



**VANGUARD
UNIVERSITY**

COMPREHENSIVE RETURN TO CAMPUS PLAN

Executive Summary

As Vanguard University (VU) navigates through the next phase(es) of COVID-19, we shall strive to be as prepared as possible to confront the challenges facing our community in the midst of the waning global pandemic. VU will work together to ensure that the safety of our employees and students is a top priority, and that we will continue to provide an exceptional educational experience. Navigating through any remaining uncertainties will require that every staff, faculty, and student commit to adhering to Federal, State, and local health guidelines, with the shared goal of a successful academic year.

In March of 2020, as the nation became more aware of the dangers and community spread of COVID-19 we proactively responded to ensure our community's continued health. Now, we continue our journey in partnership with health and government officials, we are prepared to do what is necessary for our shared success as we prepare to return to campus in larger numbers.

Vanguard University has developed a core team, the COVID-19 leadership team, to lead as we mitigate the threat of COVID-19 and ensure compliance with all health directives and federal and state law.

Our Return to Campus Plan will be phased in accordance with the California guidance for Higher Education and the California Blueprint for a Safer Economy. Our phases align with the tier system developed by the State of California in its Blueprint for a Safer Economy. The following principles were identified as priorities for our decision making.

Student, Faculty and Staff Safety: Our goal is to use all available public health information, governmental guidance, and academic expertise to keep our students and employees safe. We will focus our efforts to provide everyone with the necessary guidance, training, and resources to maintain a safe environment.

Business Continuity and Financial Responsibility: It is critical that Vanguard University maintain and thrive in the business of educating students, all while remaining fiscally responsible. To accomplish this goal, our plan must include options for successful admission and retention of students while maintaining safety standards.

Student Success and the Vanguard Experience: The Vanguard community shall strive to ensure that the VU experience is shared with our constituents, whether we are available for remote or live instruction.

Academic Continuity: Professors and the academic team will strive to maintain high educational quality within frequently-changing contexts.

The current return to campus plan was developed under the State of California [Blueprint for a Safer Economy](#). Some employees will return to work while others will still work remotely. Essential employees that are identified by their Vice President will report to work in a manner identified in the comprehensive plan.

Cleaning schedules will increase, and high touch areas will be the primary focus of any cleaning procedures. Plans for classrooms, dorms and office spaces are clearly laid out in the plan. Entering and



exiting all areas will change and allow for social distancing and limited crossover. Office spaces will practice safety and cleaning guidelines outlined by the CDC.

Events and meetings will be based on the ability for larger numbers to congregate without compromising safety or violating laws.

Dining will occur primarily in a takeout style fashion. Inside and outdoor seating will be available following all occupancy guidance.

The key to the comprehensive plan will be flexibility. The consistent changes in State policy and local ordinances will dictate measures taken at Vanguard University. As laws change in a manner that is less restrictive, Vanguard will adjust. As laws change in a manner that is more restrictive due to increased infections, Vanguard will adjust.



General Health and Safety

Vanguard University is committed to the health and safety on our campus for our staff, faculty and students. In response to this, we have setup a strong set of guidelines for all employees, students and visitors on our campus to reduce risk and further reduce the spread.

Prevention

Campus Arrival Protocol:

Check-In Procedure:

All staff, faculty, students, and guests will be required to enter the University on Vanguard Way and complete the Titan App for check-in. If you have any issues with the Titan App, please contact helpdesk@vanguard.edu

Screening Questions:

1. After conducting your self-administered temperature check today, do you have a fever of 100.4 or higher?
2. In the past 10 days: Have you tested positive for COVID-19 or been told by a health care provider that you likely have COVID-19, even if you were not tested?
3. Have you been within 6ft, or close contact (for more than 15 minutes), of any person with a diagnosed, or suspected case of COVID-19?
4. Are you experiencing symptoms of COVID-19 (i.e. fever, shortness of breath or difficulty breathing, cough, chills, muscle pain, sore throat, diarrhea or vomiting, loss of taste or smell)?

Physical Distancing: On campus, there will be a requirement to physically distance (at least 6ft) from others. This is a critical point to prevent the spread of the virus on campus. If our staff members or students are meeting with one another or gathering a shared space, we require physical distancing.

Face Coverings: All University employees, students and visitors will be required to wear a face covering at all times while on campus to help prevent the spread, including vaccinated individuals. If someone does not have a face covering, the University will provide them with one. **Individuals should continue to physically distance even when face coverings are being worn.**

Disposable masks can be provided by VU. Disposable masks may only be worn for one day and then must be discarded. Employees may wear a cloth face covering in place of a disposable mask. The fabric design or pattern for cloth face coverings should be appropriate for the workplace. It is suggested that cloth face coverings should only be worn for one day at a time and must be properly laundered prior to reuse.

Exceptions:

- Individuals are alone in a single office are not required to wear face coverings.
- Individuals alone in a single cubicle with no other individuals surrounding them are not required to wear face coverings.
- Individuals may take their face coverings off to eat or drink as long as you remain distanced.



- Individuals with medical exemption from mask wearing which needs to be approved prior to arrival on campus by sending an email to COVID19@vanguard.edu

Hand Washing: All restrooms will be stocked with the appropriate hand soap for disinfecting. When unable to wash your hands, we will have hand sanitizer available throughout campus to be used.

- Wash your hands with soap and water for at least 20 seconds.
- If soap or a hand washing station is not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose and mouth.
- Do not shake hands with others.
- [Click here](#) for CDC guidelines on hand washing.

Cleaning and Disinfection

Vanguard University partners with Aramark, our third-party facilities service, that has promised alongside of VU, that we are committed to providing a clean and healthy environment for our staff, faculty and students.

Office Spaces: Office spaces will be cleaned on a routine schedule by Aramark. We ask that all University Employees care for their own space with disinfectant spray, gloves and paper towels provided by the University. Employees are required to wipe down their own space upon arrival and departure.

Classrooms: Classrooms will each have a “cleaning station”. This cleaning station consists of the following: disinfectant spray, paper towels, hand sanitizer, gloves, and disposable masks if a student or faculty member does not have one when entering the classroom. Classrooms will be sanitized daily by our Aramark, our facilities staff. Additionally, we are asking that students and faculty wipe down their individual classroom space before and after each class.

Common Areas: Common areas will be cleaned and disinfected on a routine schedule by Aramark. This includes lobby areas and kitchens. If an individual is to use the common area kitchen, we ask that the individual wipe down the area used with provided cleaning supplies.

Restrooms: Restrooms will be cleaned on a routine schedule by our custodial staff. Restroom occupancy has been reduced by placing every other fixture out of service.

Elevators: All elevators will be part of the routine cleaning schedule. Elevator occupancy will be reduced to 2 people per ride at once. There will be marked spaces to “stand here” in each elevator and occupancy limits will be indicated at the door.

Residence Halls: All high touch points will be routinely disinfected and cleaned by our custodial staff. These touch points being: stairwells, doorknobs, common areas and elevators. There will be signage throughout the dormitories for all students and staff to follow cleaning guidelines. Students will be responsible for cleaning their own dorm rooms and information will be provided to them on how to do it appropriately.



Cafeteria: The Bruce Lindsay Café will follow guidance for the [Restaurant Sector](#) laid out in the Blueprint for a Safer Economy.

Office Guidelines

The Vanguard Community is one of the most important aspects of our campus. We cherish the time we get with one another to continue to collaborate and move the University forward. We want to continue to work together in this new normal as best as possible. The following guidelines are for University employees and returning to campus:

Staff/Faculty Training:

All Staff/Faculty will be required to watch or attend COVID-19 training, review necessary RTC documents and sign a formal COVID-19 acknowledgement. All trainings and documents are available on the HR page, [here](#). If you have any issues accessing documents or reviewing training materials, please contact covid19@vanguard.edu.

Meeting Protocol: Continue to conduct meetings virtually, when able. If not possible and the meeting is considered essential, continue to have 6ft distance between individuals and face coverings worn during entire duration of the meeting.

Staggered Work Schedules:

- Supervisors should reduce the density of employees in a shared workspace.
- Supervisors are encouraged to create a staggered work schedule for their staff to reduce office occupancy.
- Employees are encouraged to consult with their supervisor regarding telecommuting.

Dress Code:

Employees will continue to follow dress code outlined in the Employee Handbook. Please also continue to wear a name tag or lanyard with ID card when around campus for identification.

Accommodation Request:

If you are asked to return to campus to work and are unable to do so because of COVID-19, please fill out our Accommodation Request Form [here](#).

Sick Time:

- If a University employee must quarantine due to a positive case of COVID-19, confirmed exposure, or as otherwise medically indicated, the employee may use a one-time, 14-day non-chargeable COVID-leave offered by VU.
- If a University employee must care for a dependent in quarantine due to a positive case of COVID-19, confirmed exposure, or as otherwise medically indicated, the employee may use the same, one-time, 14-day non-chargeable COVID-leave offered by VU.
- If a University employee must arrange for child-care or other dependency care due to COVID-19 related issues, the employee may use the same, one-time, 14-day non-chargeable COVID-leave offered by VU.



- If the employee has previously used the COVID-19 VU leave, but requires additional time off for sick leave and or vacation, etc., the employee must rely on accrued sick or vacation time, respectively.

There is additional leave time available for Covid related activities such as medical appointments to get the shot or tested. For those guidelines, please read the link attached.



Academics

Regardless of where classes are occurring, the quality of the Vanguard experience is essential. Over the Summer in 2020, we invested significantly in having resident and adjunct faculty receive around 30 hours of professional development in addition to all of the other class preparation faculty took on to provide you with excellent classes this Fall. Professors were given assignments that they submitted on Canvas and were then provided with expert feedback from our Institute for Faculty Development coaches.

Vanguard offers classes in a variety of formats—in person, online, a hybrid of in-person and online, and Hyflex (Flex-VU). We believe that the personal interaction between student and instructor that is a hallmark of Vanguard education can take place equally well in all of these formats.

For Fall 2021 we are planning to offer all classes in the format for which they were designed. Most of those—around 80 percent—are in-person.

Public health agencies may require universities to maintain safety measures, such as social distancing, that could impose limitations on room occupancy. We are monitoring all class enrollments and matching them to appropriate size classrooms in order to protect the Vanguard community and comply with external regulations. It may become necessary to divide some larger classes into separate sections or into two groups within a class, with alternating in-person/online attendance.



Residence Life

Vanguard University is committed to providing a safe housing environment for our students. We have reduced housing density and overall occupancy to limit the number of students in housing. In addition, designated isolation spaces have been identified in each building if needed.

Safety and Health Measures

- Students will be single or double occupancy only with no more than 2 students per bathroom.
- All students will be required to wear face coverings when not in their room.
 - Face coverings are required in study spaces, hallways, laundry facilities, etc.
- Students are required to maintain appropriate physical distancing of 6 feet in residence halls.
- Visitors are not allowed in residence halls, including lobby study spaces.
 - Exception for 2 guests during the move-in and move-out processes but only with permission and during the assigned timeslot.
- Students will be only able to access the residence hall in which they live.
- Students must abide by the maximum occupancy of all study spaces as posted.
- Students will comply with daily symptom tracking and reporting.
- Students will comply with relocation to isolation/quarantine spaces as deemed by the isolation/quarantine protocol.
- Campus events are permitted following University, State and County guidelines.
- Sanitation of all common areas will be increased
- HEPA filters have been placed in all common areas for additional health precautions
- Hand sanitizing stations have been located by entrances and exists
- Signage including safety education, resources for wellness, maximum occupancy, cleanliness standards, and physical distancing will be posted throughout the residence halls and in each room.

Infected Students

Vanguard University will continue to care for our students that are provided housing. If a student begins to show symptoms of COVID-19, we require the student to self-isolate and contact their healthcare provider.

A person is considered to be diagnosed with or likely to have COVID-19, if the person has:

- Received a positive COVID-19 PCR laboratory test result; and/or
- Been informed by a physician that he or she is likely to have COVID-19 and/or;
- Signs and symptoms that are consistent with COVID-19 ([link here for symptom list](#)) [CDC list COVID-19 Symptoms](#)

Isolation Rooms: Isolation rooms will be provided to students that are displaying symptoms of COVID-19 or have tested positive for COVID-19. Students who are in single rooms will still be removed to an isolation space if positive. A staff case manager will monitor their case via daily check-ins. For rooms without kitchens, food will be provided until the student is cleared to return to their assigned room.



Screening and Asymptomatic Testing:

Testing is available on campus every other Thursday from 1pm – 3pm in Smith 101. This testing will be ongoing surveillance testing. It is also available for any staff member, though it is not required for staff to get tested.

Symptoms:

[COVID-19 symptoms](#) may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If students, faculty, or staff have symptoms and are unsure if they need medical care or testing the CDC has created an [interactive clinical assessment tool](#) that may aid in decision-making.

High-Risk Individuals:

According to the CDC, individuals with certain health conditions are at [increased risk for severe illness](#) from COVID-19. Those conditions include:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus



Students who identify as “high risk” should contact their professors and/or Disability Services as needed for accommodations related to diminishing individual risk. Likewise, faculty and staff who identify as “high risk” or are caregivers for someone who is “high-risk” should contact their supervisor or dean in addition to Human Resources prior to return in to campus to engage in an interactive process for determining any reasonable accommodation. Vanguard will continue to utilize CDC guidance and guidance from health care providers to guide decision-making regarding who is at higher risk in order to assist and provide accommodations.

Quarantine:

If a student living on campus is experiencing symptoms that may be consistent with COVID-19 or have had close contact (household contact or within 6 feet for >15 minutes) with someone diagnosed with COVID-19, they will be asked to move to an isolation room or quarantine in place. They may also be referred to a community medical provider for evaluation and may be referred for local testing (pending availability). Correspondingly, if a student who lives off campus but attends classes on campus and/or is required to complete obligations on campus is experiencing symptoms that may be consistent with COVID-19 or has had close contact (household contact or within 6 feet for >15 minutes) with someone diagnosed with COVID-19, they will be asked to self-isolate at home and seek evaluation from their primary care MD. These students will be released from isolation by the Health Center pending testing results, symptom resolution, and current CDC guidelines.

Staff and faculty who are experiencing symptoms that may be consistent with COVID-19 or have had close contact (household contact or within 6 feet for >15 minutes) with someone diagnosed with COVID-19, will be asked to stay home and consult with their primary care doctor for evaluation and treatment. Faculty and staff will be cleared to return to work in consultation with the Health Center pending testing results, symptom resolution, and current CDC guidelines.

Testing:

If students, faculty and staff have symptoms consistent with COVID-19 or close contact with someone diagnosed with COVID-19, the most important step to maintain the health and safety of our community is isolation from others. However, in many cases testing will also aid in treatment decisions and release from isolation. In Orange County our Health Care Agency has partnered with over 50 different testing locations to offer free testing to residents who are unable to get testing through their healthcare providers. Additionally, they have recently opened two testing “Super Sites” for high volume and expedient testing and one of these is located conveniently at the OC Fair Grounds across from campus. Testing resources from OCHCA can be located [here](#) and specifically information on scheduling testing at the OC Fair Grounds super site can be located [here](#). For any student or staff who is struggling to locate testing or medical resources, the Health Center can help direct them to appropriate resources. You can contact the Health Center at 714-619-6482 or Healthcenter@vanguard.edu.



Contact Tracing:

When the Health Center and team handling possible COVID-19 cases is alerted to a student, faculty, or staff member who is positive for COVID-19 a contact tracing protocol will be initiated. If the individual has been on campus at any time from 48 hours prior to symptom onset through the date of your positive test, the individual will be required to provide the following information:

- Names of people on campus with whom you came in close contact (less than 6 feet for at least 15 minutes) in the 2 days before you started to experience symptoms through the date of your positive diagnosis.
- Areas of campus you frequented in the 2 days before you experienced symptoms through the date of your positive diagnosis.
- Date of positive diagnosis.
- Date(s) of occurrence of symptoms, as symptoms developed.
- The above information will only be shared with those who need to know to address health and safety considerations.
- Students, faculty and staff who have come in contact with the COVID-19 positive employee will be instructed by the Student Health Center on their next steps. Instructions will vary according to the level of risk and exposure.
- Students, faculty and staff with close contact with someone who has tested positive for COVID-19 will not be told the name of the person but the person will be educated that they can self-disclose.

Student Care:

The Student Health Center operations have adapted to ensure the health and safety of students and staff with additional screenings and adjustments to scheduling and waiting room policies. Additionally, the Health Center staff is working closely with Residence Life, Security, Risk Management, and the COVID-19 Leadership team to assist students, faculty, and staff with quarantine requirements, symptom evaluation, and medical referrals. When needed, the Health Center will also be engaging in contact tracing to quickly minimize and contain any COVID-19 outbreaks on campus.

The Student Health Center and Risk Management team are also working to assure that our campus has adequate PPE and supplies to keep faculty, staff, and students safe when they are on campus. The following COVID-19 related supplies are stocked at the Health Center:

- Masks
- Cloth face coverings
- Face shields
- Hand sanitizers
- Gloves
- Thermometers
- Disinfecting Wipes



Maintaining Personal Health and Hygiene:

- Awareness of Personal Exposure and Illness
 - o Students, faculty, and staff will be expected to honestly report abnormal symptoms and possible COVID-19 exposure.
 - o If at any time a student, faculty member, or staff member develops COVID-19 related symptoms, the individual should stay home or return home immediately.
 - o If a student stays home sick or leaves campus due to feeling ill, the student needs to notify their professor or supervisor. Additionally, if the student lives in student housing, they also need to notify their RA or RD immediately. The student, if able, or supervisor, RD, or RA will need to report the symptoms to team handling possible COVID-19 cases at COVID19@vanguard.edu.
 - o If an employee stays home sick or leaves campus due to feeling ill, the faculty or staff member's supervisor or dean should be notified. The employee, if able, or supervisor will need to report the symptoms to team handling possible COVID-19 cases at COVID19@vanguard.edu.
 - o If any student, faculty or staff member is alerted to possible exposure to COVID-19 via close contact (household contact or within 6 feet for >15 minutes) we ask that they remain home or return home per guidelines outlined above and alert the university ASAP at COVID19@vanguard.edu.
- Hand Hygiene
 - o Aside from staying home and isolating when ill, frequent hand washing is the next best way to maintain the health and safety of the community.
 - o CDC guidance on [proper handwashing](#) is available.
 - o Avoid touching your eyes, nose and mouth with unwashed hands.
 - o If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol may be used.
- Required Mask or Cloth Face Covering
 - o Vanguard University is following O.C. Health orders regarding the use of face coverings. On campus, all faculty, staff, and students are required to wear a face covering that covers both their nose and mouth at all times while on campus when in contact or likely to come into contact with others.
 - o Use of a face covering is not necessary when in one's own office, booth or walled cubicle with a solid partition by themselves and there is 6 feet of distance between desk spaces.
 - o Disposable masks may be worn for one day and then must be discarded.
 - o Faculty and staff may wear a reusable cloth face covering in place of a disposable mask. The fabric design or pattern for cloth face coverings should be appropriate for the workplace.
 - o Reusable cloth face coverings should be worn for only one day at a time and properly laundered before being re-used
 - o The cloth face covering is not a substitute for physical distancing.



- o Faculty members or lecturers may wear face shields with a cloth drape attached to the bottom on the shield and tucked into their shirt, instead of a face covering when lecturing, provided that they remain 10 feet from the nearest student or other employee.
- o Please note that certain health conditions may prevent a person from wearing a face covering. Individuals who are unable to wear a face covering are asked to discuss an accommodation with Human Resources or the COVID leadership team at COVID19@vanguard.edu.
- Gloves
 - o Per current CDC guidelines, gloves are not a requirement for students faculty or staff while on campus unless they are necessary per OSHA or Cal-OSHA for certain activities. For select positions and activities (i.e. using certain cleaners), gloves are required and will be provided for those positions and activities.
- Flu Shot
 - o In compliance with Orange County Health Orders and communicable disease best practices, it is strongly recommended that all students, faculty and staff be immunized this autumn against the flu unless the person has another medical condition that prevents it. Vanguard will be hosting a flu shot clinic to aid in compliance with the recommendations but students, faculty, and staff can also acquire the flu shot from their primary medical provider or local pharmacy, usually at no cost.

COVID-19 Vaccine

We would like to highlight the importance of vaccination as a critical component to the strategy to reduce COVID-19 related illnesses, hospitalizations and deaths, and to help bring an end to the pandemic. As vaccinations have rolled out across the country, we have seen the trends of COVID-19 infection improve and we are excited for what this means for our Vanguard community in the weeks and months to come. As of March 8, 2021, the CDC has already adjusted their [public health recommendations](#) to allow for less stringent regulations once individuals are fully vaccinated. This could allow for a much more robust and interactive campus experience as more of our staff and students complete their vaccination series and better protect themselves and others from COVID-19.

The currently approved COVID-19 vaccines have been proven to be safe and effective. Additionally, millions of people in the United States have received COVID-19 vaccines under the most intense safety monitoring in U.S. history. Therefore, Vanguard University strongly encourages you to get the COVID-19 vaccine when it is available to you.

At this time, the Orange County Health Care Agency is vaccinating all individuals 16 and over.

If you are interested in receiving the vaccine and meet the current eligibility requirements, COVID-19 vaccine distribution is available through a variety of sources in the area including:



- The Orange County Health Care Agency sponsored sites require you to register on their web-based platform, [Othena](#). You may also register through the [Othena](#) mobile app available across all app stores;
- The California Department of Public Health sponsored distribution sites by registering on their web-based platform, [MyTurn](#);
- Employees' personal medical providers and insurance health groups (i.e.: Kaiser, Providence, or Memorial Care)
 - If you have Kaiser health insurance, you can go to [this link](#) to see if you are eligible to make an appointment for a COVID-19 Vaccine. On the other hand, if you do not have Kaiser insurance, you can go to [this link](#) to see if you are eligible to make an appointment for a COVID-19 Vaccine;
- Local Pharmacies such as [CVS Pharmacy](#), [Rite Aid Pharmacy](#), [Albertsons Pharmacy](#), and [Walgreens Pharmacy](#);
- Local Hospital's vaccine distribution such as [Hoag Hospital](#) and [UCI Hospital](#);
- Your county or city of residence (depending on their guidelines and availability):
 - [Los Angeles County](#)
 - [Riverside County](#)
 - [San Bernardino County](#)
 - [San Diego County](#)
 - [City of Long Beach](#)

If you want to know more about the COVID-19 vaccines or have questions about the vaccine, you may visit the CDC's [COVID-19 Vaccination FAQs](#) or reach out to Vanguard's Nurse Practitioner at healthcenter@vanguard.edu. The combination of receiving the COVID-19 vaccine and following the CDC's recommendations to protect yourself and others will ultimately offer the best protection from COVID-19 contraction and spread.



Testing Guideline Flow Chart

1. Does your student or employee have symptoms of COVID-19 (per current guidelines) or a fever?
 - a. Yes – Please ask your student or employee to remain at residence or work from home and monitor symptoms. Your student or employee should contact their healthcare provider to see if they need to be evaluated for COVID-19 or an alternate illness.
 - i. If they receive a COVID-19 test, they will wait until the results are in to return to work and/or school.
 1. If test results are negative and symptoms have resolved, they may return to work and/or school.
 - a. If symptoms remain, they will need to be re-evaluated by healthcare provider for guidance on returning to work.
 2. If test results are positive and employee/student remain asymptomatic, they must stay home for at least 10 days from the date that the test was collected.
 3. If test results are positive and patient has symptoms within 10 days of testing positive, they must remain home for at least 10 days after the onset of symptoms (symptoms may develop several days after testing positive).
 - a. If symptoms remain present for longer than guidelines stated above, the employee/student can return from isolation when they have had no fever (without the use of medication) for 72 hours and respiratory symptoms have improved.
 - ii. If their healthcare provider states that their symptom is not due to COVID-19, but they have a symptom that is currently on the CDC list of possible COVID-19 symptoms, we ask that they stay home for at least another 3 days to monitor symptoms and return only if no other symptoms develop.
 - iii. If their healthcare provider chooses not to test for COVID-19 but still suspects possible COVID-19 infection. Employee/student should self-isolate per CDC guidelines and the recommendations of healthcare provider. The employee/student can return from isolation when at least 10 days has passed from the onset of symptoms and they have had no fever (without the use of medication) for 72 hours with respiratory symptom improvement.
 - b. No – Your student or employee is OK to stay at work if he/she is able and none of the below factors come into play.
2. Was your student/employee in close contact (household contact or within 6 feet for >15 minutes) with someone with COVID-19?
 - a. Yes
 - i. Have your employee/student stay home and call their healthcare provider to possibly receive a COVID19 test.
 1. If employee/student is tested for COVID-19, see above for management of results.



2. If employee/student is not tested for COVID-19 and remains asymptomatic they should stay home for 10 days after exposure based on the time it takes to develop the illness. If they develop symptoms, they will need to return to healthcare provider for evaluation and management.
 3. Exception for Critical Infrastructure Workforce whom may remain at work as long as they remain asymptomatic, are screened at work, self-monitor for symptoms throughout the day, wear a mask, social distance, and disinfect workspace.
- b. No – your student/employee is cleared to remain at work/school.



Student Center

Dining

The Bruce Lindsay Café will be open for dining within the guidance provided to restaurants in California. Indoor dining is open and permissible. There will be seating available outside for all employees. All meals will be in a to-go box. To minimize formation of lines, signing up for menu mail or reviewing the meal options prior to arrival is suggested.

Fitness Center

At this time, the Fitness Center will operate under the guidance of the state for all gyms.



Athletics

Student-athletes and staff who are symptomatic or ill are required to contact the appropriate medical personnel (typically VU athletic training staff), via email (athletictraining@vanguard.edu) or phone and complete a telehealth screening. Staff members may also fill out their Titan app with reported symptoms.

Facilities

Athletic Training Facility:

1. Athletic training facility will adjust its operations in order to meet county health recommendations.
2. The athletic training staff will disinfect therapy and taping stations between each use by patients.
3. The athletic training staff will clean therapeutic whirlpools following each use.
4. All staff and students-athletes will watch an informative presentation on Covid-19, proper hygiene, and nutrition prior to the beginning of the academic year.
5. Signs will be posted, throughout campus, on proper hygiene practice and ways to diminish the spread of infectious diseases.

Vanguard University Weight Room. There will be more restrictive limits set on the number of student-athletes present in the VU weight room at any given time. Physical distancing and the wearing of cloth face coverings will also be required.

During all times, the following policies will also be in place:

1. Student-athletes must always wear cloth face coverings, except during high-contact sports when impracticable or unsafe to do so.
2. Sanitization and PPE:
 - Should adequate sanitization and PPE not be available, the VU weight room will not open for operation.
 - Hand sanitizer will be available at both entrance/exit locations within the VU weight room.
 - Appropriate signage will be posted including requirements and protocols for entrance and use of the facility.
 - Paper towels and disinfectant will be readily available throughout the day.
 - The team utilizing the VU weight room will ensure full sanitization of all equipment used immediately following the conclusion of each training session. Training plans should be augmented to allow for at least ten minutes of sanitizing at the end of each session.
 - Signage will be posted around the facility with instructions on proper sanitization procedures. If applicable, an instruction guide for each specific piece of equipment will be provided.
 - In addition to equipment used, doorknobs, door frames and other high-touch areas will be sanitized between each team session.



- All equipment must be cleaned/disinfected in between use by each student-athlete following established cleaning guidelines.
 - Each student-athlete is responsible to ensure that their station is properly sanitized prior to departing that station.
3. The coach present (head coach, assistant, volunteer, or strength) is responsible to ensure that student-athletes are following proper sanitization protocols.
 4. Student-athletes who fail to follow sanitation, physical distancing, and mask policies may have their VU weight room privileges revoked.

Vanguard University Soccer Field will be used by VU student-athletes only and approved groups, and following each practice event:

1. Benches that were used by a team will be sanitized.
2. Soccer balls, pennies and cones properly sanitized.
3. Goal posts, when moved or repositioned should be sanitized following the end of practice.

Vanguard University Gymnasium and Forum will be used by VU student-athletes only and approved groups, and following each practice event:

1. Assigned benches/bleacher area for a particular team or cohort should stay within that area for the duration of practice and then following practice be sanitized.
2. Any equipment used during practice, i.e. volleyball standards, shooting machine, balls etc. will be sanitized after each practice.

Vanguard University's Dean Harvey Baseball field will be used by VU student-athletes only and approved groups, and following each practice event:

1. Assigned benches/bleacher area for a particular team or cohort should stay within that area for the duration of practice and then following practice be sanitized.
2. Any equipment used during practice, i.e. bats, balls, catcher's equipment, helmets, etc. will not be shared and will be sanitized after each practice.
3. Dugouts and batting cages touchpoints such as: fences, bars, benches, door handles, and pitching machines should be sanitized after each practice.

Vanguard University Softball field will be used by VU student-athletes only and approved groups, and following each practice event:

1. Assigned benches/bleacher area for a particular team or cohort should stay within that area for the duration of practice and then following practice be sanitized.
2. Any equipment used during practice, i.e. bats, balls, catcher's equipment, helmets, etc. will not be shared and will be sanitized after each practice.



3. Dugouts and batting cages touchpoints such as: fences, bars, benches, door handles, and pitching machines should be sanitized after each practice.

Personal Protection Equipment and Cleaning Supplies

1. Faculty and Staff (employees) must always wear a cloth face covering.
 - Employees are encouraged to wash their face covering at the end of each day.
 - Employees are prohibited from sharing face coverings.
 - A cloth face covering will be provided to employees upon request.
 - To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they can safely remove their masks and physically distance from others.
1. Employee are allowed to and encouraged to take breaks as frequently as necessary to wash their hands.
2. Madacide or comparable product and EPA registered on *List N* disinfectants for use against Covid-19 will be used (when available) to clean/disinfect hard surfaces.

Other PPE Notes:

- Mask Use: All teams must wear to, during, and from “health checks” temperature/screening checks.
- Personal Protective Equipment (PPE) will be worn by all VU personnel when working and when treating student-athletes. PPE will be provided if an employee does not have available items
- Signs and flow charts will be posted throughout campus, educating individuals regarding wearing of face coverings, symptoms of COVID 19, who to contact if symptomatic or ill, and general personal hygiene practice.

Minimizing Risk and Testing

1. Every Student-Athlete and staff will have their temperature taken by touchless thermometers.
 - If within normal range, proceed with evaluation and treatment.
 - If not within normal limits, tympanic and oral thermometers will be used to confirm temperature. (fever of $<100.4^{\circ}\text{F}$ or reports of feeling ill, they are to be placed into isolation until further diagnosis and arrangements can be made for appropriate care.)
 - Use of face coverings is necessary except during high intensity activity
 - Physical and social distancing to the best of your ability before, during, and after athletic activity
2. Vulnerable student-athletes, athletics health care providers, coaches, and athletics personnel should notify their athletic trainer and coach of any activities they may not be able to participate in. Vulnerable populations include individuals with serious underlying health conditions such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised, such as by chemotherapy.



3. Those living in dorms and other residences where vulnerable individuals reside should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home, and appropriate isolating precautions should be taken.
4. Student-athletes and athletic staff will be given the opportunity to report if they are currently living with an individual who is vulnerable.
 - Appropriate action should be taken to either provide an alternative living situation for that individual or have them continue to shelter in place

COVID-19 Testing:

The process for determining who and when student-athletes are to be randomly tested for COVID-19 is done through a randomization algorithm. This gives our department a balance of administrative staff, athletic trainers, coaches, and student-athletes from all 18 teams each week.

Our department's stated goal is to safely allow student-athletes to compete. Our current approach is based on minimizing risk through cohort workouts, strict cleaning guidelines, and social distancing. One way for us to monitor the success of these measures is our randomized COVID testing. Some institutions of our similar size are only testing symptomatic individuals, but knowing that this virus can be transmitted without symptoms we have taken it a step further. Currently, we are testing based on NCAA guidelines for each sport, and staff members fall in to the category of their assigned sport. Administration staff are tested at 25% each week.

