



Roanoke Higher Education Center
General Public

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CORONAVIRUS (COVID-19) Action Plan

Preparation: Executive Assistant	Authority: Executive Director	Issuing Dept: Administration
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COVID-19 (Coronavirus) Plan of Action

This acting advice is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). The CDC will update their guidance as additional information becomes available. <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

How is the Coronavirus Transmitted?

The new coronavirus is primarily transmitted through respiratory droplets and contact when a person coughs or sneezes. According to the Centers for Disease Control and Prevention (CDC), the role of the contaminated surfaces is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

In everyday life, you can reduce the risk of transmitting the virus by good hand hygiene and wearing some sort of face/ respiratory protection.

Roanoke Higher Education Authority Action Plan

1. Building / Office Protocol:
 - RHEC will display signage regarding wellness tips in areas of traffic (elevators, restrooms, lobbies, entrances, hallways, etc.)
 - RHEC will be routinely cleaning all common areas of the RHEC campus throughout the day.
 - Persons who have the following symptoms are not permitted into RHEC's building:
 - Cough
 - Fever
 - Chills
 - Muscle Pain
 - Shortness of Breath or Difficulty Breathing
 - Sore Throat
 - New Loss of Taste or Smell
 - Any other CDC-advised symptoms
 - Anyone who appears to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to the building or becomes sick during the day will be sent home immediately.
 - The number of allowed participants for any group meeting(s) will be determined on a case by case basis by the RHEC Executive Team ensuring all proper safety & social distancing protocols are met.
 - Everyone should maintain the social distancing guidelines of remaining 6 feet apart.
 - Everyone is required to wear protective masks while in the building.
 - Limit the elevator usage when occupied with multiple people. Use the stairs if you are able and when possible.
 - Whenever possible, limit all person to person contact and wash your hands.
 - Persons who have traveled to a CDC-designated "hot spot" or outside the United States within the last 14 days attempting to enter the building are advised to not enter the building and may not be permitted access to the building and may be asked to leave. Such traveling persons must speak with their cite contact about their recent travel before entering. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-1>.
 - Everyone should also familiarize their themselves with CDC protocols for an added measure of protection found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.

2. Additional COVID-19 Measures:

- There will be a mandatory temperature screening station for all students, clients, visitors and the general public before entering the building. Anyone with a fever of 100.4 or greater will be denied access to the building.
- Everyone is required to wear protective masks while in the building.
- If there is a confirmed positive COVID-19 test result on our campus, RHEC will engage in contact tracing and follow proper protocol and instructions from the local Virginia Department of Health office.

3. General Protocol:

I. RHEC will actively encourage sick individuals to stay home.

- RHEC will communicate with our employees, members, clients, vendors and guests about the importance of sick individuals staying home and/or going to the doctor.
- RHEC will communicate the following to its employees, members, clients, vendors and guests:
 - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - ✓ Coughing or sneezing
 - ✓ Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
 - To help stop the spread of germs:
 - ✓ Cover your mouth and nose with a tissue when you cough or sneeze.
 - ✓ Put your used tissue in a waste basket.
 - ✓ If you do not have a tissue, cough, or sneeze into your upper sleeve, not your hands.
 - ✓ Remember to wash your hands after coughing or sneezing
 - ✓ Avoid unnecessary contact with others
 - ✓ Wear a face shield/ Mask.
 - Clean hands often with an alcohol-based hand sanitizer that contains at least 60- 95% alcohol or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Perform routine environmental cleaning:
 - ✓ Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - ✓ Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

RHEC is committed to the safety of its employees, members, clients, vendors and guests. The above action plan is consistent with the CDC's Interim Guidance, which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. RHEC's leadership is committed to providing the best work environment possible for all staff and jobsites and we will continue to monitor the CDC website for updates. We will revise this policy as updated information is available.

If you have any questions, concerns or suggestions to improve the safety within our building, please contact us by email at info@education.edu or by phone at 540.767.6028.