i. The student and his/her roommate will be allowed to return to their residence hall;
 - ii. Suite-mates and professors will be informed that the test returned negative.
 - e) If the test results are positive:
 - i. The student will remain in quarantine until the medical professional caring for him/her determines it is safe to leave quarantine.
 - ii. The student's family will be informed that the student has tested positive for COVID-19 if there is a FERPA on file.
 - iii. The Health Department will be informed of a case of COVID-19 on campus
 - iv. The roommate will be informed and sent for a COVID-19 test
 - v. The Office of Student Affairs, with the assistance of the Department of Health, will begin contact tracing and require everyone who has had close contact with the person to go into quarantine and get a COVID-19 test.
 - vi. Any public notification will preserve the identity of the individual(s) testing positive for COVID-19.

CAMPUS VISITORS:

- 1) No visitors will be permitted on campus for the first two weeks of class.
- 2) After the first two weeks, students must request permission to have a visitor from the Dean of Students (whether they are staying overnight or not)
- 3) Visitors who are given permission to come to campus must check-in in the Campus Safety Office before going anywhere else on campus
 - a. They will fill out a COVID-19 questionnaire and have their temperature taken
 - b. Students with a temperature at or above 100.4 F will be isolated for twenty minutes in a cool place and then have their temperature retaken.
 - c. Visitors who fail the temperature test twice, who have had recent exposure to a person with COVID-19, or have been in a location with a large number of COVID-19 cases, will not be allowed on campus.

QUARANTINE RESIDENCE HALL (Granville Hall)

Suites and rooms in Granville Hall have been reserved for students quarantined.

1. Preparation of Quarantine Hall:
 - a. Have Granville Hall suites cleaned regularly when not in use.
 - b. If possible, have separate suites designated for those who have confirmed cases of COVID-19 and those who are awaiting test results.
2. Moving Students to Quarantine Hall
 - a. Students whom a medical professional has referred for a COVID-19 test (and his/her roommate) will be moved to a room in Granville Hall designated for those awaiting test results.
 - b. The Housing Director and staff will prepare a room for each quarantined resident
 - c. Campus Safety (wearing full PPE) will help move minimal required belongings to the quarantine room (books, computer, one suitcase with clothing, desk chair)
 - d. Housekeeping (wearing full PPE) will disinfect the student's room and suite
 - e. The Housing Director and staff will get a shopping list from the student in order to provide adequate snacks, etc., during their stay in quarantine
 - f. The Dean of Students will
 - i. Inform the professors that the student is in quarantine and will not be attending class
 - ii. Inform the administrative leadership team of the situation
 - iii. Inform the food service that the student will need meals delivered to his or her room
 - g. Food Service will prepare a boxed meal for the student three or four times a day to be delivered by Campus Safety (who will leave the meal in the suite lounge and text or call the student when it has been delivered)
3. Students will remain in quarantine until the COVID-19 test results are available. If the test is negative, the student (and room-mate) will be allowed to return to their assigned room immediately.
4. If the student's COVID-19 test comes back positive;
 - a. The room-mate will be referred to a medical professional for a COVID-19 test.

- b. The Health Department will be informed.
- c. Contact tracing, with the help of the Health Department will be initiated by the Office of Student Affairs (see Appendix A)
- d. Anyone who had close contact with the student (within three feet and without a mask for more than ten minutes) will be referred to a medical professional for a COVID-19 test and moved to a quarantine room.
- e. Professors will be informed that the student has COVID-19 and will be in quarantine until released by a medical professional. The student will have remote learning available while in quarantine.
- f. Parents or guardians will be informed that the student has tested positive for COVID-19 if there is a FERPA on file.
- g. The suite will become a COVID-19 positive suite. Anyone being placed in
- h. quarantine awaiting testing results will be placed in a different suite, if possible.

Guidance for Faculty and Staff

What SAU is doing:

- We will be performing daily temperature checks (a touchless thermometer will be utilized) upon arrival of all faculty and staff entering our buildings. Temperature checks will be conducted at designated building entry points
 - If temperature is above 100.3° F (after taken twice), the staff or faculty member will sent home and will not be able to return until free of fever at least 24 hours, without the use of fever-reducing medicines or with a doctor's note clearing the return.
 - Available PTO hours will be used while out of the office due to failing a temperature check. If PTO time not available, time out will be unpaid.
 - If temperature is at or less than 100.3° F, a bracelet will be provided which indicates clearance to enter the building and commence the workday.
- Common areas and frequently touched surfaces are being cleaned daily in accordance with CDC guidelines. <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

- Personal Protective Equipment (PPE) if you do not have your own, the Institution will provide one to you to use while in higher traffic areas. PPE's are to be worn at all times in higher traffic areas, such as the breakroom, restroom, and hallways. PPE's may be removed while you are at your personal office unless meeting with a student.
- Hand sanitizer is provided in buildings and where practical, hallways are marked one-way to reduce face to face traffic.
- Classrooms, meeting rooms, dining rooms. and other communal areas have reduced seating and capacity limits. Faculty and staff are also responsible for ensuring they adhere and follow social distancing guidelines.
- Above protocols will remain in place as long as necessary and in accordance with CDC guidelines

What Faculty and Staff Should do:

- Stay home if you are sick.
- Prior to arrival to the campus, staff and faculty should self-assess using the following questions:
 - Do you have any coughing, sneezing, or cold like symptoms?
 - Have you recently encountered difficulty breathing (not associated with a pre-existing condition)?
 - Do you have or have you had a Fever within the past 24 hours?
- For the safety and well-being of yourself and others, a “YES” response to questions 1 through 3 indicates you should not enter the building at this time and return at a time when all responses would be “NO”.
- Please ensure to contact your manager/supervisor following the call-in procedures as outlined in the employee handbook.
- If any of the below pertain to you, please stay home and contact your supervisor to determine next steps:
 - Have you tested positive for COVID-19?
 - Have you been diagnosed as presumptively positive for COVID-19?
 - Have you experienced COVID-19 symptoms?
 - Have you had potential exposure to COVID-19, but no symptoms?
- Maintain social distancing practices in the workplace. Cover your nose and mouth when sneezing or coughing. Avoid touching your face.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer. Replace handshakes with head nods and waves.
- Wear PPE in higher traffic work areas, such as the classrooms, hallways, restrooms, dining rooms when not eating, and breakrooms.
- Follow directional arrows and pedestrian traffic patterns.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk. (Note: Supporting documentation may be requested in these circumstances).
- Be responsible and ensure to follow above protocols.

Classroom, Lab and Academic Protocols for Fall 2020

We will be performing daily temperature checks (a touchless thermometer will be utilized) upon arrival of students entering academic and administrative buildings. Temperature checks will be conducted at designated building entry points

- If temperature is above 100.3° F you will not be allowed in the classroom, library, academic center, or administrative office. You will not be able to return until you are free of fever at least 24 hours, without the use of fever-reducing medicines or you have a doctor's note clearing you to return.
 - If temperature is at or less than 100.3° F, a bracelet will be provided which indicates clearance to enter the building and commence classes or enter library, academic center, or administrative office.
1. Classrooms will be socially distanced with 6 feet between each student and 6 to 10 feet between students and teaching faculty
 2. To accomplish social distancing, classrooms will be at no more than 50% capacity for any class period. This will include computer labs, music rooms, seminar rooms, library alcoves, and art studios.
 3. Whenever possible, all students should be seated so as to face in one direction in the classroom
 4. Masks will be required for students and recommended for faculty; faculty must wear masks or PPE visors if they cannot maintain at least 6 feet social distance from students
 5. Students and faculty are expected to provide their own masks; a limited number of masks will be available in the Office of Academic Affairs and the Registrar's Office for individuals without a mask
 6. Students will not be permitted to eat in the classrooms; liquids in covered containers will be permitted
 7. Cleaning supplies will be available in each classroom; students will be expected to clean their individual spaces at the end of each class period
 8. Classrooms will be cleaned by housekeeping staff before each class day; when the teaching schedule permits, classrooms also will be sanitized mid-day.
 9. Housekeepers will pay particular attention to doorknobs and light switches as they clean academic buildings. Doorknobs should be sanitized several times during the day; light switches should be sanitized in the morning and mid-day
 10. Students and faculty are expected to follow good hygiene practices (hand washing, covering a cough or sneeze, etc.)
 11. Faculty will report the names of students who explain a class absence or missed appointment due to illness to the Health and Wellness Office for follow-up
 12. New traffic patterns will be established in the Liberal Arts Building, Avinger Auditorium, the Morgan Jones Science Building, DeTamble Library, and the Vardell Building to support social distancing and reduce congestion before and after classes
 13. Students and faculty should wear masks for appointments in faculty offices; social distancing should be maintained. If an office is too small to allow appropriate social distancing, the appointment should take place in another location as such an empty classroom, the library, an outdoor area, or in virtual space.

14. Faculty will maintain a Moodle presence for all classes and will be prepared to deliver instruction remotely to students quarantined.
15. Faculty will be prepared to convert to all remote learning, if warranted.
16. Cross training of faculty and staff will take place to ensure a quality classroom experience in the event of high absenteeism.
17. Faculty will attend COVID-19 training during Faculty Preparation Week.

Faculty and Committee Meetings

1. When practical, virtual meetings are recommended.
2. Any in-person meetings must be scheduled in rooms that allow social distancing.
3. Meeting spaces must be reserved in advance and reported to the Office of Academic Affairs so the space may be cleaned before the meeting
4. Masks are recommended for faculty and staff attending meetings and required when social distancing is not possible.

Admissions Visiting Guidelines

1. All visitors must check-in prior to beginning their admissions tour or further entering the building. Each guest will be asked a series of questions pertaining to COVID-19.
 - a. Experiencing any COVID-19 Symptoms: Cough, Shortness of Breath, Fever (exceeding 100.3 °F), chills, muscle pain, sore throat, lack of smell and lack of taste.
 - b. Contact with any person tested positive for COVID-19?
 - c. Have you been out of the Country in the past 30 days?
 - d. Have you taken any ibuprofen or fever reducing medication in the last 4-6 hours?
 - e. If anyone answers **yes** to any of the following questions, please elaborate on the additional notes sheet provided.
2. Each visitor will also be required to have their temperature taken (a reading of 100.4 °F or higher is deemed a fever)
 - a. If a person has a reading of 100.4 °F or higher, they can sit in a controlled setting (the lobby) for 20 minutes and their temperature can be retaken.
 - b. After the retaking if the individual is still reading of 100.4 °F or higher, they will have to immediately leave the facility and will not be able to continue the visit.
 - c. If their temperature has subsided, they will be able to proceed with the tour but will be monitored throughout the visit.
3. Prior to visitors proceeding into the building remind them of the COVID-19 general rules:
 - a. Social Distancing of 6 ft.
 - b. Avoid large groups (No greater than 10 people)
 - c. Mask are **Required**
 - d. Please avoid physical contact or touching non-essential surfaces
 - e. Hand Sanitizer dispensers are located around the building and are highly encouraged to be used
 - f. If you have any questions or feel ill at any point, please notify a member of the St. Andrews Staff
 - g. All visitors assume the risk of possible exposure to the COVID-19 virus and therefore St. Andrews University is not held responsible for any possible contractions.

4. The sign in sheet should be completed by a member of St. Andrews University. At the conclusion of each sign-in the St. Andrews Staff member should initial their name for the monitoring of contact tracing. (See Appendix B).

Athletic Policy and Procedure COVID-19

1. Introduction to Covid-19
 - a. What is COVID-19?
 - i. Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
 - b. How can you become infected?
 - i. You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19.
 - ii. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
 - iii. You may also be able to contract COVID-19 by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.
2. Education on COVID-19 is the greatest tool in limiting the spread of the virus and staying safe!
 - a. Symptoms
 - i. Fever (100.4 °F or greater), body chills, extreme levels of fatigue, cough, painful/difficulty breathing, shortness of breath, sore throat, body/muscle aches, loss of taste, loss of smell, loss of appetite
 - ii. The diagnosis of individuals with COVID-19 include the above symptoms but are not limited to them.
 - b. Staff Education
 - i. If a staff member feels ill, they should not come to work
 - ii. Complete and document daily temperatures of all employees providing services in athletics. This task should be completed in a climate-controlled environment to increase accuracy. Ask the employee if they have been in contact with anyone within the past 14 days who is COVID-19 positive.
 1. Coaches will be asked to report and have their temperature recorded during the pre-practice temperature. Same rules apply if the reading is 100.4 °F or greater the coach will be sent home.
 - iii. If the employee has a fever (100.4°F or greater) or reports feeling ill (having more than four symptoms), they should be placed into isolation until further notice and arrangements can be made for further evaluation and appropriate care.
 - c. Patient/Student-Athlete Education
 - i. All student-athletes will have team meetings where the designated Athletic Trainer will speak and inform the teams about the COVID-19 protocols and screenings that will occur prior to practices and other athletic activities.
 - d. Student-Athlete Return to Campus Screening
 - i. During check-in, each student-athlete will be required to complete an Arrival Screening. This document will be utilized to monitor the student-athlete in the case that a potential positive test is reported.
 - ii. See attachments of Arrival Screening COVID-19
 - e. Referral Process – Dr. Shelly Lowery and Dr. Felisha Hammond
 - i. When an athlete has been screened utilizing the screening process and shows concerning results such as multiple COVID-19 related symptoms and a fever of

100.4°F or higher, an action plan for referral will be made. In addition, the Health and Wellness Office, the Dean of Students, and the Housing Director or Resident Assistant will be notified.

- ii. The 24/7 activated line will be utilized by the Head Athletic Trainer to contact the Nurse Practitioner to determine the best option for referral. The NP will then begin their on-screening process for the athlete, to best determine the plan of action. The three options include, but are not limited to:
 - 1. An online virtual visit utilizing Zoom/Skype, if the NP believes the symptoms to be mild and/or non-COVID-19 related. Prescriptions can also be sent to the athlete's pharmacist from these appointments to avoid physically going to a physician's office.
 - 2. If the symptoms are believed to be COVID-19 related, the athlete could be given an appointment to visit the local drive-thru testing facility in Laurinburg, NC. The athlete will be given a date and time in which they will need to present at the given location to be tested for COVID-19. The athlete will then be quarantined until results are provided and further actions can be implemented.
 - a. Positive Testing – Remain in quarantine and develop further action plan with physician
 - b. Negative Testing-Athlete can return to their room and under the discretion of the Athletic Trainer resume athletic activity.
 - 3. If the physician is concerned for the athlete's health and well-being and believes that neither of the above options will be beneficial or if the athlete is at a high risk, the physician may recommend immediate transportation to the 24 hour Urgent Care. A physician will meet the athlete at this time, and they will be monitored at the urgent care facility until further testing and screening can be administered.
- iii. These recommendations have been provided and discussed with the Scotland Health COVID Task Force to best serve the health and well-being of the SAU Athletics Department
- iv. COVID-19 is deemed a general medical emergency and therefore is not covered by the school's secondary insurance policy

3. Precautions and Cleaning Protocol

- a. The best way to limit the spread of COVID-19 is to ensure that sanitation is a priority. Limiting the number of contaminants and contact with potential areas of risk are crucial.
- b. General Precautions
 - i. Disinfect high touch surfaces frequently with disinfectant (doorknobs, tables, chairs, etc.)
 - ii. Use EPA-approved disinfectants or alternate disinfectants (i.e. 1/3 cup of bleach added to 1 gallon of water) if commercial disinfectants are not available.
 - iii. There will be a heavy emphasis on proper hand hygiene such as wearing personal protective equipment (masks, gloves, etc.), frequent handwashing or the use of hand sanitizer
 - iv. Follow standard universal precautions to mitigate risk exposure
 - v. Utilize appropriate PPE with any potentially infectious patient
- c. Athletic Training Room
 - i. All patients must speak with an Athletic Trainer prior to entering the Athletic Training room. All student-athletes will be required to have their temperature taken, sign in and sign out as well as answer questions using a COVID-19 questionnaire/ screening to decrease the risk of exposure.

- ii. When assessing temperature, the student-athlete must fall below 100.4 °F for admittance. If their temperature is 100.4 °F or higher a more in-depth questionnaire will be launched, and precautions will be taken.
 - iii. During Preseason, all sports will have designated Athletic Training times in which the student-athletes will report prior to practice for temperature checks as well as for rehab and treatment times. Teams will NOT be permitted in the Athletic Training Room during times that are not designated for them unless it is an emergency!
 - iv. As of June 1, 2020, there is to be no more than 10 people in the Athletic Training room at one time including the Athletic Trainers. This is subject to change as NC state regulations evolve.
 - v. Refer to Athletic Training generic cleaning for further information on protocols being implemented.
- d. Whirlpools
 - i. Whirlpool use is by appointment only and all patients must sign in prior to use.
 - ii. During Pre-Season, there will be designated days for teams to utilize the whirlpools.
 - iii. Whirlpools must be cleaned regularly and daily
 - 1. After every three uses the whirlpool will be assessed and sanitized using GordoPool to disinfect the water.
 - 2. Areas of high contact (edges around the whirlpool) will be sprayed and wiped down with disinfectant.
 - iv. Each student-athlete using the Whirlpools must understand the assumption of risk associated with using these designated areas.
- e. Locker rooms/Film Rooms
 - i. If possible, avoid tight contained areas with multiple individuals. If coaches can host team meetings outside of the locker room it would be ideal. However, if you are utilizing your locker room please keep distancing and NC state regulations in mind.
 - ii. Disinfect locker rooms frequently and after every use
 - 1. Doorknobs, individual lockers, and other areas of high contact should be the focus for disinfecting.
 - iii. Avoid having more than the designated number of athletes in one area deemed by NC law. As of June 1, 2020, no more than 10 people including coaches in an area at one time.
 - iv. During film please try to maintain a social distancing of 6 feet apart as designated by the CDC.
 - 1. Encourage the use of mask or other PPE during filming sessions
- f. Weight rooms
 - i. There are no more than 10 people allowed in the weight room at one time, this includes coaching staff, this may be altered based on NC State Regulations.
 - ii. All equipment must be sanitized and disinfected after every use with the provided cleaning supplies.
 - iii. All individuals entering the weight room will be required to sign in and sign out.
 - iv. Failure to sign in, sign out, or clean the designated equipment may result in revoked privileges of the weight room.
 - v. If an athlete is deemed Red Status, they are not permitted to enter the weight room or participate in any form of lifting.
- g. Athletic Related Travel
 - i. The St. Andrews University minibuses are to be sanitized using a provided disinfectant after each use.
 - 1. This should include the rear seats, passenger seats, driver seats, steering wheel, control panel and all areas of high contact.

- ii. Prior to a team departing from St. Andrews to participate in athletic competition all members traveling will be required to have their temperature taken.
 - 1. Anyone presenting with a temperature of 100.4°F or higher will be permitted to have one retest that will be completed after 20 minutes of sitting in a controlled environment. If the second reading is 100.4°F the athlete will not be permitted to travel.
 - 2. This is to reduce the risk and potential exposure for an individual traveling to an away competition.
 - h. Practice Facilities
 - i. Cleaning and disinfecting of practice facilities will be the responsibility of the coaching staff of the designated fields.
 - ii. If an area is not being sanitized effectively or if reoccurring problems arise the Athletic Training Department and Athletic Director will intervene, and the team could face consequences (restrictions and loss of privileges for the usage of certain areas/equipment).
 - i. Equipment
 - i. All equipment (helmets, shoulder pads, balls, sticks, etc.) should be wiped down and sanitized daily.
 - ii. It is the responsibility of the coaching staff to sanitize or designate individuals to sanitize the equipment daily. The Athletic Training Department encourages each team to have a daily log or some method to track the cleaning of their equipment.
 - j. Laundry
 - i. Encourage student-athletes to change their clothing directly after any contact practice as well as encourage the frequent cleaning of their laundry (do not re-wear same articles over and over)
 - ii. Wear disposable gloves when handling dirty laundry or wash hands immediately with appropriate disinfectant prior to touching or contacting any other surfaces.
 - iii. Disinfect clothes hampers
 - k. Common Meeting Areas
 - i. Avoid common meetings areas if possible
 - ii. If you need to utilize these areas, please consider disinfecting the area before and after use.
- 4. Prescreening of Student-Athletes
 - a. During the check-in process each student-athlete will be required to complete the Arrival Screening COVID. This will be completed by a Certified Athletic Trainer to ensure the appropriate medical documentation is performed.
 - i. Any athlete that is showing symptoms, has a fever of 100.4°F or higher, or is flagged as cautious will be reviewed with the Nurse Practitioner to develop a plan of action to determine if testing needs to be performed.
 - b. Medical questions about COVID-19 have been included in the medical history forms for each student athlete to fill out via Sportsware. The medical history of each student-athlete will be reviewed and depending on their responses certain precautions may be implemented.
 - i. If anyone has tested positive, they will be required to complete a return to play clearance prior to participation in any sport related activity. This may also include receiving clearance from a physician.
 - c. Student-Athletes are still required to complete the following prior to participation in collegiate athletic activity:
 - i. Yearly physical, copy of insurance cards (front and back), online paperwork via SWOL, signed Primary insurance acknowledgment and concussion baseline testing.
- 5. Practices and Competitions for Student-Athletes

- a. For members of the AAC, the Athletic Trainers for the conference have developed their own rules and regulations for inner conference play. When it is released it will be distributed to the coaches as well as placed at the end of this policy and procedure. This is the information that has been obtained thus far through the conference:
 - i. There will be designated and specified areas as well as times for each team to report to have their pre-screenings prior to participation in the athletic event.
 1. Each team will travel with a pre-screening sheet that has been designed for the conference. The team's Athletic Trainer will list all student-athletes traveling in roster form.
 - ii. Each student-athlete will be given one retest, using the thermometers that are being provided by the AAC (they will all be the same).
 - iii. It is recommended that student-athletes stay in the designated controlled location to allow for acclimatization to avoid the risk of error when recording temperature.
 1. If 10% of the traveling party are tested with a temperature of 100.4°F or higher the competition will be cancelled and rescheduled for a later date
 - iv. If traveling with an Athletic Trainer, they will be equipped and be in communication with the visiting school's Athletic Trainer regarding the pre-game screenings.
 - v. If you are not traveling with an Athletic Trainer, the other team should provide an itinerary including the times and location of where the pre-game screenings should take place.
 1. Teams not traveling with an Athletic Trainer will continue to take a travel kit that will also be stocked with personal protective equipment if a student-athlete has a temperature of 100.4°F or higher. The kit will also include the student-athlete's insurance information, needed treatment/taping list as well as the prescreening sheet for the competition.
 2. Any athlete that has a temperature of 100.4°F or higher after a second reading will be made to leave the facility and must report back to the bus.
 3. If 10% or more of the traveling party has a fever of 100.4°F or greater, the competition will be cancelled and a plan for possible rescheduling will be made.
 - vi. All gameday personal will be required to be pre-screened prior to competition as well this includes but is not limited to officials, anyone sitting at the scoring table, managers, designated individuals working the event (ball handlers, line judges, etc.)
 - vii. There may be instances in which an Athletic Trainer is not available directly on-site. There are many schools with limited resources and therefore the health and well-being of the visiting schools is also in mind. Please understand that all schools are deeming what they feel is necessary. Please respect other institution's decisions and understand that we all have our own institutional policies as well.
- b. The Mid-South will also develop their own set of conference rules that will be implemented and followed for inner-conference competitions (Football, Men's Volleyball, Cheer and Dance).
- c. Conference set policy and procedures only apply to conference competitions. All outside competition will follow institutional policy and procedures. However, when visiting certain states and institutions there will be specific guidelines that must be followed. The Athletic Trainer will notify the team of these guidelines prior to traveling.
- d. Prior to practice each team will have a designated time to report to a designated location to have their pre-practice screenings
 - i. The pre-practice screenings will involve temperature checks as well as a series of COVID-19 related questions.

1. The Athletic Trainers will be available for most pre-practice screenings; however, if one is not available it may fall on the coaching staff to perform these tasks.
2. If the coaching staff does not feel comfortable with performing the pre-practice screenings, they must wait for a Certified Athletic Trainer to be available to perform the screenings.
3. To avoid any confusion of schedules, practice plans/itineraries will need to be communicated between teams and the Athletic Training department.
- ii. When reporting for pre-practice screenings each student-athlete will have their temperature checked. If the temperature is 100.4 °F or higher they will be allowed one retest.
 1. The individual can sit in the designated controlled testing area for 20 minutes and a recheck will be performed. If the second reading is below 100.4 °F they can progress to being deemed the appropriate status for practice at the discretion of the Athletic Trainer.
 2. Temperature checks for athletic related activity, exception of competition, will be conducted once daily. i.e. Two a day practices, lifting and practices, etc. Rules for competition will be based on conference regulations.
- iii. During temperature check, athletes will be deemed one of the following:
 1. Green Status
 - a. Temperature <100.4°F
 - b. 2 or less symptoms
 - c. Green Status deems the Student-Athlete eligible for full participation in athletic events without any restrictions.
 2. Yellow Status
 - a. Temperature <100.4°F
 - b. 3- 5 symptoms
 - c. Yellow Status deems the student-athlete able to participate in a closely monitored non-contact practice. For a competition, the Athletic Trainer will have the final say on whether the student-athlete will be available to compete.
 3. Red Status
 - a. Temperature \geq 100.4°F (and/or)
 - b. 6 or more Symptoms
 - c. Red Status deems a student-athlete unable to participate in ANY athletic related events (i.e.: Standing at practice, being in the weight room or watching film with the team). Student-Athlete will be immediately sent back to their dorm room. Prior to returning to their dorm the student-athlete will be given a time to follow up with a Certified Athletic Trainer. Necessary university personnel will be notified, and precautions taken to ensure the safety of the student-athlete and campus community.
- 6. The status ruling of all student-athletes is done at the discretion of the Athletic Trainer.**
7. Any student athlete that is experiencing symptoms and is uncomfortable physically reporting to the Athletic Training room can contact their team Athletic Trainer and arrange a Zoom meeting to discuss further evaluation.
8. Precautions for Positive Testing
 - a. Quarantine
 - i. Student-athlete will be required to quarantine themselves for 14 days after a COVID-19 diagnosis by a physician.
 - ii. Housing

1. Student-Athlete will be sent to the designated COVID-19 quarantined areas as designated by the Housing Office
 - iii. These individuals will be required to check in multiple times daily with members of the Athletic Training Department to monitor symptoms and ensure the designated action plan is being executed.
 - iv. Any changes in symptoms or if any emergency situations arise, the physician should be notified immediately or 911 should be called.
 - b. Documentation
 - i. Obtain documentation of everyone the student-athlete has come in to contact with in the last 48 hours
 1. Athletic Training Room Sign-In
 2. Team and Position Roster (practice/games)
 - ii. Obtain documentation of the student-athletes temperature and symptoms
 1. Athletic Training Room Temperature Records
 2. Student-Athlete Screening sheet
 - c. Return to Play Documentation when the appropriate time comes
 - d. Contacting Pertinent Individuals
 - i. Notify the student-athlete's team Athletic Trainer
 - ii. Notify Natalie High (Head Athletic Trainer)
 - iii. Notify Elizabeth Burris (Athletic Director)
 - iv. Notify anyone the athlete has been in contact with over the last 48 hours
 - v. Notify the athlete's coaching staff
 - vi. Notify Robin Lea (Health and Wellness)
 - vii. Notify the CDC
9. Return to Play
- a. COVID-19 Return to Play
 - i. Purpose
 1. Safely reconditioning and reintegrate to sport specific levels
 2. Monitor for COVID-19 complications
 - ii. Requirements for initiation
 1. Symptom free
 2. Clearance for return to play (RTP) via physician
 3. Progression is at discretion of certified athletic trainer (ATC)
 - iii. Stages
 1. Reconditioning
 - a. Criteria
 - i. Asymptomatic
 - ii. Clearance via physician
 - b. Goal
 - i. Reestablish baseline fitness levels
 - c. Breakdown
 - i. 50% intensity
 - ii. 75% intensity
 - iii. 100% intensity
 2. Reintegration
 - a. Criteria
 - i. Asymptomatic

- ii. Able to adequately perform at necessary fitness levels
 - b. Goal
 - i. Re-establish sport specific movement
 - ii. Reintegrate into drills- Progression is at the discretion of AT with input from position coach
 - c. Breakdown
 - i. Non-contact
 - ii. Limited contact
 - iii. Full contact
- 3. Clearance
 - a. Criteria
 - i. Completion of full contact practice
 - ii. Able to adequately perform sport specific drills/ activities
 - b. Goal
 - i. Release for full participation
 - c. Breakdown
 - i. Continue to monitor for symptoms or complications

COVID-19 Return to Play

The virus, COVID-19, has reached pandemic levels and presents specific risks and considerations for athletic participation. Current procedures established by local to international agencies require an approximate 14-day quarantine period to mitigate the spread of this contagious pathogen. Due to this required isolation, a reconditioning and reintegration phase will be necessary to safely reintroduce a student-athlete to the level of physical activity necessary for participation.

Following a positive diagnosis of COVID 19: Student-Athlete must be symptom free and cleared by a Physician before initiating the return to play protocol.

Stage	Criteria	Goal	Breakdown
Reconditioning	Asymptomatic Clearance via physician	Reestablish baseline aerobic and anaerobic fitness levels for participation in high level athletic activities	50% intensity 75% intensity 100% intensity
Reintegration	Remain asymptomatic (w/ consideration of reconditioning process) Able to adequately perform at necessary fitness level for safe reintegration into sport with appropriate level of exertion	Reestablish sport specific movement Reintegration of student-athlete into sport specific activities and drills (At the discretion of the Athletic Trainer with the guidance of the position coach)	Non-contact Limited contact Full contact
Clearance	Completion of full contact practice Able to adequately perform at necessary fitness level and sport specific ability for safe reintegration to competition with appropriate level of exertion	Release for full participation	Continue to monitor for symptoms or complications related to COVID-19

***Length of each stage is determined on a case by case basis. ***

Equestrian Center COVID-19 Procedures

1. Staff and Student Worker Protocols

- Upon arrival at the Equestrian Center, staff members and student workers will have their temperature taken and use hand sanitizer. If an individual's temperature is at or above 100.4, wait 20 minutes in the quarantine area and then have temperature retaken.
- If it is still 100.4 or above, the staff member or student worker may not enter the barn and must return home or to a doctor.
- If staff members and student workers are clear to begin work, they must use hand sanitizer throughout the day as well as washing their hands with soap and water for 20 or more seconds several times a day.
- Throughout the day, staff members and student workers take turns wiping down light switches, door handles, hose pumps, stall door latches, faucets, and broom and pitchfork handles with disinfecting cloths.
- Maintaining 6 feet between people at all times is highly recommended.
- As of 6/26/2020, the governor of North Carolina has ordered that masks be worn indoors or outdoors unless the individual is more than six feet from others. This order is in place until at least 7/17/20. This document will be updated with any changes after that date.

2. Student Rider Protocols

- Upon arrival at the barn, student riders will have their temperature taken at the quarantine area of the barn and use hand sanitizer. If temperature is at or above 100.4 then wait 20 minutes in the quarantine area and retake temperature. If it is still at or above 100.4, then the student must leave the barn area, and return home until temperature drops below 100.4 for 24 hours without fever reducing medication or until the student returns with a doctor's permission.
- Each student rider is to have his/her own grooming equipment and only use those items. Students must handle, groom, and tack their horse while wearing disposable gloves. These gloves may be replaced by riding gloves before mounting.
- As of 6/26/2020, the governor of North Carolina has ordered that masks be worn indoors or outdoors unless the individual is more than six feet from others. Masks may be removed once a student rider is mounted, but each student must maintain a 6-foot distance between horses. This order is in place until at least 7/17/2020. This document will be updated with any changes after that date.
- After riding, each student is to wear disposable gloves while untacking, bathing, grooming, hand grazing, and cooling out the horse and while cleaning and handling all tack. Saddle pads are to be sprayed with disinfectant and hung to dry if clean enough to be used again or placed in the dirty laundry basket if dirty to be washed.
- There will be tack cleaning stations throughout the barn in order to accommodate there being 6 feet between each person. Students need to leave the barn after finishing with their lesson and caring for their horse and equipment. Hanging out at the barn will not be allowed.

3. Visitor Protocols

- Visitors will park in the designated parking area and will enter the barn through the marked visitor/quarantine entrance.
- Visitors' temperature will be taken, and they will answer the set of questions regarding exposure to COVID-19 or traveling to hot spots or out of the country. If their temperature is at or above 100.4 then they will sit down in the quarantine area for 20 minutes and have then have their temperature retaken.
- If it is still at or above 100.4, they will be denied entry to the barn.
- All visitors must wear a mask while at the Equestrian Center and all staff and students (not riding or teaching out in an arena) who will be in contact with the visitors must wear a mask.
- All visitors must use hand sanitizer or wash their hands with soap and water for at least 20 seconds before their tour of the barn.
- Visitors will not be allowed in certain areas of the barns and will not be allowed to touch or feed the horses.
- Visitors who are attending an event at the Equestrian Center (horse show, clinic) will not be allowed to enter the barn. They will be greeted at a tent outside the barn, have their temperature taken, asked the appropriate questions, put on a mask, and disinfect their hands. Then they will wait in their vehicle until it is time for their ride.
- All coaches' meetings will be held outside of the barn. Masks are to be worn by all exhibitors unless they are riding.
- Reins, and stirrup leathers will be disinfected after every ride.
- There will be portable toilets available outside for the use of visitors.
- Bleachers will be marked for teams and social distancing must take place.
- Only a coach and the rider getting ready for his/her class will be allowed in the paddock area.

Dining Services

- 1 All dining staff will undergo health screenings and temperature checks before each shift. Anyone with symptoms will be removed from the schedule and required to undergo testing before returning to work.
- 2 All Dining staff will be required to wear masks and gloves throughout the shift.
- 3 Managers will be responsible for implementing and monitoring best health and hygiene practices.
- 4 Disposables (plates, cups, cutlery) will be used in all dining outlets.
- 5 There will be no self-serve options. All food will be pre-plated or served by dining services staff. Food services areas will be protected by sneeze guards and shields.

- 6 Students will have an option of limited and socially distanced inside seating, socially distanced outdoor seating or having food packaged for take-out.
- 7 The capacity for indoor seating will be limited. Chairs and tables will be removed so that total capacity is limited to 50% occupancy. Checkers will keep a count and monitor the number of diners that are in the dining room.
- 8 Seating will be removed from Pipers. There will be socially distanced seating available in the LA courtyards and overhangs. Tents will be provided where possible to provide additional dining space.
- 9 Tables and chairs will be thoroughly disinfected after each use. Disinfection will be performed using a product meeting CDC guideline and in the prescribed manner.
- 10 Tables, chairs, and all high touch areas will be thoroughly cleaned and disinfected after each meal service.
- 11 Food service personnel will package all 23 meals per week for quarantined students. Campus safety will pick up and deliver these meals to the student lounge of the quarantine suite and call the quarantined student to inform them of the delivery.
- 12 Receiving product from vendors will be conducted in one controlled area by a designated employee. Contactless delivery will be used whenever possible.
- 13 Vendor employees, salespeople, delivery drivers, repair technicians, etc. will be required to wear masks and gloves while on the premises.
- 14 Sanitation of cooking equipment, small wares and machinery will follow NSF guidelines using CDC recommended guidelines and disinfecting products.
- 15 Staff will undergo extensive training on these procedures before the beginning of the semester. Reinforcement training sessions will continue throughout the semester.

Custodial Services

- 1 Custodial staff will receive additional training in cleaning and disinfections protocols. Reinforcement training sessions will continue throughout the semester.
- 2 Custodial staff will undergo health screenings and will be removed from the schedule if showing signs of infection. Staff will be required to undergo testing before being permitted to return to work.
- 3 Custodial staff will be required to wear masks and gloves when working in public areas

Cleaning Protocols

- 1 All restrooms will be cleaned and disinfected at the beginning of each day.
- 2 All public restrooms will be disinfected at least every two hours throughout the day.
- 3 Residence hall restrooms and showers will be thoroughly cleaned each morning and disinfected before the end of each shift.
- 4 Residence hall doors (exterior and interior), door handles, light switches will be cleaned and disinfected each morning. Disinfection will be continuous throughout the day.
- 5 The laundry room in each residence hall will be cleaned and disinfected each morning. Each washer and dryer will be disinfected in the morning and again at the end of shift. Laundry rooms will be equipped with sanitizer and wipes so residents can disinfect laundry machine before use.
- 6 Classrooms will be thoroughly cleaned and disinfected at the beginning of each day.
- 7 Special attention will be given to high touch areas when cleaning and disinfecting. (light switches, toilets, door handles, sinks, faucets, desks, tables, chairs, etc.)
- 8 Hand disinfectant stations will be kept stocked and clean.
- 9 All cleaning and disinfection will be performed according to industry standards using CDC recommended products. Staff will follow manufacturer's recommendations for "set-times" and proper use.

- 10 The custodial staff will work with the Athletic Training staff to follow the required cleaning and disinfecting protocols in the PE Center. Cleaning of restrooms and locker rooms will follow a stringent process of cleaning and sanitizing each morning and periodically throughout the day.
- 11 Laundry facilities will be cleaned and sanitized daily. Custodial staff will work with coaches to sanitize laundry equipment before each use.
- 12 Supervisors will constantly and consistently monitor the cleaning and disinfection routines. The frequency of cleaning and disinfection will increase based on special events or additional traffic in buildings.

Appendix A

North Carolina Division of Public Health Coronavirus Disease 2019 (COVID-19) Contact Tracing Instructions for Non-healthcare Settings

Contact tracing is the systematic identification and monitoring of all persons who might have been exposed to a person diagnosed with COVID-19. Because these persons are at risk of developing disease, contacts should self-monitor and may be monitored by the local health department for 14 days (the maximum incubation period) from the last date they had exposure to a confirmed case. For COVID-19 we are only conducting contact tracing for contacts of confirmed cases (individuals who have tested positive for the virus that causes COVID-19). We will not do contact tracing for persons under investigation. All contact tracing documents for COVID-19 refer to close contacts of confirmed cases.

The goals of contact tracing are to:

1. Rapidly identify all potential contacts,
2. Ensure appropriate medical evaluation and care if the contact becomes symptomatic, and
3. Ensure immediate isolation precautions are implemented if the contact becomes symptomatic.

Timely and thorough contact tracing can effectively interrupt the chain of disease transmission and is an important public health intervention to contain an outbreak.

When you have a confirmed case of COVID-19 in your county, please use this toolkit to identify and monitor all close contacts of the confirmed case-patient. If you have questions, please call the North Carolina Division of Public Health's (NC DPH) Communicable Disease Branch (CDB) 24/7 Epidemiologist on Call at 919-733-3419.

Steps to identify and monitor contacts of confirmed COVID-19 case- patients When a Patient Under Investigation (PUI) becomes a confirmed case-patient:

- └ Contact the case-patient and use the **LHD Form to Identify Contacts** to determine all the people the case-patient has been in close contact with during their period of infectivity. Close contacts are defined as having direct contact with, or being within 6 feet for at least 10 minutes, of a case-patient while not wearing recommended personal protective equipment. Caregivers and household members of the case-patient are considered close contacts.
- └ Only notify close contacts who had contact with the case-patient during the period of infectivity (defined as the date the case-patient developed symptoms up to the time the case-patient went into isolation).

Initiate Contact Tracing

- └ For contacts in your jurisdiction: Notify contacts that are residents of your county of their exposure and ask them to self-monitor for an increased temperature and respiratory symptoms.

- ┌ For contacts who do not live in your jurisdiction: Use the **LHD Form to Identify Contacts** to distribute information to the appropriate counties as needed.
- ┌ Discuss **RECOMMENDATIONS** for monitoring and based on the risk assessment from the initial interview.
Use CDC's Interim US Guidance for Risk Assessment:
<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html> to determine the contact's risk classification and provide appropriate guidance
- ┌ Send the contact the **Symptom Self-monitoring Form**. Instruct the contact to monitor for symptoms twice a day (morning and evening) for 14 days from the date of last contact with the case-patient or for 14 days after the case-patient's isolation ends if in continued contact throughout their illness, i.e. household members of the patient, fellow residents of congregate living facilities,

Send the contact the 'End of Monitoring Letter' after they complete the monitoring period to let them know that their monitoring period is over. This should be sent on day 15, the day after their last day of monitoring.

[If the county desires, contacts can be actively monitored. For all contacts undergoing active symptom monitoring:](#)

- ┌ Symptom monitoring should be conducted from the date of each person's first contact with the case-patient continuing through 14 days after their last contact with the case-patient or for 14 days after the case-patient's isolation ends if in continued contact throughout their illness.

If you are notified of any additional contacts of the case patient during their period of infectivity, please [notify](#) them of their exposure and initiate self-monitoring

Appendix B: Visiting Sign-In Sheet

[illegible]

Symptoms related to COVID-19 include but are not limited to: Cough, Shortness of Breath, Fever (exceeding 100.4 °F), chills, muscle pain, sore throat,