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. Although there is currently a vaccine available, 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. Screenign 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. 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: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/.

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 reusable/washable face coverings for regularly reporting staff, faculty and students.

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 and Employees: studenthealth2020@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, must obtain medical clearance 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, have known/suspected exposure to COVID-19, or test positive for COVID-19, will be required to provide proof 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.

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 per week. The University will accept COVID-19 tests performed by other off-campus providers only if the testing occurs twice a week with a two-day period in between tests. All off-campus test results should be reported to:

Students and Employees: covidtestresults2020@desu.edu

B. 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. On-campus hours are restricted and those who report must come to campus, perform their approved activities in the related building and then leave.

Any student, staff or faculty who is exhibiting symptoms of COVID-19 or is currently subject to isolation or quarantine (based on testing positive for COVID-19 or having close contact with someone who has tested positive for COVID-19) is prohibited from testing at a University site.

Any visitor to campus must be approved pursuant to section XI of the policy. Visitors are 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. Visitors are also required to complete the COVID Screening Form on the date of entry, before reporting to campus. On-campus hours are restricted and those who report must come to campus, perform their approved activities in the related building and then leave.
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 or is identified as a close contact of a person who has tested positive for COVID-19, 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.

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 Human Resources immediately to provide notice of the suspected or confirmed case of COVID-19.

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).

VIII.  COVID-19 Notifications

Upon the verification that a faculty, staff member or student has tested positive for COVID-19, DSU Student Health or their designee will begin the process of notifying any persons identified as having close contact with the individual who tested positive. The supervisor of any shared workspaces will be notified (without divulging confidential information) so that arrangements can be made with Facilities Management to have the shared workspace sanitized. Student Health will work with Facilities Management to determine whether any shared student spaces need to be sanitized.

Any further notifications deemed necessary surrounding positive COVID-19 cases will be managed by DSU Student Health.

IX.  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.

X.  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.
XI. Events and Visitors

The University is closed to the general public and fans for sports activities (“visitors”).

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 - Delaware Reopening Plan

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

XII. University Travel

Travel increases the risks of exposure to the coronavirus for you and your community. The U.S. Centers for Disease Control and Prevention (CDC) has issued a global level 3 warning – Avoid Nonessential Travel and continues to discourage domestic travel. Additionally, the United States has placed entry restrictions on individuals arriving from China, Brazil, Iran, the European Union, and the United Kingdom. Governments worldwide have issued similar warnings and entry restrictions, which can change without advance notice.

Review the current international, domestic, and Delaware-specific travel restrictions below. The University will continue to monitor the public health situation and government travel advisories and adjust our guidance accordingly.

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.

DSU also strongly discourages personal travel, both international and domestic.

Precautions if You Must Travel

Travel increases your chances of getting and spreading COVID-19. If you must 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.

During travel, take the appropriate precautions to protect yourself and others:
• Wash your hands often with warm soap and water for at least 20 seconds. If you cannot wash your hands, use an alcohol-based hand sanitizer.

• Avoid touching your eyes, nose, and mouth.

• Remain at least six feet from others.

• Wear a cloth face covering.

If you develop symptoms during or after travel, notify your Primary Care Provider.

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

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