



West Virginia Higher Education Policy Commission

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Reopening Procedures Following COVID-19 The Erma Byrd Higher Education Center and Allied Health Wing June 25, 2020

The COVID-19 pandemic has had a tremendous impact on the state's higher education institutions and facilities since March 2020. As the operator of the Erma Byrd Higher Education Center, the West Virginia Higher Education Policy Commission must take reasonable and necessary precautions to ensure the center is as safe as possible as students, faculty and staff begin to return following the initial pandemic crisis.

While we continue to learn more each day, the COVID-19 virus still presents serious health risks. The following guidelines and requirements for Erma Byrd Center users are based upon CDC and state health and safety recommendations designed to minimize health risks.

These health and safety measures are only effective if they are consistently followed by all institutions, students, staff, and visitors who use the Byrd Center. Thus, as a designated representative of an institution that regularly uses this shared facility, please read, acknowledge, and follow these rules for visiting and/or attending classes at the Erma Byrd Higher Education Center and Allied Health Wing.

- Students, staff and faculty who have been sick with COVID-19 symptoms (see below), tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure or travel to a COVID-19 hotspot) are expected to follow the Centers for Disease Control and Prevention (CDC) guidance to self-isolate or stay home.
 - Fever
 - 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

- Upon entering the Erma Byrd Higher Education Center and Allied Health Wing, students, faculty, and staff are expected to wear a mask covering their mouth and nose and disinfect hands at the entrances before proceeding further into the building. The CDC recommends that cloth face

masks be worn by students, faculty, and staff. Face masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Signage will be placed at all entrances that says the following:



- The Erma Byrd Higher Education Center and Allied Health Wing has five (5) touchless infrared thermometers for use by residential colleges and universities. These thermometers will be checked-in and checked-out for use at the Security Desk.



- Students, faculty, and staff are expected to practice hand hygiene and respiratory etiquette. Protective shields have been installed at the receptionist desk in the administrative suite of Concord and Marshall University and Bluefield State College.
- Students, faculty, and staff are expected to practice effective hand washing techniques by following guidelines posted in the restrooms. If soap and water are not readily available, use hand sanitizer that contains at least 60 percent alcohol or request liquid hand sanitizer from a staff member at the Information Desk.
- In the event someone becomes sick, while in class or on campus, they should immediately leave and go home. If they are unable to drive, they will be isolated in a safe place until transportation can be secured. If 911 is called, they should be informed that the person has symptoms of COVID-19.

- Signage to promote physical distancing on the outdoor grounds of the Byrd Center has been installed.



- Additional signage to further encourage physical distancing has been placed in locations throughout the inside and outside of the Erma Byrd Higher Education Center and Allied Health Wing:



- Students, faculty, and staff who smoke will be informed that smoking and vaping on the Erma Byrd Center grounds (especially anywhere near entrances) is no longer allowed due to COVID-19. An email notice will be sent informing smokers/vapers that they may only smoke and vape in their personal vehicles and discard of cigarette butts in personal containers. If the parking lots become littered with cigarette butts, smoking anywhere on the property will be prohibited.

- The Erma Byrd Higher Education Center and Allied Health Wing will, in good faith, provide adequate supplies to support healthy hygiene behaviors including soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant, and face coverings (only for those without, and as feasible). Additionally, a central station containing PPE items will be maintained in the Student Atrium for access to disinfectant and hand sanitizer for personal use in disinfecting personal items such as cell phones, tablets, laptops, etc.



- The Erma Byrd Higher Education Center and Allied Health Wing maintenance staff will clean and disinfect high-touch surfaces (door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, tables, light switches, keyboards and mice, KIOSK, refrigerator handles, chairs, AVANTI Market, etc.) at least daily or as much as possible in between uses. All Center maintenance staff will utilize disinfectant/sanitation chemicals in accordance with manufacturers' instructions when cleaning/disinfecting high-touch surfaces. Computer labs, lab equipment, and desks or tables will be cleaned and disinfected daily or as much as possible in between uses. The West Virginia National Guard will provide training for all Center maintenance staff on effective cleaning techniques prior to the scheduled opening.



- The Erma Byrd Higher Education Center is scheduling enhanced and more-frequent routine cleaning and disinfection from 7:30 a.m. to 11:30 p.m. daily. Maintenance personnel will adhere

to a class schedule to act as quickly as possible to disinfect all classrooms and labs when a class comes to an end. The green/red alert procedure will be implemented with signs indicating on the front of the door whether a classroom is ready for use or if it needs to be disinfected.



- While the Erma Byrd Higher Education Center and Allied Health Wing (the Center) is focused on preventive measures to reduce the spread of COVID-19, the West Virginia National Guard (the Guard) will be consulted in the event that we do have a student, visitor, faculty or staff member who has been onsite and has tested positive for COVID-19. After contact, the Guard will provide a spot treatment of the Center. If additional positives for COVID-19 should arise, the Center will work with both the Guard and the local Health Department to determine the best strategy for sanitization.



- The Erma Byrd Higher Education Center has modified all common areas and classroom/laboratory layouts to promote required physical distancing of seating/tables. Additionally, the Erma Byrd Higher Education Center and Allied Health Wing has removed all extra furniture and seating that could encourage students, faculty, and staff to break physical distancing requirements.

- The Erma Byrd Higher Education Center & Allied Health Wing installed 20 rolling barrier shields for faculty use (while teaching class) and student protection. See shield below:



STANDARD

ITEM # 80553

63"W x 24"D x 68"H

36 LBS



- The Erma Byrd Higher Education Center has attached physical distancing guidelines, as well as arrows to direct the flow of traffic inside the Center. All four exits/entrances have been modified for one-way in and one-way out traffic flow as seen in the following pictures:





One-way in and one-way out entrances and exits at the east, west, north, and south doors.



Foyer dividers inside of all east, west, north and south doors to promote one-way in and one-way out traffic flow.

- The Erma Byrd Higher Education Center and Allied Health Wing employees will wear masks and/or face shields to protect students, staff, and faculty. Additionally, plexiglass counter-top shields have been installed providing a protective barrier between Center security and students, staff, faculty, and visitors during the execution of customer service and the dissemination of information.
- Security personnel will continue to monitor and disinfect the Avanti Market refrigerators, coffee machine and kiosk after usage. Additionally, customers are asked to use provided hand sanitizer prior to entry and before using the kiosk to pay for items purchased. The Avanti Market has always had a capacity of one person; as a result, that will remain the same for COVID-19 physical distancing.



To help with course planning and scheduling, the following are shared classroom capacities at the Erma Byrd Higher Education Center and at the WVHEPC Allied Health Wing based on COVID-19 Social Distancing Requirements:

Erma Byrd Higher Education Center based upon physical distancing:

Hallways marked with physical distancing markers by 6 feet.



Restrooms (Women's – Left Pic and Men's – Right Pic): Capacity limit is 2 people at any one time policed on the honor system. **Urinals in Men's Restroom will have a sign over top stating only one person in that area at a time.**



Erma Byrd Center West Wing:

Room W17: 9 students plus one (1) instructor = 10 total people total including instructor.



Room W18: 9 students plus one (1) instructor = 10 total people total including instructor.



Room W19: 9 students plus one (1) instructor = **10 total people total including instructor.**



Room W22: Erma Byrd Center Conference Room - 3 – 4 total students (a maximum of three is recommended).



NOTE: An acrylic safety shield (shown above) has been installed between the two middle chairs to prevent the spread of COVID-19. However, it is recommended to only allow a maximum of three students in this room.

Room W32: Erma Byrd Center Room West Computer Lab: 9 students plus one (1) instructor = 10 people total including instructor.



Room W33: 9 students plus one (1) instructor = 10 total people total including instructor.



Room W34: 9 students plus one (1) instructor = 10 total people total including instructor.



Room W35: 9 students plus one (1) instructor = 10 total people total including instructor.



Room W36: 9 students plus one (1) instructor = 10 total people total including instructor.



Erma Byrd Center East Wing:

Room E10 - Auditorium - 33 students plus one to two (1 - 2) instructors = 35 people total including instructor(s).



Room E30 – Shared Library: Capacity is 13 total people and its use will be monitored by the director.



Room E14 – East Computer Lab: 9 students plus one (1) instructor = 10 people total including instructor.



Room E15 Science Laboratory: 15 students plus (1) instructor = 16 people total including instructor.



Room E22- East Conference Room: 3 – 4 total students (a maximum of three is recommended).



NOTE: An acrylic safety shield (shown above) has been installed between the two middle chairs to prevent the spread of COVID-19. However, it is recommended to only allow a maximum of three students in this room.

Room E33: 9 students plus one (1) Instructor = 10 people total including instructor.



Room E34: 9 students plus one (1) Instructor = **10 total people including instructor.**



Room E35: 9 students plus one (1) instructor = **10 total people including instructor.**



Room E36: 9 students plus one (1) instructor = **10 total people including the instructor.**



West Virginia Higher Education Policy Commission Allied Health Wing:

Allied Health Wing Hallways have been marked for physical distancing by 6 feet.



NOTE: The directional flow of traffic in and out of the WVHEPC Allied Health Wing will be determined in collaboration with New River Community and Technical College. Once that plan is established, red arrows will be placed on the floors to direct traffic flow.

Allied Health Wing (Women's Restroom): Capacity is two (2) people at any given time.



Allied Health Wing (Men's Restroom): Capacity is two (2) people at any given time.



Allied Health Wing Shared classrooms/labs based upon physical distancing:

Room RAH06 - Small Computer Lab: 8 students plus one (1) instructor = **9 total people including the instructor.**



Room RAH 07 - Lecture Hall: 17 students plus (1) instructor = **18 total people including the instructor.**



Room **RAH18 - Large Computer Lab**: 11 students plus one (1) instructor = **12 total people including the instructor.**



Room **RAH08 Biology Lab**: 9 students plus one (1) instructor = **10 total people including the instructor.**



References: Centers for Disease Control Prevention (CDC) Website at <https://www.cdc.gov>