



RADFORD
UNIVERSITY

COVID-19 Contingency Planning Group

EARLY OPENING PLAN

Executive Summary



Based on continued analysis and research by public health officials, Radford University is moving forward with detailed planning for an early opening as part of the Fall 2020 semester. In order to accommodate an early opening, a variety of recommendations have been made by the COVID-19 Contingency Planning Group for consideration and implementation by the University.

The plan provided has been designed based on the guidelines and requirements available at the time. This information is subject to change as deemed necessary by University leadership in accordance with directives and recommendations issued by federal, state, and local public health and government officials.

Campus Reopening Date

The previously announced campus reopening date of Monday, August 3, 2020 will be moved to Monday, July 27, 2020.

Student Move-In

Move-in for on-campus housing and University-operated apartments will take place over an extended period beginning Saturday, August 1, 2020 and ending Tuesday, August 11, 2020. Move-in for new students will be complete by Sunday, August 9, 2020 and followed by two days of welcome activities on Monday, August 10, 2020 and Tuesday, August 11, 2020. Move-in for

returning students will primarily take place on Monday, August 10, 2020 and Tuesday, August 11, 2020.

Students will be sent instructions on how to sign-up for move-in slots on Wednesday, July 1, 2020. The move-in sign-up period will go through Wednesday, July 15, 2020. Confirmations will be sent by the system automatically as students complete the process of signing up for their slot. After the Wednesday, July 15, 2020 deadline, outreach with instructions and reminders will be sent to students who signed up. A reminder will be sent to students who did not sign up.

For students living in off-campus rental properties with non-University entities, preliminary discussions have occurred with housing providers. Company representatives have expressed a willingness to work with individual residents/tenants regarding move-in dates in order to accommodate the University's early opening. Students should contact their housing providers to make those requests.

Faculty Contracts

Contracts for new faculty and returning faculty will still start on Monday, August 10, 2020. The first two days, Monday, August 10, 2020 and Tuesday, August 11, 2020, will be dedicated to on-boarding for new faculty and final preparations for returning faculty.

New Faculty

New faculty will be provided the opportunity to complete their on-boarding paperwork in a virtual environment as appropriate. They will also be provided early access to their Radford University e-mail account and D2L, the University's online learning platform. Additionally, the Center for Innovative Teaching and Learning will provide a host of optional modules for those wanting to engage in early preparations and trainings. Communication regarding on-boarding of new faculty will be developed and distributed by the Center for Innovative Teaching and Learning.

Faculty Meetings and Welcome Events

College, as well as department/school, meetings will be held after classes begin rather than before in order to allow new faculty to complete on-boarding activities and returning faculty to focus on final preparations. Additionally, Fall Convocation for faculty and staff will be held on Friday, August 14, 2020, as an outdoor event and recorded for those unable to attend in-person.

A revised personnel timeline will be developed and released by the Provost's Office on or around Monday, June 15, 2020 to all teaching and research faculty.

Student Return Dates

Students unable to return to campus for the early opening due to unavoidable and/or unforeseen circumstances should contact the Dean of Students Office to discuss available options.

Employee Return Dates

For 12-month faculty, administrative and professional faculty and classified staff, individual conversations should occur with immediate supervisors to determine any changes in the return to work dates given a campus reopening date of July 27, 2020.

Updated Academic Calendar

An updated academic calendar is available to reflect an early opening with the below adjustments and respective dates.

First Day of Classes: The first day of classes for the Fall 2020 semester will be held on August 12, 2020.

Fall Break: Fall Break, to be held on Friday, October 9, 2020, will be utilized as: (1) a make-up day for Monday/Wednesday classes that would have been held on Monday, August 10, 2020, or (2) a regular day for Monday/Wednesday/Friday classes to be held on Friday, October 9, 2020.

Last Day of Classes: The last day of classes will be held on Monday, November 16, 2020, as a make-up day for Tuesday/Thursday classes that would have been held on Tuesday, August 11, 2020.

Finals Week: Final exams will be administered across four days from Tuesday, November 17, 2020 through Friday, November 20, 2020. The manner in which the exam is administered is at the discretion of the faculty member.

Winter Commencement: Winter Commencement will be held in accordance with state requirements and federal guidelines and immediately follow finals over a two-day period, specifically Saturday, November 21, 2020 and Sunday, November 22, 2020. Main campus, both undergraduate and graduate, events will be held on Saturday, November 21, 2020. The Radford University Carilion (RUC) event will be held on Sunday, November 22, 2020. Planning for Winter Commencement activities will occur over the coming months and may look different based on various requirements and guidelines from government and health officials.

Final Grades: Final grades will be due from faculty to the Office of the Registrar by 2 p.m. on Tuesday, November 24, 2020.

	Fall 2020 Semester (Regular Opening)	Fall 2020 Semester (Early Opening)
Residence Halls Open	TBA	8/1 (Sa)
Fall Classes Begin	8/24 (M)	8/12 (W)
Labor Day - Classes in Session with Regular or Early Opening	9/7 (M)	9/7 (M)
Last Day for Undergraduate Students to Add/Drop	8/30 (Su)	8/18 (T)
Last Day to Change P/F or Audit Options	9/7 (M)	8/26 (W)
Last Day for Graduate students to Add/Drop	9/7 (M)	8/26 (W)
Census Date	9/7 (M)	8/26 (W)
Last Day to Withdraw with a Full Tuition Refund	9/7 (M)	8/26 (W)
Last Day for Graduate Students to Apply for Fall Graduation	9/7 (M)	8/26 (W)
Last Day for Undergraduate Students to Apply for Spring Graduation	9/11 (F)	8/31 (M)
Fall Break - Classes in Session with Early Opening	10/9 (F)	10/9 (F)
Mid-Semester Grades Due by 10 a.m.	10/16 (F)	10/5 (M)
Last Day to Withdraw from One or More (but Not All) Classes with a Grade of "W"	10/30 (F)	10/16 (F)
Last Day to Withdraw from the University (All Classes) with a Grade of "W"	11/13 (F)	10/30 (F)
Thanksgiving Break	11/21-11/29	N/A
Last Day of Classes	12/4 (F)	11/16 (M)
Fall Exams	12/7-12/10	11/17-11/20
RUC Winter Commencement	12/11 (F)	11/22 (Su)
Main Campus Winter Commencement	12/12 (Sa)	11/21 (Sa)
Grades Due by 2 p.m.	12/14 (M)	11/24 (T)



RUC will follow the early opening schedule and process consistent with main campus. Additional protocols may be put in place in partnership with Carilion Clinic as required at Carilion Roanoke Community Hospital.

Attendance Guidance

For Students: Radford University does not have a uniform attendance policy for students. Attendance requirements are established for each course and are at the discretion of individual faculty. In order to establish clear expectations, Faculty Senate Executive Council, in consultation with the Academic Affairs Leadership Team, is developing attendance guidance. This guidance will provide a framework to support students in not attending class if they are sick (i.e. running a fever or exhibiting COVID-19 symptoms). Students who are sick should not come to in-person class or participate in in-person activities.

For Employees: Faculty and staff who are sick (i.e. running a fever or exhibiting COVID-19 symptoms) should not report to work. They should report their absence to their immediate supervisor and charge the appropriate leave category.

Requests for Alternate Learning and Working Arrangements

For Students: Students requesting alternate learning arrangements for conditions deemed a higher risk for COVID-19 by the U.S. Centers for Disease Control and Prevention (CDC) should make such a request through the Center for Accessibility Services. The direct link to the existing form is https://radford-accommodate.symplcity.com/public_accommodation/. Students should complete the form as soon as possible in order to make necessary arrangements for the upcoming semester.

For Employees: To ensure students return to a fully supported campus, employees, both faculty and staff, are expected to return to campus in order to fulfill their job responsibilities. Alternative work arrangements can be requested for the Fall 2020 semester by completing the COVID-19 Alternative Work Arrangement Request Form, which is available at <https://www.radford.edu/content/human-resources/home.html>. Please note that the Department of Human Resources is serving as a single point of contact for the collection of all employee submissions. Employees are encouraged to submit completed forms to the Department of Human Resources no later than Monday, June 22, 2020 with follow-up occurring during the week of July 6, 2020.



Instructional Delivery Formats and Space Configurations

“Large” classes, defined as those with maximum capacities of 50 and above, will be moved to an online format. A small number of classes larger than 50 may need to move forward with face-to-face instruction as planned due to faculty resources and/or accreditation requirements. Those will be permitted on a case-by-case basis with a request from the College Dean and confirmation by the Office of the Registrar.

Classrooms and laboratories, as well as workspaces, are being reconfigured for physical distancing (e.g. placement of desks/tables/chairs six feet apart).

Facilities Management and the Office of the Registrar are collaboratively working with academic leaders regarding the revised occupancy for academic spaces and confirmed capacity for individual courses.

For example, a lecture hall that previously accommodated 100 students may be able to seat

42 students, while practicing physical distancing with a revised configuration. As such, a number of classes will be reassigned to new locations in order to accommodate the number of registered students.

Updated signage on classrooms and laboratories will indicate the new occupancy limit.

In every situation possible, the previously announced days of the week and times will be maintained, especially if students have already registered for such courses. Courses with no registered students may be moved to days of the week and times in which a greater number of classrooms are available. That will occur through the Office of the Registrar based on collaboration and discussion with colleges, departments/schools and individual faculty/instructors.

The fully updated and final class schedule for the Fall 2020 semester will be posted on the Office of the Registrar webpage by Friday, July 10, 2020.

UNIV 100

The class structure for UNIV 100 for the Fall 2020 semester will include the pairing of two sections together for an assigned classroom. This will allow there to be one classroom assigned with the sections alternating days in which the assigned space will be utilized.

For UNIV 100 courses, there will be traditional class meetings scheduled twice per week in the first half of the semester and once per week in the second half of the semester. One class per week will require classroom space.

The Office of New Student and Family Programs will work with the Office of the Registrar to explore scheduling options, including Friday classes, to maximize classroom availability. The team will also work with the Division of Academic Affairs to identify an opportunity for instructor and peer instructor training. Additionally, the Office of New Student and Family Programs will coordinate with the Division of Student Affairs to enable the delivery of some UNIV 100 course content between move-in and the first day of classes.

Online Integration

In order to maximize engagement for all students, faculty are encouraged to create a strong online community at the beginning of their courses regardless of the delivery platform. This will provide an enhanced experience for any students who are engaging remotely due to requested accommodations and/or any absences due to sickness. Additionally, a D2L shell is available for every course and is recommended for utilization. Resources and support for inclusion of this online environment will be distributed to all faculty from the Center for Innovative Teaching and Learning by Friday, June 12, 2020.

Face Coverings

The University will provide face coverings to every student, faculty and staff. For students living in on-campus housing, face coverings will be distributed as part of move-in. For non-campus housing students,

faculty and staff, distribution will vary. Broad-based distribution will be coordinated by the Office of Environmental Health and Safety with support from various campus partners, and a schedule will be made available by Monday, July 6, 2020, utilizing the University e-mail system and by posting on <http://www.radford.edu/coronavirus>.

Students will be required to wear face coverings while in class, conducting business on campus, and in shared/common spaces. Faculty will be provided the option to stand behind a clear barrier at a podium or wear a face covering. The clear barrier is preferred as some students require accommodations for comprehension of material being discussed and/or presented. Employees, both faculty and staff, in their offices working independently will not have to wear face coverings. Employees in common areas and shared/meeting spaces will be required to wear face coverings. Face coverings will not be required outside; however, they will be required anywhere that appropriate physical distancing is not possible.

The face covering requirement will be enforced by the local health district and will be monitored by the appropriate University division, department and/or office. Individuals are asked to exercise social responsibility, as well as kindness, with respect to the face covering requirement. If you encounter students, faculty, and staff who are not wearing face coverings, be mindful that there could be clear and compelling reasons.

Events and Gatherings

Major events and large gatherings will be altered and/or canceled to ensure any and all size limitations are followed. Decisions regarding specific activities will be made by individual divisions, departments and offices, which will be responsible for ensuring all state requirements and federal guidelines are followed and communication details regarding the events, expectations and enforcement, etc.



Health and Safety Measures

Due to the University's focus on the well-being of our students, faculty and staff, a number of health and safety measures will be implemented.

- Broad-scale testing will be offered. Testing dates and location will be announced through campus e-mail and coordinated through a private company. Batch testing for students will be administered through the local Health District.
- Symptom checking will be encouraged and made available through the MyRU portal. When an individual inputs any symptoms into the system, a message will be generated if that individual should not attend class, go to work, etc.
- Contact tracing will be implemented to assist in the exposure risk to others if someone is diagnosed with COVID-19.
- Facilities Management has implemented enhanced disinfecting practices, which will remain in place and include reoccurring and thorough sanitizing protocols.
- Dining will alter its food offerings to eliminate any self-serve and/or buffet stations.
- There will be restricted access for visitors. Day visitors will be required to register, and overnight visitors will not be permitted. Additional information regarding the registration process will be made available by Monday, July 27, 2020.

About the COVID-19 Contingency Planning Group

Convened on April 23, 2020 by President Brian O. Hemphill, Ph.D., the 24-member cross-functional team comprising the COVID-19 Contingency Planning Group was tasked with developing a series of broad-based scenarios regarding the continued operation and re-opening of Radford University in light of the ongoing global health pandemic. The group was provided a 45-day timeline to complete this important work and developed a robust meeting schedule in order to engage in detailed planning and in-depth discussions.

A Word of Caution from the COVID-19 Contingency Planning Group

Campus will look different this fall. The University will be putting measures in place to ensure the health, safety and well-being of the campus and the community.

There is no perfect plan, ideal situation or one-size-fits-all solution. The group has been working diligently and thinking proactively about what will work best for our campus and our community given our current environment and difficult position.

Even with this thoughtful approach and detailed planning, there will still be many outstanding details and unanswered questions. We are committed to working through these challenges and opportunities together!

A Message of Thanks from the COVID-19 Contingency Planning Group

We are indebted to the many individuals who provided guidance and support throughout the planning, including the select students, faculty and staff for engaging in focus groups that provided thoughtful direction and valuable insight. We also extend our appreciation to the members of the campus community for their engagement and flexibility during this process now and into the future.

Members of the COVID-19 Contingency Planning Group

Academic Committee

Sharon Barrett, Assistant Vice President for Finance and Operations (Radford University Carilion)

Matthew Brunner, Registrar

Katie Hilden-Clouse, Ph.D., Professor, School of Teacher Education and Leadership, College of Education and Human Development

Ken Cox, Au.D., Dean of the Waldron College of Health and Human Services

Crystal Cregger, University Budget Director

Jake Fox, Ph.D., Professor, Department of Anthropological Sciences, Artis College of Science and Technology

Kitty McCarthy, Interim Associate Vice President for Transfer Partnerships and Recruitment

Jeanne Mekolichick, Ph.D., Associate Provost for Academic Programs

Angie Mitchell, Associate Vice President for Student Affairs and Dean of Students

Ed Oakes, Associate Vice President for Information Technology

Ashley Schumaker, Chief of Staff and Vice President for University Relations

Tammy Wallace, Ph.D., Dean of the College of Education and Human Development

Services Committee

Lisa Blackwell, Director of Enterprise Systems

Tim Channell, Ed.D., Professor and Chair, Department of Music, College of Visual and Performing Arts

Jorge Coartney, Assistant Vice President for Facilities Management

Kristina Contreras, Graduation Coordinator

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Stephanie Jennelle, Associate Vice President for Finance and University Controller

James Perkins, Director of University Services

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