



ICC Campus Reopening Plan

This plan is under review by the State Council of Higher Education for Virginia

Table of Contents

Guiding Principles	3
Repopulation of the Campus	4
Monitoring Health Conditions to Detect Infection	11
Containment to Prevent Spread of the Disease When Detected	12
Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance.....	14
Sources and Reference Documents for the Development of the Plan	16

Guiding Principles

Throughout the development of the Reopening Plan, leadership at ICC were guided by these principles:

- The public health and well-being of our main constituencies (faculty, students, staff) as the first priority
- Class schedule modifications should allow students to make progress toward their graduation.
- Creating an On-Campus learning experience for our International Student Community are prioritized, when possible.
- A return to normalcy is paramount given that the educational experience at Ivy Christian College involves the interaction between our students and faculty in classrooms, together.

Repopulation of the Campus

1. Establishment of a COVID-19 coordinator/campus team

- a. Coordinator
 - i. Name: John Yoo
 - ii. Chief Operating Officer
 - iii. Email Address: jyoo@ivy.edu
 - iv. Mobile Number: 703-618-6756
- b. Secondary Coordinator
 - i. Name: Byung Kim
 - ii. Director of Student Affairs
 - iii. Email Address: bkim@ivy.edu
- c. Other members of the team include Nicole Ardelean, Director of Admissions

2. Contact information and procedures for reaching the local health department.

- a. Fairfax County Health Department
 - i. Joseph Willard Health Center
 1. 3750 Old Lee Highway
 2. Fairfax, VA, 22030-1806
 3. Email: JosephWillard.Center@fairfaxcounty.gov
 4. Phone: 703-246-7100
- b. Procedures for Contacting Local Health Department
 - i. The Primary Contact (or secondary contact in the event the Primary Contact is unavailable) for Ivy Christian College will be notified in the event a COVID-19 case is identified.
 - ii. The Primary or Secondary contact will be responsible for contacting the Fairfax County Health Department to notify them of the incidence/case immediately upon identification. Contact will be made by phone and email for redundancy.

3. Students' initial return to campus (such as initial screening, move-in)

- a. Students will return to campus Monday, October 5th, 2020 for their first day of class for the Fall Term.
- b. The students returning to class will be attending on a modified, staggered schedule with classroom occupancy adjusted to fit the 50 individual per gathering limits instituted by the EO 65.
- c. Students returning to campus will complete a variation of the "Acknowledgement of Risk Form" distributed by Secretary Qarni's May 26th Health Education Advisement.
- d. Modifications that must be made to the form to address a non-medical education environment will be completed under guidance of legal counsel.

4. Education/training of students: consider COVID-19 prevention education as part of student orientation. (hand washing, staying home if ill, etc.)

- a. Ivy Christian College's New Student Orientation is scheduled for September 24th, 2020.
- b. In an effort to minimize physical contact and support social distancing guidelines, the New Student Orientation will be conducted online via video-conferencing/webinar software (Zoom).

- c. New students who are admitted and enrolled for the first time at Ivy Christian College for the Fall Quarter will be provided training that promotes behaviors that reduce spread of COVID-19.
 - i. Trainings will include guidance on Staying Home or Self-Isolating when Appropriate; Hand Hygiene and Respiratory Etiquette; Recommended Face Coverings; Availability of Supplies and Message Reminders regarding guidance.
- d. Returning students enrolled for the Fall Quarter will be provided the same training through a separate presentation. The date of the presentation is to be determined.
- e. Both presentations will be recorded for those who are unable to attend the live session.

5. Physical Distancing, according to CDC guidance:

- a. **Strategies to allow physical distancing in classrooms/learning environments. (e.g. occupancy, staggered schedules, classroom layouts, workspace distancing, etc.)**
 - i. Ivy Christian College (ICC) is taking a conservative approach and strategy with respect to its reopening in the Fall. The institution is purposefully taking a measured approach by limiting the full-time return of students to campus to those who register and enroll for English Language Training Courses.
 - ii. Students enrolled in the institution's degree granting programs (Associate of Arts in Biblical Studies and Associate of Arts in Business Administration) will attend courses according to a hybrid-model that will limit on campus instruction to 1 – 2 courses (4 to 8 quarter Credits) out of a typical 12 to 16 credit course load for a typical quarter of instruction.
 - iii. Courses would be scheduled and offered so that no more than 50 students and faculty would be on campus for a course at any one time. Based on the registration/enrollment from our Spring and Summer quarters, the 50-person individual threshold would not have been met.
- b. **Social distancing considerations outside the classroom (e.g. limiting visitors, changes to dining services, extracurricular activities, sorority/fraternity life, etc.)**
 - i. The commuter-nature of Ivy Christian College student population supports the promotion of social distancing considerations outside of the classroom. ICC does not offer:
 - 1. On campus or off-campus housing
 - 2. Dining Services
 - 3. Sorority/Fraternity Life
 - 4. On campus or off campus school sanctioned Extracurricular Activities
- c. **Restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls, etc. to ensure physical distancing. Occupancy must be consistent with any active Executive Orders.**
 - i. During the limited return to campus in the Fall, eating and food on campus will be strictly prohibited in the classroom and anywhere on campus grounds. Students will be permitted to bring a single beverage (i.e. water bottle, thermos, cup) for personal use.
- d. **Limitations on size of gatherings and/or strict physical distancing to be in place during gatherings.**
 - i. As noted in Executive Order 65 issued by the Governor, strict adherence to Social Distancing will be in effect on campus. ICC will not hold or host gatherings of more than 50 individuals. Faculty and Staff will work collaboratively to monitor adherence to social distancing guidelines on campus. Students will be asked to serve the greater ICC

community by self-policing and encouraging their fellow student colleagues to adhere to guidelines

- e. **Strategies for food/dining services should be consistent with plans to optimize physical distancing. Plans regarding dining services should consider strategies such as requirements for face coverings, policies to encourage staff to stay home if ill, ensuring adequate hand hygiene, routine cleaning/disinfection, and health screenings for staff. Implement engineering controls including: limiting the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating buffet-style or self-serve food, and take out/delivery options.**

- i. As referenced previously, ICC does not offer dining services and will be closing access to break rooms and lounges on campus during the limited return to campus in the Fall Quarter of 2020. The restricted access to the shared spaces will be coupled with strict prohibitions on eating/food on campus.

6. Hygiene practices and cleaning/disinfecting protocols.

- a. **Cleaning and disinfection protocols to include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage**

- i. Ivy Christian College operates in a single, roughly 24000 Square Foot building located in Fairfax, VA. The Building receives nightly cleaning from a professional cleaning vendor contracted by the building landlord (Cleaners of America: Cleanersofamerica.com) that has adjusted their cleaning protocols in response to the current pandemic environment.
 - ii. The cleaning staff are highly trained in the removal of biological contamination from environmental and equipment surfaces. The vendor understands the importance of preventing the transmission of microorganisms from person to person. Through in-depth and ongoing web-based, classroom and hands-on training, their employees are taught about the needs of education and medical environments. In the event of a breakout, vendors are capable of offering a one-time biohazard clean up and disposal to around-the-clock facilities housekeeping. Special requests for emergency service are available 24 hours a day, seven days a week. Employee training curriculum for the Cleaning Service Vendor is compliant with all regulatory requirements, and includes:
 1. Occupational Safety and Health Administration (OSHA) standards, section 1910.1030
 2. National Safety Council Bloodborne Pathogen Program
 3. Disinfectant Chemistry
 4. Aseptic Cleaning
 5. Basic Microbiology
 6. Safety and Security
 7. Universal Precautions
 8. Personal Protective Equipment
 9. Terminal Cleaning and Outbreak Containment
 - iii. Moreover, additional midweek and weekend deep cleaning has been contracted by the college to supplement the services provided by the landlord's vendor.
 - iv. While the institution understands that most surfaces and objects will only need normal routine cleaning, frequently touched surfaces and objects like light switches and doorknobs will be cleaned and then disinfected to further reduce the risk of germs on

surfaces and objects. EPA-approved disinfectants will be used. In the event an EPA-approved disinfectant is unavailable, cleaning service vendors will use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect.

v. **CLASSROOMS AND LIBRARY/STUDY AREA GUIDANCE**

1. Sanitize hands when entering and leaving classroom
2. Disinfect ALL classroom surfaces prior to and at the end of EVERY class including:
 - a. Tables and metal parts of chairs
 - b. Doorknobs
 - c. Light switches
 - d. White Board markers
 - e. treatment table & bolsters
 - f. shelving
3. Disinfect all personal items at the end of class and before leaving room with wipes provided.
 - a. laptops, ipads, phones, glasses, coffee cups/personal thermos

b. Provisions for hand sanitizer/handwashing stations

- i. Ivy Christian College has always promoted and educated students on the importance of handwashing. Hand Sanitizer stations are located in common areas throughout the campus building. In response to the COVID-19 Pandemic, these efforts will be further supplemented with the addition of hand sanitizer bottles/stations in each classroom that is being used for instruction.

c. Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).

- i. Cleaning supplies will be available in each computer lab for individuals to clean their workstations between formal housekeeping services.

7. Housing: it is difficult to maintain physical distancing in on-campus housing, even with modifications. Plans should consider strategies to decrease the risk such as requirements for face coverings in shared spaces, reminders of proper hand hygiene, enhanced cleaning, training for residential advisors/live in staff, restrictions on events/social activities in housing facilities, establishment of occupancy limits, restrictions on building access, etc. IHEs may want to require training and document training of certain staff.

- a. As noted previously, Ivy Christian College is a commuter-based school that does not offer campus housing.

8. Consideration of vulnerable individuals (e.g. 65 years or older, underlying health conditions):

- a. **Policy options to support those at higher risk for severe illness to mitigate their exposure risk (e.g. telework, modified job duties, virtual learning opportunities).**
- b. **Implement flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.**
- c. **Develop policies for return to class/work after COVID-19 illness.**
 - i. Since mid-March, when the institution was forced to adjust its operations in response to the COVID-19 Pandemic, all staff and courses have been operating on a remote basis: Courses have engaged in remote learning while staff have been teleworking from home.

- ii. With the limited reopening of campus that is planned for the Fall Quarter of 2020, many members of faculty – with the exception of those teaching English Language Training courses - will continue teaching students remotely, online.
- iii. Leave and excused absence policies will not be punitively enforced for those members of the student body and staff who are taking time off due to illness – especially those exhibiting symptoms of COVID-19. Leave and excused absence policies will be flexibly applied for employees and students who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- iv. Policies for returning to class/work after a COVID-19 illness will be as follows:
 - 1. If a faculty/staff/student is certain they had COVID-19, and exhibited symptoms, they may return to class/work if:
 - a. 3 days have passed with no fever and
 - b. Respiratory symptoms have subsided (e.g. cough, shortness of breath) and
 - c. Has been 10 days since symptoms first appeared
 - d. Depending on the advice of the individual’s healthcare provider and availability of testing, a test result for COVID-19 will be required. If tested, the faculty/staff/student can be around others when they have no fever, respiratory symptoms have subsided, and they receive two negative test results in a row, at least 24 hours apart.
 - 2. If a faculty/staff/student tested positive for COVID-19 but exhibited no symptoms:
 - a. If the individual continues to have no symptoms, they can be with others after:
 - i. 10 days have passed since test
 - ii. Depending on the advice of the individual’s healthcare provider and availability of testing, they must get tested to see if they still have COVID-19. If tested, the faculty/staff/student can be around others when they have no fever, respiratory symptoms have subsided, and they receive two negative test results in a row, at least 24 hours apart.
 - 3. Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

9. International student considerations (e.g. COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.)

- a. At this time, ICC does not offer Study Abroad programs; all student-related travel is dictated by the student choosing to travel abroad.
- b. For those students who may have traveled outside of the United States, they will need to stay home for 14 days from the time they returned home from international travel.
- c. During this 14-day period, students will be asked to take these steps to monitor their health and practice social distancing:
 - i. Taking temperature with a thermometer two times a day while monitoring for fever. Also, must watch for cough or trouble breathing. CDC’s temperature log will be recommended to monitor temperature.
 - ii. Stay home and avoid contact with others. Do not go to work or school.

- iii. Do not take public transportation, taxis, or ride-shares.
- iv. Keep distance from others (about 6 feet or 2 meters).
- d. On July 6th, 2020, the SEVP announced they would be making adjustments to temporary exemptions for nonimmigrant students taking online classes due to the pandemic for the fall 2020 semester. The unexpected change, while an additional challenge on top of the many others we are facing in the COVID-19 pandemic, will be addressed by the International Student Team, Student Affairs, and Admissions Team of Ivy Christian College. While the college planned to offer a mix of online and in-person study to all of our students during the limited reopening planned for the Fall 2020 Quarter, under the terms of the new regulation it appears this will be a mandatory and standard operating procedure if we wish to support our international student community and allow them to continue with their ICC educational experience. Our institution's leadership will be using the weeks ahead to design a course schedule that will accommodate all of those who plan to be with ICC for their studies, providing some amount of in-person classroom experience so that they will be able to remain in the U.S. without jeopardizing their immigration status.

10. Partnership and communication/information sharing with the local community, health systems and other stakeholders.

- a. Decisions about responses to the presence of COVID-19 in the community will be made by the senior leadership of the institution in collaboration with the Local Health Department. Health officials will be notified of any instances of viral infection and assistance will be requested by ICC to determine which set of strategies might be most appropriate for each instance of our specific community's situation.

11. Face coverings.

- a. **Plans submitted by each institution should include information on how it intends to teach/reinforce use of face coverings among students, faculty and staff.**
- b. **For Faculty cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained. For example, an instructor standing in a classroom seven feet from students could teach without a face covering. During meetings or gatherings or in narrow hallways or other settings where physical distancing may not be easy to maintain, a face covering would be prudent to wear. Other considerations such as speaking loudly, singing, etc. should be considered and may require additional distance.**
- c. **Students should be encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.**
- d. **Institutions should consider adopting relevant business-sector guidance for staff regarding the use of face coverings (e.g. fitness center, dining, student services, etc.).**
 - i. Staff, faculty, student and visitor safety will be the main priority in considering how to handle each situation on campus.
 - ii. Face coverings will be required to be worn on campus at all times, including in public facing areas and in office spaces where six feet of physical distance can be maintained. Faculty, staff and students are required to wear face masks which the nose and mouth at all times when in classrooms and other public settings (indoors and outdoors) where physical distancing measures are difficult to maintain. ICC will provide all faculty and staff with three N95 masks per employee in addition to face shields for those working in the main administrative office; students are required to provide their own masks,

- though there will be disposable masks available in the administrative office in the event a student forgets to bring one or misplaces one on campus.
- iii. Students, faculty and staff who have a religious belief or medical condition that prevents them from wearing a face covering will be exempt from this requirement though there might be other physical distancing strategies that will necessarily be put in place. Faculty and staff should confer with their supervisor to plan for or handle any needed exceptions.
 - iv. Instructions and training on how to use masks will be distributed to all students, staff, and faculty.
 - v. Employees and students who do not wear masks should be reported to the Secondary Campus Coordinators immediately. Students and Employees will be dealt with in accordance with the college's Code of Conduct policy noted in the Employee Handbook and Student Handbook. Penalties will depend on the frequency and severity of the infraction.
 - vi. Employees may remove their face masks while in their private offices with their doors closed.
 - vii. All visitors (e.g. prospective students for future terms visiting campus) will be required to wear face coverings to enter the campus. If a visitor fails to bring their own mask, staff will offer a disposable mask with requirement that one be brought during their next visit. A record of disposable mask issuance will be kept. If a visitor refuses to wear a face covering, staff will ask the visitor to return at another time.
 - viii. Contractors are also required to wear face coverings.

12. Student Health Services (SHS):

- a. **Assurance of provision of medical-grade PPE for health services staff**
- b. **Maintenance of typical (non-COVID-19) health services**
- c. **Mental health services**
- d. **SHS facility considerations such as waiting areas, signage, environmental management/cleaning, IT considerations, etc.**
- e. **SHS administrative/staff considerations such as PPE, employee health program protocols, education/training of staff, billing/charges, staff scheduling, etc.**
- f. **SHS patient care considerations such as online appointments, strategies to limit shared objects (e.g. pens, keypads), triage protocols, screening forms, patient screening procedures (e.g. for symptoms/temperature checks before entering the clinic).**
 - i. Ivy Christian College does not offer an on-campus Student Health Service in the form of a primary care health center.

13. Large events, including athletic events, and others such as ceremonies or performances

- a. While large events are uncommon on campus, all events will comply with current guidance from public health and state officials with respect to allowable event size, PPE, and required social distancing.

14. Communications strategy

- a. The Senior Leadership of Ivy Christian College have an established protocol for emergency communications that employs a combination of our College Management System, email, and SMS. This takes the form of our website-wide notification space (currently serving as the record

and repository for all publicly announced COVID-19-related communications from the college about operations and public health), emergency push notifications via text and mass emails. In addition, public health trainings regarding matters related to COVID19 will be distributed to the entire ICC community of students, faculty, and staff.

15. Orientation and education/training, including anti-stigma training

- a. A variety of educational resources and trainings designed to keep the ICC community safe are planned for students. These trainings, developed by the Senior Leadership team including the COO, President, and Director of Student Affairs will include online opportunities for learning that students can access prior to campus reopening, in-person education that will be delivered during orientation and an ongoing communication campaign reminding the ICC community to practice responsible behaviors.
- b. Topics of trainings will include Mask Usage and Anti-Stigma training.

Monitoring Health Conditions to Detect Infection

1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population.

- a. Prior to arriving on campus to class, each student, faculty, and staff member will be required to complete an online attestation survey through a combination of Google Surveys and the college's Management System, Populi. The survey will respond to questions related to body temperature, COVID-19 symptoms and any instructions they have received to self-isolate by another agency or a medical professional. Based on their responses, individuals will be permitted to proceed to campus or will be directed to obtain medical assistance and testing.
- b. ICC will participate in the usage of the COVIDWISE exposure notification app to help share and distribute information about instances of infection.
- c. Upon arrival on campus, students will be measured for their temperature by dedicated staff or faculty. To further accommodate social distancing measures, the college is looking to procure body temperature scanner kiosks for use at the main entry ways of the campus building.

2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.

- a. Data tracked from the survey will provide an overall picture of health for the campus. We are in the process of working with our Information Technology team to develop a dashboard of data based on the survey responses and temperature scans to create an informational resource regarding the health of the campus community.

3. Establishment of a testing strategy. Testing strategies should consider testing for all students, faculty or staff with symptoms and access to testing for close contacts of cases as recommended by public health. Institutions may consult with their local health department, local health systems and other relevant partners.

- a. Ivy Christian College currently does not have access to the resources to establish an In-House, on campus testing program. ICC is in the early stages of working with 3rd parties to procure and

secure diagnostic tests for COVID-19. Depending on demand and availability, circumstances may change so that testing may be available, in-house.

- b. In the absence of In-house, on campus testing, the college will follow the testing strategy below:
 - i. Faculty, Staff, and Students will follow the established daily health screening protocol.
 - ii. Based on the results, the Faculty/Staff/Student will contact their primary care physician for recommendation to receive a test or contact a testing facility directly to schedule a testing appointment.
 - iii. The Faculty/Staff/Student in question will wait for the results and submit them to the college.
 - iv. Based on the results, the Faculty/Staff/Student will return to campus or Quarantine/Isolate to prevent spread of the disease.

Containment to Prevent Spread of the Disease When Detected

1. Partnership with VDH for contact tracing

- a. ICC will collaborate closely with the Fairfax County District of the VDH to discuss how the institutions will interact related to contact tracing. ICC intends to participate in the beta testing of the COVIDWISE app and will encourage the use of COVIDCHECK powered by Bouy to our constituencies (<https://www.vdh.virginia.gov/coronavirus/covidcheck/>)

2. Quarantining and isolating (provision of housing, basic needs, medical case management)

- a. As noted, Ivy Christian College is a Commuter institution that does not offer on-campus housing – 100% of its students, staff, and faculty reside off campus.
- b. Faculty/Staff/Students living off campus will be expected to quarantine and isolate at their places of residence.
 - i. Any in the community that may live with one another (e.g. roommate/housemate arrangements) will be treated as a “family” and will need to quarantine or isolate together.
 - ii. Any students that carpool or travel to campus together will not be considered a “family unit” but will individually need to quarantine/isolate based on exposure to one another during travel.
 1. Any students that meet either of the “close-contact” circumstances will need to quarantine for 14 days and receive a test for COVID-19, results of which must be reported to ICC prior to a return to campus being permissible.
- c. Quarantine and Isolation Guidance for Faculty/Staff/Students
 - i. Students should remain in their room/residence.
 - ii. Students should record temperature and symptoms daily.
 - iii. If students need to seek medical care outside of quarantine/isolation, they should wear masks.

3. Campus outbreak management

- a. If an outbreak occurs on campus, the college’s leadership will contact and consult the Virginia Department of Health (VDH) for input and direction. Based on the input and direction received

from VDH, we trust that the VDH Staff will identify the specific degree of response required. The degree of response will be based on the level of community transmission:

i. NO Community Transmission or LIMITED Community Impact

1. We will continue to operate according to the modified approach we have taken as a part of the Limited Reopening Plan we have developed to address the threat of a variety of infectious diseases such as influenza (flu) and COVID-19;
2. This includes but is not limited to encouraging students, faculty, and staff to take daily preventive actions to remain healthy:
 - a. Practice handwashing/respiratory etiquette;
 - b. Good eating/sleeping habits;
 - c. Access to preventive health information;
 - d. Routine influenza vaccination;
 - e. Staying home when ill;
3. We will monitor illness activity and absenteeism; Communicate and share the new procedures prepared in response to COVID19, follow our new protocol for managing ill students, faculty, and staff – including sending them to get tested and/or to self-quarantine;
4. The institution will also continue to monitor information and guidance distributed from the CDC and VDH to inform its continued decision-making process.

ii. MINIMAL TO MODERATE Community Transmission or Community Impact

1. We will require all students, faculty, and staff who are ill to self-isolate so as to not spread illness to others;
2. We will cancel events and large gatherings, particularly events with planned or actual attendance of over 50 people;
3. In concert and consultation with VDH, we will determine if, when, and for how long to suspend classes and postpone or cancel events and activities, especially those classes with 50 or more students;
4. We will continue to remind and offer communications and training to reduce stigma surrounding those affected by COVID-19 while ensuring the mental health and well-being of students;
5. If classes are temporarily cancelled, we will implement the following additional measures:
 - a. Cancellation of other events or large gatherings (e.g. club meetings, athletic events) with 50 or more people;
 - b. Communicate to students the importance of avoiding crowded gatherings (e.g. parties, gathering at malls, coffee shops, etc.);
 - c. Ensure continuity of academic activities by offering a revised schedule and plan for the possibility of a 100% remote learning process.

iii. SUBSTANTIAL Community Transmission or Community Impact

1. Suspend all classes and postpone or cancel all events and activities, regardless of class or event size;
2. Create a schedule for returning to 100% remote learning for all courses and programs;

3. Develop policies and procedures to limit attendance in all public spaces on campus (e.g. offices, conference rooms, dining halls, fitness centers, libraries, etc.) to no more than 10 people at a time

Essentially, the institution will return to the model operated during the Spring 2020 Quarter.

4. Partnership with local health systems to assure care for symptomatic individuals as needed. (e.g. a local health system representative could serve on the COVID-19 team)

- a. We are continuing to identify a local health system representative (preferably from the Virginia Hospital System or INOVA System) that would be interested and available in taking part and serving as a member of our COVID-19 Team. We will update our plan with that information as recruitment is finalized.

Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance

1. Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.

- a. Given Ivy Christian College's size and commitment to protecting the health of our constituencies, the institution was able to act quickly and pivot its operations to reflect the changing environment resulting from the COVID-19 outbreak. Our quick thinking and responsiveness allowed us to act nimbly and transition our programs to 100% remote learning for the Spring 2020 quarter.
- b. Having gone through that exercise once before, the college's leadership trusts our ability to respond to the possibility of a campus dismissal/shutdown with equal success. Such decisions will be made in consultation with and according to guidance from local and state public health officials, with information distributed to those bodies.

2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance.

- a. ICC now has the experience to confidently execute the reduction of campus activity in the event of severe conditions (such as an outbreak). When doing so, we will keep in mind our need to limit the disruption to our constituencies to the extent we can while continue to offer the learning opportunities our students have come to expect during their time as students with our institution.

3. Considerations regarding student health and safety on campus versus returning home.

- a. Again, as a small private institution that operates in a Commuter Nature without on-campus housing, dining, or student primary care services, any necessary response that will require a shutdown will be enacted swiftly and with minimal disruption.
- b. As we did to close out our Winter 2020 quarter and to prepare for the start of the Spring 2020 Quarter, ICC staff will increase the frequency of communication through all of our emergency notification channels to effectively notify students about the changes to the institution's operations.

4. Communications plan for dismissals/shutdowns.

- a. Ivy Christian College (ICC) desires to safeguard the welfare of students, faculty, staff, and visitors while protecting the College's essential functions of teaching during and after an emergency.
- b. Ivy Christian College maintains its preparations to effectively respond to and recover from an emergency through the appropriate use of institution and community resources.
- c. The executive committee, on behalf of the President shall ensure that the College has in place an effective emergency management plan. The Emergency Management plan consists of a designation of appropriate officials to contact in an emergency, when an incident occurs or if disaster happens. Additionally, official communication channels are established as well as identifying secure locations throughout the building.
- d. PROCESS AND PROCEDURE
 - i. In the event of an emergency or disaster where there is imminent danger, call 911.
 - ii. Points of contact: In the event of a non-life-threatening incident, the College's point of contact (POC), safety officer is John Yoo, COO. If the COO is unavailable, the Director of Student Affairs, Byung Kim or Director of Admissions, Nicole Ardelean, are designees who can be contacted.
 - iii. The College's POC and/or their designees are responsible for coordinating and organizing all individuals during an event. It is critically important that during an emergency, their directions are followed.
 - iv. Communication: The College will utilize the centralized Populi user text, email and message board system to alert students of any emergency as well as the resolution of any emergency. Therefore, it is critically important that the college has up to date contact information for all members of the community. Building closures are also announced through the centralized Populi user text, email and message board system.
- c. In short, the Senior Leadership of Ivy Christian College have an established protocol for emergency communications that employs a combination of our College Management System, email, and SMS. This takes the form of our website-wide notification space (currently serving as the record and repository for all publicly announced COVID-19-related communications from the college about operations and public health), emergency push notifications via text and mass emails. In addition, public health trainings regarding matters related to COVID19 will be distributed to the entire ICC community of students, faculty, and staff.
- d. As was the case during the Winter and Spring 2020 quarters, announcements regarding changes are made in a clear and timely manner.

Sources and Reference Documents for the Development of the Plan

- CDC Guidance for Institutions of Higher Education
- Executive Order 65 for State of Virginia
- Higher Education Reopening Guidance
- Higher Education Reopening Plans--Receipt and Review by SCHEV
- VDH Higher Education Testing Guidance