



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 booster (unless they have an approved religious or medical exemption). Click [here](#) to see the CDC recommendations.

The CDC issues various recommendations related to the management of COVID-19, and these recommendations are considered by Campus Health Services and Enterprise Risk Management in the development of University policies. Our goal is, however, to establish policies that are responsive to the particular needs of our campus. **Therefore, please note that this policy dictates how the University operates during these unprecedented times.**

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:
 - Full Name
 - Type of Vaccine Received i.e., Moderna, Pfizer, Johnson & Johnson

- Date of First Dose
- Date of Second Dose
- 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/herself 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 receive social probation without privileges.
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 policy violations may result in an immediate suspension from the University and/or termination of their housing contract.

Second Offense

Student will receive deferred suspension from campus for the remainder of the semester and probation without privileges.

Third Offense

Student will be suspended from campus for the remainder of the semester (which may include termination of their housing contract, if applicable).

Most Severe Offenses

Any student who falsifies any COVID-19 related documents (e.g., vaccination/booster card, test results/report, etc.), fails to comply with isolation/quarantine terms, fails to comply with contact tracing, and/or provides false statements regarding COVID-19 matters, may be subject to an immediate suspension from the University and/or termination of their housing contract.

II. Screening Protocol

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:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

III. Face Coverings

All vaccinated and unvaccinated faculty, staff, students and/or visitors are required to wear a face covering in classroom spaces (this requirement may be waived at the discretion of faculty) and on university transportation vehicles, except where a medical condition exists that would prohibit wearing a face covering.

It is strongly recommended that all faculty, staff, students, and/or visitors wear a face covering as a precautionary measure.

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 them from wearing a face covering is required to provide documentation from their physician verifying their exemption from the face covering requirement to Center for Disability 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 Center for Disability Resources.

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 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

Any student, staff, or faculty who tests positive for COVID-19 must:

- Immediately notify Campus Health Services at 302-857-6393 or studenthealth2020@desu.edu.
- Students are prohibited from leaving their room until they receive further directives from Campus Health Services.
- Staff/Faculty are prohibited from reporting to campus until they receive medical clearance from Campus Health Services (see Section V.).

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. – 4:30 p.m.) or visit <https://coronavirus.delaware.gov>
- Students and Employees: Must 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 identified as a close contact, must:

- Obtain medical clearance as described in Section V. of this policy before return to the University will be allowed. **This clearance must be issued by Campus Health Services prior to returning to campus.**
- Cooperate with all contact tracing efforts initiated by Campus Health Services and/or DPH.

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.

Please Note: The University will only accept PCR (Polymerase Chain Reaction) test results to satisfy the COVID-19 testing requirement.

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>

All University faculty, staff and students are required to comply with COVID-19 testing protocols even if they have received a COVID-19 vaccination.

Any faculty, staff and students who report to campus intermittently will be required to submit a negative PCR COVID-19 test result to Campus Health Services prior to reporting to campus. The test must be performed within 3 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.

Testing Schedule Fall 2022

1. Weeks 8/29/22, 9/5/22, and 9/12/22– Mandatory Surveillance Testing for all staff, faculty and students (vaccinated and unvaccinated) one time per week on any weekday.
2. Week 4, 9/19/22 – Serial testing of selected residential buildings as directed by the University.

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 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).

Campus Health Services shall make all final determinations regarding isolation and quarantine requirements for students, staff, and faculty.

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. Members of the general public are only permitted on campus for approved events and official university business.

Effective December 23, 2021, until further notice visitors are not permitted on campus (which includes all locations and university facilities).

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

[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/>

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 10, 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
Revised: January 24, 2022
Revised: April 4, 2022
Revised: August 12, 2022
Revised: September 20, 2022