

COVID-19 Policy Statement and Procedure	Effective Date: September 4, 2020
Related Policies and Procedures: None	

POLICY STATEMENT

The University of the District of Columbia (University) strives to provide a safe educational and working environment for all students, faculty and staff. The University complies with and follows guidance, orders and laws of the Centers for Disease Control and Prevention (CDC) and the District of Columbia (DC). Violations of University policy, local and federal laws will not be tolerated. Individuals who engage in such conduct may be subject to disciplinary action. It is important that all students, employees and guests comply with these procedures to minimize exposure to COVID-19.

PURPOSE

To provide for compliance with guidance, laws and policies related to COVID-19 and to inform members of the University community and visitors of the type of conduct that is required and proscribed and the process for making a complaint for alleged violations of this procedure.

APPLICABILITY

This procedure is applicable to all students, faculty, staff and guests to a University campus or activity and to any educational program or activity, including admissions.

PROCEDURES

Access to Campus

Access to Campus is from 7am to 7pm, Monday through Friday, except holidays. Students and faculty in class after 7pm must leave campus immediately after the end of class.

Access to Campus by Employees

All employees except those excepted below, must submit a request for permission to access campus at least 48 hours in advance of their planned visit and obtain approval from their Executive Cabinet member via 25Live.

Excepted employees are:

- a. Staff designated by the University as essential;
- b. Staff authorized to perform ‘required’ services on campus; and,
- c. Faculty with scheduled in-person classes/labs on campus.

University of the District of Columbia

Prior to accessing campus, all employees, including excepted employees, must complete the LiveSafe health screening questionnaire on their cell phone or device. If you do not receive a green checkmark, you should not come to campus.

If you do not have a smart phone, you will be able to complete the LiveSafe health screening questionnaire at the Checkpoint.

Upon arrival on campus, all must check in via the LiveSafe app.

Employees must enter the designated Checkpoint (as indicated by signage on campus) wearing a mask, check in with the Checkpoint Monitor, show their UDC ID, and display the green checkmark result from the Live Safe health screening. The Checkpoint Monitor will provide employees with a wristband and wristbands must be worn by employees for the entire time they are on campus.

Access to Campus by Students

All students except those below, must submit a request for permission to access campus.

Excepted students are:

- a. Student employees authorized to perform ‘required’ services on campus; and,
- b. Students with scheduled in-person classes/labs on campus.

All students who need to visit campus for limited services must schedule an appointment at least 48 hours in advance. There are only two ways to schedule an appointment:

1. To schedule an appointment to access the Van Ness Library, visit <https://udc.libguides.com>. Click on Library Reopening Information for Students in the left-hand column.
2. To schedule an appointment with Financial Aid, send a request to finaid@udc.edu.
3. To schedule an appointment with the Cashier’s Office, send a request to cashiersoffice@udc.edu. The Cashier’s Office is open Tuesday and Thursday from 10am – 2pm.

Prior to accessing campus, all students must complete the LiveSafe health screening questionnaire on their cell phone or device. If you do not receive a green checkmark, you should not come to campus.

If you do not have a smart phone, you will be able to complete the LiveSafe health screening questionnaire at the Checkpoint.

Upon arrival on campus, all must check in via the LiveSafe app.

University of the District of Columbia

Students must enter the designated Checkpoint, wearing a mask, check in with the Checkpoint Monitor, show their UDC ID, and display the green checkmark result from the Live Safe health screening.

Access to Campus by Guests

Employees are encouraged to keep guests to a minimum and only when necessary for academic or business purposes. Guests will be allowed on campus only with the approval of the employee's Executive Cabinet member.

Guests must be invited by or have an appointment with a University employee. Guests must wear masks on campus and comply with University policies and procedures. It is the responsibility of the host to inform guests of policies and procedures.

Behavior on Campus

Employees, students, and guests must always wear masks, including when in a building, the restroom, and common spaces. Masks may be removed only when alone in an enclosed space.

Employees, students and guests must maintain physical distancing of at least six (6) feet, or the distance required by emergency orders of the Mayor of the District of Columbia.

Employees, students and guests must comply with the capacity requirements as stated by UDC or as required by emergency orders of the Mayor of the District of Columbia.

Employees, students, and guests should only access the space for which a reservation has been made and their assigned workspace or classroom. The restroom closest to your reservation, workspace or classroom should be used.

The use of indoor common spaces is prohibited.

Every effort should be made to use stairways. When using the elevators, only two people are permitted in the elevator at a time, standing at opposite corners with one person in the rear and the other person in the front of the elevator.

Touching areas that are used by others should be minimized. Frequent hand washing and/or use of hand sanitizer is encouraged.

Directional signs shall always be followed.

Departing Campus

Upon departing the campus, all employees, students, and guests must check out via the LiveSafe app or with the Checkpoint Monitor.

Reporting Violations

University of the District of Columbia

Each member of the University community plays a significant role in ensuring compliance with these procedures. The University cannot take action to hold people accountable for violations if it is not aware that they have occurred. Violations of this procedure, if not immediately corrected by the violator upon request, shall be reported to the Campus Police. Campus Police shall report violations to Judicial Conduct if the violator is a student and to Talent Management if the violator is an employee.

Violation of this procedure may result in disciplinary action for both employees and students.

Revision History

Original approved by Ronald Mason, Jr., President, on September 4, 2020.

Amended and approved by Ronald Mason, Jr., President, on November 17, 2020.