Delaware State University

COVID-19 Campus Operations Policy

This policy shall provide the guidelines under which Delaware State University will operate subsequent to coronavirus (COVID-19). There are obviously heightened levels of uncertainty and concern as this virus has spread around the world. Delaware State University, along with all other institutions of higher education, have taken reasonable and cautious measures to help slow and stem that spread. Now is the time for the University to move forward with our “new normal.”

Working in close communication with federal, state and local government officials as well as state health officials and in consideration of guidelines from the Center for Disease Control (CDC) and the American College Health Association (ACHA), the University has established the following preventative measures and requirements under which the University will operate until further notice. This policy is applicable to all faculty, staff, students and visitors to the University. Our goal is that these prudent measures will safeguard our students, employees, and community, ensuring a safe work environment and educational continuity for all.

COVID-19 is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no current vaccine for COVID-19. COVID-19’s highly contagious nature means that contact with others or contact with surfaces that have been exposed to the virus, can lead to infection. Having said that, none of us can guarantee a COVID-19-free environment. This is simply not feasible. It would be disingenuous to suggest otherwise. Taking steps to minimize the risk of COVID-19 infections (or any other spread of disease) at the University is a shared responsibility. Every member of our community – including you – must do their part.

By coming onto campus and/or participating in campus activities, students, staff, faculty and visitors acknowledge the contagious nature of COVID-19, the fact that it can be difficult to identify in another, and the inherent risks of exposure at the University to those who may be infected with COVID-19. Therefore, individuals may contract COVID-19. We certainly do not wish this on anyone, and we are taking all recommended steps to mitigate this risk, but we cannot categorically guarantee this will not happen.

I. Sanctions

Any student, faculty or staff member who fails to comply with this policy may be in violation of the University’s policies and/or Student Code of Conduct and could subject him/her to sanctions up to and including expulsion or termination from University.
II. Screening Protocol

All faculty, staff, students and visitors are required to complete the COVID Screening Form on the date of entry, before reporting to campus. Residential students are required to complete the screening form daily, prior to leaving their residence hall for the day.

Any faculty, staff, or visitors exhibiting any of the symptoms of COVID-19 or who may have potentially been in close contact with anyone with COVID-19 may not come on campus in order to limit the spread of the virus. Employees must notify Student Health at 302-857-6393 and their immediate supervisor if they are not reporting to campus. Residential students should remain in their rooms and contact Student Health at 302-857-6393 for further assistance.

Information from the CDC relating to self-care for individuals with COVID-19 can be found at:


III. Face Coverings

On April 25, 2020 Governor Carney issued a 13th Modification of the Declaration of the State of Emergency. In compliance with this modification, effective May 1, 2020, the University began requiring that, while on campus, all faculty, staff, students and visitors wear a face covering except where a medical condition exists that would prohibit wearing a face covering.

Exceptions to wearing facial coverings include:

• While alone in a private office or residence
• While eating and at least 6 feet away from another person

Any additional exceptions to this requirement are outlined specifically in departmental and shared program policies and must be followed accordingly.

The University has a limited number of disposable face masks which are being reserved for Campus Police, Student Health operations, and visitors. The University will provide face coverings for regularly reporting staff, faculty and students. Please contact Campus Police to obtain one.

Instructions on how to make your own face covering can be found here.

Wearing a face covering is part of the continued effort at DSU to limit the spread of COVID-19. Face coverings protect the community by reducing exposure to potentially infectious respiratory droplets. Proper face mask use includes:

a. Covering your nose and mouth.
b. Washing your hands before and after adjusting the face covering.
c. Washing the face covering after it becomes soiled or moist.
Any faculty or staff member who has a medical condition that prohibits him/her from wearing a face covering is required to provide documentation from their physician verifying their exemption from the face covering requirement to Human Resources.

Any student who has a medical condition that prohibits him/her from wearing a face covering is required to provide documentation from their physician verifying their exemption from the face covering requirement to the Student Accessibility Services office.

Disciplinary action may be taken against any faculty, staff or student who does not adhere to the face covering requirement.

IV. Suspected or Confirmed Cases of COVID-19

The University continues to urge all faculty, staff, students and visitors to practice COVID-19 personal safety protocols consistently:

- Be sure to continue with infection control measures such as frequent hand washing and social distancing.
- Monitor for symptoms of COVID-19, which are fever of 99.5°F or higher, chills, cough, shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion/runny nose, nausea/vomiting, and/or diarrhea.
- If you have any symptoms of COVID-19, contact your health care provider. If you do not have a local health care provider, call the Division of Public Health Call Center at 1-866-408-1899 (Monday-Friday, 8:30 a.m. - 6 p.m.; Saturday/Sunday, 10 a.m. - 4 p.m.) or call the Bayhealth hotline at 302-310-8477 or email coronavirus@bayhealth.org (Monday-Friday, 8:15 a.m. - 6 p.m.).
- Students and Employees: Please notify the Student Health Center at 302-857-6393 if you are having any symptoms of COVID-19 or have any questions. You must also send notification of your condition to the following emails:
  Students: studenthealth2020@desu.edu
  Employees: covidtestresults2020@desu.edu

  The Student Health Center staff will be available by phone Monday through Friday to answer questions during its regular hours of operation from 8:30 a.m. - 4:30 p.m.

  Anyone who has been diagnosed as having contracted COVID-19, is exhibiting symptoms of COVID-19, or been in close contact with someone who has COVID-19, must obtain medical clearance from a medical provider before return to the University will be allowed. This clearance must be received by, and approved by, the Student Health Center prior to returning to campus.

Residential students will be provided isolation and quarantine housing as detailed in Section VII.
V. Negative Test and Medical Clearance

Staff, faculty and students who exhibit COVID-19 symptoms or have known/suspected exposure to COVID-19 will be required to provide proof of a negative test and/or medical clearance which is acceptable to the University from a medical provider who is an M.D., O.D., N.P. or P.A. To be acceptable, the medical clearance must confirm the following: (1) staff/faculty/student has tested negative for COVID-19 or a statement by the medical provider that an additional test is not deemed medically necessary; (2) the presenting symptoms (if any) have been determined to be associated with a known, non-COVID illness or condition, and (3) the presenting symptoms are unrelated to COVID-19. Anyone who tests positive for COVID-19 must provide medical clearance from a medical provider as outlined above.

All readmissions to campus will be subject to approval by Student Health.

VI. COVID-19 Testing

All students, staff and faculty who work at or engage in academic activities at the University, must participate in the University’s COVID-19 testing program. This will require that students, staff and faculty undergo COVID-19 testing at time(s) and place(s) as directed by the University.

A. All faculty, staff and students who regularly report to campus must be tested twice a week. The University will host on-campus testing events to enable students, staff and faculty to comply with this requirement.

B. This University will also accept COVID-19 tests performed by off-campus providers. Individuals who are tested off-campus must adhere to the testing schedule. Testing must be performed twice a week with a two-day period in between tests. All off-campus test results must be timely submitted to:

   Students: studenthealth2020@desu.edu
   Employees: covidtestresults2020@desu.edu

C. If a faculty, staff or student’s testing schedule conflicts with their class/work schedule, they may report with an alternate test group as detailed in the weekly testing schedule. Other special circumstance must be approved by ERM or Student Health.

D. Any faculty, staff and students who report to campus intermittently will be required to submit a negative COVID-19 test result to Student Health prior to reporting to campus. The test must be performed within 7 days of the desired reporting date. Those who report must come to campus to perform only the approved activities, limit their presence to areas necessary to perform the approved activities, and immediately leave campus thereafter. Requests to enter campus must be submitted to and approved by an employee’s department manager. The department manager must contact Enterprise
Risk Management at tstoner@desu.edu and Campus Police at hdownes@desu.edu to report the name of the approved employee and their date of entry.

VII. Isolation and Quarantine from COVID-19

If any student residing in on-campus housing becomes ill with a suspected or confirmed case of COVID-19 and cannot be safely transported home, that student will be relocated to an isolation/quarantine location established by the University. The Student Health Center will assist in coordinating the health care needs of affected students. Students that are identified as a close contact of a person who has tested positive for COVID-19 will be required to self-quarantine in the established isolation/quarantine location, their residence hall room, or may return home. The quarantine location will be determined by Student Health.

Any employee who becomes ill with a suspected or confirmed case of COVID-19 must not report to campus or will be required to return home immediately (if already on campus). The employee must contact Student Health immediately to provide notice of the suspected or confirmed case of COVID-19. The employee must also notify their immediate supervisor if they are directed to return home.

If an employee is identified as having close contact with a person who has tested positive for COVID-19, he/she will be required to remain off campus and must obtain medical clearance to return (see Section IV). All employees must notify their immediate supervisor if they are not reporting to work.

This policy does not supersede other related University leave policies.

VIII. Social Distancing

Limiting face to face contact is a best practice to reduce the spread of COVID-19. When that is not feasible, all University community members are required to maintain the recommended social distance of at least six feet from each other. Residence Halls, student classrooms, employee work locations and shared community spaces will be modified to accommodate the necessary physical distancing, when feasible.

IX. Athletic Programs

University athletic programs will operate in accordance with directives and protocols set forth by the NCAA, MEAC, CDC, and the State of Delaware. The University may be required to alter athletic programs accordingly.
X. Events

All events held at University locations will follow the applicable State of Delaware Reopening Plan as it applies to University operations. The current plan can be viewed below:

Phase 2: [https://coronavirus.delaware.gov/reopening/phase2/](https://coronavirus.delaware.gov/reopening/phase2/)

All campus events must be approved by Enterprise Risk Management. Please contact Tamara Stoner, Director of Enterprise Risk Management at tstoner@desu.edu.

XI. University Travel

Travel increases the risk of exposure to the coronavirus for you and our campus community.

All faculty, staff, students, and prospective candidates for employment arriving from countries outside the United States with high COVID-19 transmission per the CDC (designated as Level 2 or 3) or from U.S states with high prevalence of COVID-19¹ are required to report their travel activities to the Office of Student Health. Reported travel activities will be reviewed by the Office of Student Health and faculty, staff, and students may be required to quarantine for up to 14 days and/or undergo COVID-19 testing. All prospective candidates will be required to produce a negative COVID-19 test to the Office of Student Health performed within 7 days of their reporting date. Students reporting to campus will be required to quarantine as directed by the Office of Student Health. Staff and faculty will be prohibited from reporting to campus during the quarantine period.

University Travel Restrictions

All University-related travel, both international and domestic, is prohibited until further notice and should not be planned or scheduled at this time. This applies to all DSU community members (students, faculty, staff, postdoctoral fellows, and other academics). The University encourages everyone to explore creative options for alternative study, research, work, and collaboration including, but not limited to, remote learning and training opportunities.

Precautions if You Must Travel

Travel increases your chances of getting and spreading COVID-19. If you travel, make sure you are aware of and adhere to restrictions for your destination and place of return. Within the United States, check the state and territorial health department websites for the latest information. Also, follow the travel guidance issued by the CDC.

¹ U.S. states with high prevalence of COVID-19 are defined as those with a seven day rolling average of positive tests in excess of 10% or number of positive cases exceeding 10 per 100,000 residents. Please visit each State’s Division of Public Health website at the time of travel to make such a determination.
XII. State of Delaware Public Health State of Emergency Declarations

All faculty, staff and students are required to comply with the State of Delaware Public Health State of Emergency Declarations.

XIII. Operation Policy Changes

The policy stated above is subject to change based upon CDC guidelines, other state health authority, state and federal laws, or University operational needs. The University reserves the right to modify any and all parts of this policy at any time without prior notification.

Additional Tips for Keeping Safe During the COVID-19 Pandemic

Remember to follow preventative measures no matter how many employees and/or visitors are in your work location:

- Physical distancing
- Stay home when sick
- Wash your hands often for at least 20 seconds
- Use an at least 60% alcohol-based hand sanitizer if soap and water are not available
- Use cough and sneeze etiquette
- Clean all high touch surfaces regularly


If you have questions or concerns? Call the DSU Coronavirus Hotline at 302-531-5554