

Heritage Christian University COVID-19 Policy & Procedure

Updated 3-12-2020 (Please check regularly, as the situation is fluid)

1. **The most important thing anyone can do is to take preventive actions including staying home when sick, appropriately covering coughs and sneezes, cleaning frequently touched surfaces, and washing hands often.**
 - a. The CDC has workplace resources including guidance posters with messages for staff about staying home when sick and how to avoid spreading germs at work.
 - b. Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available.
2. Populi and e-mail will be used for day-to-day reporting.
3. ACADEMIC INSTRUCTION
 - a. We will move to **distance learning instruction exclusively** beginning on Monday, March 16 and continuing through the end of the Spring 2020 semester.
 - b. Teaching and learning will continue via distance learning according to the regular schedule unless otherwise advised.
 - c. Populi and Zoom will be utilized to deliver course materials and instruction, so all students must check these online platforms regularly for updates and instructions
 - d. Each instructor will communicate to classes via e-mail to describe how the requirements of the course are to be completed during the time of the suspension of on-campus classes.
4. ON-CAMPUS HOUSING
 - a. All Kerr Hall resident students should make plans to move out by March 15 at 10:00 PM. Students may not return to campus until classroom instruction resumes.
5. UNIVERSITY EVENTS
 - a. University events are postponed or canceled until further notice to help prevent the potential spread of the virus.
 - b. This includes the HCLI Church Leadership Workshop (canceled), HCU Benefit Dinner in Winfield, and others.
 - c. Decisions have not yet been made on the golf tournament or the timing of spring commencement.
6. WORK, CAMPUS ACCESS, AND ILLNESS
 - a. Campus access will be limited to faculty, staff, and their immediate families until April 4, 2020. A decision on whether to extend that later into the semester will be made at a later time. Exceptions will be addressed on a case-by-case basis.
 - b. Staff and faculty SHOULD NOT attend work when sick. Stay home to care for sick household members.
 - c. Staff and Faculty who become sick (with any illness) on campus or arrive on campus sick must return to their place of residence as soon as possible.
 - d. In some cases, remote work and “social distancing” may be appropriate.

7. TRAVEL GUIDANCE

- a. All international and non-essential domestic travel on HCU business or with HCU programs, for HCU faculty, staff, and students is suspended.
- b. Given the global outbreak of novel coronavirus (COVID-19) HCU students, faculty, and staff should consider postponing or canceling upcoming student international travel. For those currently overseas, consider returning home. Those overseeing student international travel should be aware that students may face unpredictable circumstances, travel restrictions, challenges in returning home or accessing health care while abroad.
- c. Anyone who travels internationally must self-quarantine for 14 days following return to the USA.
- d. Anyone who travels to a state with a sustained community transmission area (as determined by the CDC) in the USA must self-quarantine for 14 days following return.