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.

This policy applies to the students, staff, faculty, and visitors generally, except to the extent that it specifically states that certain terms apply to vaccinated and/or unvaccinated individuals or a specified group of individuals.

“Vaccinated” is defined as anyone who has:

• Received two doses of the Moderna or Pfizer vaccines, or
• Received one dose of the Johnson & Johnson vaccine; and
• 14 days have passed since the final dose of any COVID-19 vaccine has been received.

Anyone who does not meet the definition of vaccinated is considered unvaccinated for the purposes of this policy.

“COVID-19 booster” is defined as an additional dose of a vaccine that is designed to help people maintain their level of immunity for a longer period of time.

The CDC recommends and this policy requires that eligible individuals obtain the COVID-19 vaccine booster (unless they have an approved religious or medical exemption). Click here to see the CDC recommendations.

COVID-19 VACCINE AND BOOSTER REQUIREMENT

All undergraduate, graduate, and professional students who will be on campus and/or participate in University-sponsored programs or activities (e.g., in-person instruction, research, athletic programs, ROTC, and experiential and co-curricular activities) are required to be fully vaccinated against COVID-19 and must have received a COVID-19 booster shot (if eligible). Anyone who is ineligible to receive the booster shot under the most recent CDC guidelines, must receive the booster within ten (10) days of reaching eligibility. To be clear, any student who is non-compliant with this policy is prohibited from entering campus.

All vaccine and booster-related submissions provided must be submitted via the student portal and will be reviewed by the University upon receipt. Students are not approved to access campus or participate in University-sponsored activities until they receive confirmation of clearance from the University.

How to Submit COVID-19 Vaccine and Booster Documentation

• Submit your COVID-19 vaccine card or State immunization record to Campus Health Services through the links below:
  
  Students - https://forms.office.com/r/bxHR9euAyF
  Faculty & Staff - https://forms.office.com/r/wk6yPi8dEr

• Make sure that your immunization record or vaccine card includes the following information:
  o Full Name
  o Type of Vaccine Received i.e., Moderna, Pfizer, Johnson & Johnson
  o Date of First Dose
  o Date of Second Dose
  o Date of Booster

How to Submit Exemption Requests
- Students must complete the religious or medical exemption request forms and submit the forms for via the student portal. All documents and portal submission links can be accessed here.

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.

Students who fail to abide by University health and safety protocols will face consequences. Any student who is found to have violated this policy will be subject to the following progressive disciplinary action:

**First Offense**
1. Student will be provided a mask and required to view educational materials on the importance of being in compliance with COVID-19 requirements. The student must also receive a passing grade on the required test after viewing the educational materials.
2. Student will be required to sign an acknowledgement that they have read and understand the requirements of the University COVID-19 Operations Policy and that any falsification of COVID-19 related documents will result in an immediate suspension from the University and/or termination of their housing contract.

**Second Offense**
Student will be subject to discipline without privileges.

**Third Offense**
Student will be suspended and their housing contract will be terminated, if applicable.

**Falsification of Documents**

Any student who falsifies any COVID-19 related documents (e.g., vaccination/booster card, test results/report, etc.) will be subject to an immediate suspension from the University and/or termination of their housing contract.

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. Residential students should remain in their rooms and contact Campus Health Services 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

All vaccinated and unvaccinated faculty, staff, students, and/or visitors must wear a face covering indoors and on university transportation vehicles except where a medical condition exists that would prohibit wearing a face covering.

Exceptions to wearing facial coverings indoors include:
- While alone in a private office or residence
- While eating and at least 6 feet away from another person

All unvaccinated faculty, staff, students, and/or visitors must wear a face covering outdoors except where a medical condition exists that would prohibit wearing a face covering.

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

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 them 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.

The University has a limited number of disposable face masks which are being reserved for Campus Police, Campus Health Services, and visitors. The University will provide reusable/washable face coverings for regularly reporting staff, faculty and students, when available.

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.

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 caches, 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. – 4:30 p.m.) or visit https://coronavirus.delaware.gov

• Students and Employees: Please notify Campus Health Services 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 email:

  Students and Employees: studenthealth2020@desu.edu

  Campus Health Services staff will be available by phone at (302)-857-6393 to answer questions during its regular hours of operation, Monday through Friday 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 as described in Section V. of this policy before return to the University will be allowed. This clearance must be received by and approved by Campus Health Services prior to returning to campus.

  Residential students will be provided isolation and quarantine housing as detailed in Section VIII.

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.
The University will accept COVID-19 tests performed by other off-campus providers only if the testing occurs at the frequency required for unvaccinated or vaccinated individuals detailed below. All off-campus test results must be reported to:

Students and Employees: [https://www.jotform.com/212562563032145](https://www.jotform.com/212562563032145)

**Unvaccinated Individuals**

A. All faculty, staff and students who regularly report to campus **must** be tested twice per week with a two-day period in between tests.

B. Any faculty, staff and students who report to campus intermittently will be required to submit a negative COVID-19 test result to Campus Health Services 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.

**Vaccinated Individuals**

All University faculty, staff and students are required to comply with COVID-19 testing protocols even if they have received a COVID-19 vaccination. Click [here](https://www.jotform.com/212562563032145) for more information from the CDC on COVID-19 after vaccination.

Any faculty, staff, or student who has been fully vaccinated is required to test for COVID-19 once per week.

The testing schedule detailed in this policy is subject to change at any time, in the sole discretion of the University.

**COVID-19 Testing Compliance**

COVID-19 testing participation will be monitored to ensure the University community is compliant with established testing requirements.

All students, staff, and faculty are required to follow testing compliance monitoring procedures including, but not limited to, wearing wristbands or participating in other means of identifying individuals who are following testing requirements.
Should the University make a determination that the testing requirement for vaccinated individuals should be modified or eliminated, notice will be sent to the University community.

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. Campus Health Services 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, they will be required to remain off campus and must obtain medical clearance to return (see Section V).

VIII. COVID-19 Notifications

Upon the verification that a faculty, staff, or student has tested positive for COVID-19, Campus Health Services or their designee will begin the process of notifying any persons identified as having close contact with the individual who tested positive.

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

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 three feet from each other. Residence Halls, student classrooms, employee work locations and shared community spaces will be modified to accommodate physical distancing, when feasible. Moreover, social distancing is strongly recommended whenever 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.

All University-sponsored public events must be approved by Enterprise Risk Management and Campus Events. For more information, please contact Tamara Stoner, Associate Vice President of Enterprise Risk Management, at tstoner@desu.edu.

Effective December 23, 2021, until further notice visitors are not permitted on campus.

For more information, please refer to the attached memorandum from Campus Events and Enterprise Risk Management.

XII. Travel

A. University Travel Restrictions

All University-related travel, both international and domestic, is generally 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.

In circumstances where travel is necessary and alternate arrangements are not appropriate, students, staff, and faculty may complete the following COVID-19 Travel Approval Form.

B. International Travel Requirements

1. Any unvaccinated faculty or staff person (“unvaccinated traveler”) who participates in international travel (including during Winter Break) must notify the Human Resources Department prior to travel. Each employee must provide proof of their travel plans to Human Resources. Unvaccinated travelers must quarantine for seven (7) days from the date of their return to the U.S. which means that they are prohibited from returning to work. Employees who are able to perform their job responsibilities remotely must work from home. All return-to-work dates are subject to approval by Campus Health.
Please be advised that section 9.3 of the Employee Handbook still applies to employee leave requests.

2. All staff and faculty members must comply with CDC mandates regarding international travel. At any time and in its sole discretion, Campus Health Services may require proof of compliance with CDC travel mandates.

C. 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
Please refer to the Division of Public Health website for additional COVID-19 Pandemic information. [https://coronavirus.delaware.gov/](https://coronavirus.delaware.gov/)

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

Approved: August 27, 2020
Revised: September 22, 2020
Revised: December 8, 2020
Revised: February 4, 2021
Revised: February 12, 2021
Revised: March 18, 2021
Revised: March 19, 2021
Revised: June 25, 2021
Revised: August 24, 2021
Revised: September 3, 2021
Revised: October 8, 2021
Revised: December 28, 2021
Revised: January 6, 2022