

**University of Valley Forge
2020-2021 Health and Safety Plan
Resuming In-Person Instruction**

The University of Valley Forge's Health and Safety Plan is in accordance with the guidance of the Pennsylvania Department of Education (PDE) and recommendations from the Pennsylvania Department of Health (PDH) and the Centers for Disease Control and Prevention (CDC).

Current guidance from the state of Pennsylvania categorizes instructional activities by the three color-coded phases of the COVID-19 response plan:

Red Phase	Yellow Phase	Green Phase
Virtual-only instruction	Limited in-person instruction with increased social distancing	Institutions may more fully resume in-person instruction
In-person instruction permitted for selected programs preparing for licensure with proper social distancing guidelines	Instruction permitted and clinical placements can take place in licensure programs	
Large gatherings prohibited	Restrict gatherings of non-instructional activities to no more than 25 people	Restrict large, non-instructional gatherings to no more than 250 people
Telework required for all non-essential staff	Phased return to work on campus with telework when needed for higher risk populations	Institutions may more fully resume routine operations
Limited residential living with isolation and quarantine available and in-use as needed	Residential living with virus mitigation protocols in place for each living community and quarantine space available	Residential living with virus mitigation protocols in place for each living community and quarantine space available

Core components of the University of Valley Forge Health and Safety Plan for in-Person Instruction:

- Academic Year and the Return to Campus for In-Person Instruction
- Instructional Design and Strategies
- Residential Living
- Food Services
- Athletics, Student Leadership and Ministry Teams, Social Events
- Mitigation and Containment of the Virus
- Health Monitoring and Response
- Communication to Students, Faculty, Staff, Parents, and Alumni

NOTE: This Health and Safety Plan will continue to be edited and supplemented as more details are known and as guidance from public and state health officials change.

Academic Year and the Return to Campus for In-Person Instruction

The University of Valley Forge will begin classes for the Fall 2020 semester on Monday, August 24, 2020. Adhering to this pre-established start date for classes allows the University to maximize the summer break for students and to prepare for the new semester. As with the start of the semester, UVF will also follow the normal fall semester schedule regarding Fall Break, Thanksgiving, final exams and the conclusion of the semester on December 11, 2020. The University is prepared to respond to any action from the Commonwealth of Pennsylvania changing the status of the COVID-19 response color phase and/or any institutional requirements.

Students will arrive on-campus in a staggered schedule:

- Student Leaders will arrive between **August 10 and 14**
- New students will arrive on **August 20**
- Returning students will arrive on **August 22 and 23**

Semester Breaks

Fall Break takes place on October 12 & 13, 2020. UVF encourages students to limit travel during the fall semester due to increased transmission risk that travel brings. The University, however, recognizes the need for a break amid the pace of academic endeavors, as well as demands of the COVID-19 situation.

Thanksgiving Break takes place on November 25–29, 2020. UVF is aware that many universities are adjusting their fall semester to end by Thanksgiving. This Thanksgiving Break, however, will give students an opportunity for rest before the conclusion of the semester. UVF plans to return from Thanksgiving to complete the remaining two weeks of classes and exams. Some courses may have the option to continue in-person classes via Microsoft TEAMS after the Thanksgiving Break. Food Service and other student services will be available on campus.

Instructional Design and Strategies

UVF plans to start the Fall 2020 semester with in-person instruction. The University of Valley Forge looks forward to gathering again in person while giving serious attention to the health and safety of students, faculty, and staff. UVF is committed to providing an excellent learning experience, whether in person or in an online learning period.

Transitioning to Remote Instruction

In the latter half of the Spring 2020 semester the University enjoyed a successful transition from in-person instruction to an online learning period. To safeguard the health and safety of all students, the University will adjust course modalities to adapt to changing transmission levels and community spread. The University may need to transition all or part of an in-person class to remote instruction. The University is prepared to offer in-person classes and to make the necessary transition to an online learning period, should the situation and health and safety guidance warrant such a move. If a student needs to self-isolate or quarantine, the student will be able to access the classroom instruction remotely via Microsoft TEAMS.

Social Distancing and Classroom Instruction

The University will modify classroom assignments to support increased social distancing. In most cases there is sufficient classroom space to facilitate this adjustment for larger classes to allow for social distancing. If not possible, we will divide attendance of the class between in-person and remote instruction so that no more than half of the class is present at one time.

Chapel Attendance

Chapel is a crucial element to the University's DNA as a Spirit-filled loving community. UVF will gather for chapel in the fall. In order fulfill health and safety guidelines, there will be modifications. Chapel will continue to be a meaningful, required, and enriching component of the UVF student experience.

Commencement

As a community, the University looks forward to the opportunity to celebrate the accomplishments of the class of 2020. UVF will hold Commencement on campus on Saturday, August 29 while implementing the appropriate social distancing protocol and other health and safety guidelines recommended at the time of the event. This may include the need to limit the number in attendance. A future communication will provide more details.

Residential Living

Students may return to residential living at the onset of the fall semester. The physical layout of most of our traditional residence halls allow us to create familial living units. CDC guidance stresses that students who are able to live in smaller familial units are able to structure healthy routines and help limit the widespread exposure to COVID-19. The lower density housing plan is outlined below.

Shelton, Wells, Beuttler, Beisel Up—each suite (two rooms with shared bathroom) is considered a familial living unit.

- Most rooms are single rooms sharing one bathroom, suite-style
- Triples will house, at most, two students and “small doubles” will house only one student
- Students currently housed in a multiple room may be given the opportunity to move to a single room if one is available

Beisel Down—each suite (bedrooms sharing a bathroom and small common area) is considered a familial living unit.

- Single or multiple rooms share one or two bathrooms, suite-style
- Multiple rooms will not be housed at full occupancy (ex: two students in a triple)

Bongiorno—each room is considered a familial living unit.

- All rooms have a private bathroom
- Triples will house, at most, two students
- Returning students currently housed alone in a double will not be assigned a roommate.

DiTrolio, Berkey, Building 32, and Building 33 Apartments—each apartment is considered a familial living unit.

- Apartments range from single bedroom, single occupancy, to multiple room, multiple occupancy
- When possible, only one student will be housed per room in apartments

High frequency contact surfaces of residence halls, such as outer doors and common bathrooms, will be sanitized on a regular basis. It is important to recognize that cleaning of the student room is the responsibility of the room occupants.

Access to each of the residence halls will be limited to resident students, Student Life personnel, Facilities staff, IT staff, and Campus Security. Open dorm and open lounge are postponed for at least the first two weeks of campus. Students will not be permitted to have overnight guests. The exception to this is Family Student Housing in Building 32.

Housing selection took place at the end of the Spring 2020 semester, and most of these selections will continue to be honored. It is possible, however, that due to the need to eliminate triples and reserve isolation rooms, some changes may need to be made. The Housing Coordinator will contact residents should that need arise.

Quarantine rooms are available at the University’s Hartwick House. Transportation (if needed) and meal service is available to students at Hartwick House. In addition, some rooms in Damiani and Beisel Annex are set aside to function as isolation rooms.

While rooms have been reserved for isolation and quarantine, there may be scenarios where the healthiest option for a student displaying symptoms is to travel home for a period of rest to get well apart from the student body.

Food Services

Dining services will move in steps toward a “new normal” that safeguards health while allowing campus activities to resume. Our approach enables our Dining team to be flexible during this time and employ appropriate tools and techniques to strictly follow local, state, and federal guidelines.

Some of the steps to ensure safety include:

- Personal Protective Equipment – Employees will wear masks and gloves.
- Hand Washing – Staff will continue to wash hands frequently.
- Team Members’ Health – Employees will regularly report their health.
- Food Safety – Self-service stations will be eliminated.
- Cleaning and Sanitizing – High-touch surfaces will be cleaned frequently with professional-grade products.
- Social Distancing – When dining rooms are open, they will have limited seating capacity, updated configurations, and floor markers to encourage social distancing.
- Service During Quarantine – Safe meal delivery options will be available to isolated locations for students experiencing symptoms or diagnosed with COVID-19.
- Technology – Touchless entries, online ordering, and cashless payment options will limit contact between Dining staff and students.
- Carryout and Package Options – Expanded options will be available for carryout orders.

Athletics, Student Leadership, Ministry Teams, and Social Events

Community life is an important aspect of the University of Valley Forge experience. Student participation in athletics, student leadership, ministry teams, and other groups and social events is a significant reason why many students decide to come to UVF. UVF is committed to giving students opportunities to grow mentally, physically, spiritually, and socially through meaningful participation in community life. We will support and host as many community life opportunities as we can allow. We do anticipate that there will be various adaptations of events (whether in size or location), and possible rescheduling of events, as means of mitigating risk.

Athletics

The NCAA has made several decisions for the start of the year, including a more relaxed formula for the start of fall practices and first date of competition. They have also reduced the minimum competition number of contests by 30% across all sports. Our conference, the Colonial States Athletic Conference, has met throughout the summer to discuss how to conduct competitions in a safe environment. Each university is responsible to create their own Athletics Health & Safety Plan. This safety plan will be communicated to all student-athletes.

The Athletic Department will provide continual updates to the restart of collegiate athletics via the UVF website, emails, and social media.

Student Leadership and Ministry Teams

Student leadership and ministry teams will return in the fall with adapted meeting locations, schedules, and group sizes as necessary. Ministry opportunities both on- and off-campus will be considered on a case-by-case basis in light of current guidelines.

Social Events

Planning of student programs and social events will continue in coordination with current limits on gathering size. Many of our traditional events can be adapted to account for state and local guidelines, and to encourage physical distancing.

Mitigation and Containment of the Virus

Strategies for reopening the campus depend upon establishing protocols and procedures recommended by public health officials, common sense approaches to cleaning, and reducing contact between individuals on campus.

While it is not possible to eliminate all risks, our community members can reduce the risk of virus spread by following CDC guidance including social distancing, hand-washing, mask-wearing, and self-isolating and quarantining when needed.

Sanitizing Campus

Over the past few months, the Facilities team was retrained and established new protocols on the daily cleaning and sanitizing of campus.

The University seeks to safeguard the health and safety of all students and employees by following CDC guidance regarding sanitization. This includes the following:

- Door handles, handrails, classroom desktops, bathrooms, common areas, computer lab keyboards and other high-touch surfaces will be sanitized once a day with the recommended cleaning products, per the CDC guidance.
- The music rooms, including keyboards, will be sanitized daily by students and faculty.
- Extra hand-sanitizing stations will be located in convenient areas of buildings, and additional disinfecting solution will be available.
- Cleaning supplies will be provided to departments for disinfecting personal offices at each employee's discretion.
- One bottle of sanitizing spray and a microfiber cloth or similar material will be located in each classroom for use at the instructor's and students' discretion.

Hygiene and Personal Protective Equipment (PPE)

From the onset of the COVID-19 virus, health officials have stressed that one of the most significant means of stopping the spread is each person practicing increased levels of personal hygiene. The University of Valley Forge will be using signs and postings along with public service statements to remind all community members of the need to wash hands thoroughly, cover your cough/sneeze, use masks, and stay home when they are not feeling well.

- Signs will be present throughout campus reminding the University community about hygiene.
- Resident students will have floor meetings in which Residence Life personnel will discuss expectations for cleanliness.
- The Commonwealth of Pennsylvania has ordered that facemasks are to be worn in all public locations. During the periods of time and in the locations that the Commonwealth of Pennsylvania considers facemasks to be needed, the University will comply with the order of wearing facemasks. Compliance and follow through include education, encouragement, and ongoing personal communication.

- University personnel, including Residence Life, Security, and others will assist the community in health promotion and awareness of behaviors that mitigate the spread of the virus. As referenced above, our approach will be done in the context of a Spirit-filled, loving, Christian community where we can speak to one another with respect, encouragement, and exhortation.
- At some locations on campus, members of the community will observe that Plexiglas shields have been put in place to provide mutual protection.
- When possible, offices will seek to schedule meetings with students virtually rather than face-to-face.

Health Monitoring and Response

Individuals can help mitigate the spread of the virus by monitoring any changes in their health. The CDC has provided a list of symptoms of COVID-19 [here](#).

At this time, the University is not conducting checks and screening for all students and employees. However, we encourage each student, staff, and faculty members to monitor his/her temperature daily. Every resident student should bring a simple personal thermometer to campus.

Members of the community who have a temperature of 100.4 or higher, who are displaying symptoms of the virus, or who have been in direct contact with a person who is positive for the virus in the past 14 days should contact their health care provider and notify the UVF Health Center via phone or email.

It is important that individuals first call their health care provider and the Health Center rather than coming to the office. During this time, individuals should stay isolated and not attend campus functions or classes and then follow the treatment plan recommend by their health care provider.

Student Life and the Health Center are available for additional guidance and to make arrangements for students who need to isolate.

Communication

Students, Faculty, and Staff

The University of Valley Forge website will continue to be updated with current COVID-19 information. Email distribution lists and social media will also be utilized to inform members of the community to updates, changes, and any schedule adaptations.

Faculty and staff are encouraged to read University-wide communications to stay updated on the University's response, in addition to checking the COVID-19 page on the University website.

Parents of Current Students, Alumni, and the Community:

Parents, alumni, and community members are encouraged to regularly view the University's COVID-19 webpage for updates. Parents for whom we have contact information will also receive important email updates should the situation warrant.

Note: UVF would like to acknowledge our colleagues at Cairn University for their contribution to our Health and Safety Plan and especially Dr. Williams for allowing us to model our document on theirs. We reviewed many plans from other Universities, and found their plan to address many of the concerns of our similar University. Of course, UVF takes responsibility for the content provided here.