GUIDELINES FOR VISITING CAMPUS
# CONTENTS

**Pirate™ Principles** .................................................. 3
**Universal Campus Expectations** ............................. 4
**Visiting Campus** .................................................. 5
  Visitor Overview .................................................. 5
  Visitor Restrictions .............................................. 6
  Visitor Protocols .................................................. 6
    Campus Tours .................................................. 7
    Campus Events ................................................ 7
  Research and Visiting Scientists ......................... 7
  Vendors and Sales Representatives ..................... 7
  Deliveries ......................................................... 7
**Personal Safety Practices – Know Your W’s** ........... 8
**Personal Protective Equipment (PPE)** .................... 9
**Testing and Contact Tracing** ................................ 10
**Parking and Transit** ............................................ 11
With sights set on reopening East Carolina University® in fall of 2020 – and with health and safety as our top priorities – we are developing a set of community standards and policies for ECU’s employees, students, faculty and visitors. We are all in this together, and we believe that together, we can face the challenges presented by COVID-19 with resilience, determination and great support for the Pirate community.

PIRATE PRINCIPLES

1. In balancing our need to achieve the mission of student and regional success against other factors, health and safety are paramount.

2. Our decision-making is based on the best-known data and science available to the university’s administration. Expect this plan to change in accordance with our rapidly developing knowledge of COVID-19.

3. ECU remains enthusiastically committed to its mission of student and regional success despite the challenges we face together.

4. ECU will continue to promote and prioritize a diverse, equitable and inclusive working, living and learning community.

5. As North Carolina’s leader in online education, we will leverage that expertise to provide nimble and hybrid approaches within the face-to-face modality. In all cases, students will have superior academic choices.

6. ECU’s “student experience” will be supported fully and creatively so that engagement and a sense of belonging are achieved.

7. ECU is keenly aware of the need for effective communications with our students, our employees, the community we call home and other external stakeholders.

8. ECU plans a gradual return of Pirates to campus in accordance with federal guidelines and state laws.
Face coverings are to be worn in public spaces and in face-to-face meetings while on campus.

Social distancing of at least 6 feet will be required whenever possible on campus.

Complete the daily health screening using the CDC’s COVID-19 symptoms list with your campus host. If you are experiencing symptoms, you should not visit the ECU campus.

If you have been on campus and test positive for COVID-19, or if a healthcare provider tells you that you are presumed positive, you should notify the university.

Wash your hands often! Everyone should practice regular hand hygiene following the CDC guidelines.
VISITING CAMPUS

Visitor Overview

ECU has developed clear expectations in order to engage safely with visitors coming to campus or gathering under the name of ECU.

Such groups include prospective students and their families touring our campus; parents visiting their child informally or through a formal ECU program; fans attending athletic events; alumni returning to campus for organized tailgates; homecoming or other alumni events; boards, councils, vendors, formal volunteer groups seeking and needing to meet; and with international and domestic visitors to our offices, classrooms, studios and labs.

The primary mission of the institution is educational; thus, the ability to continue education in person as long as possible should be prioritized. Decisions that are made regarding external engagement must be evaluated and approved based on the impact that the activity could have on the educational experience of ECU students.
Visitor Restrictions

- Visitors must declare to their travel host, if they have recently traveled to any area designated as a “hot spot” due to the novel coronavirus within the past 14 days. Visitors who have traveled to any of these areas are restricted until they have self-quarantined for 14 days.
- Visitors who are exhibiting flu-like symptoms and/or have had known exposure to the virus within the past 14 days are not allowed admittance onto any of ECU’s campuses or its entities.

Visitor Protocols

Visitors to campus will be screened using the self-assessment instrument used by students and employees. Those who may have prolonged close contact with ECU faculty, staff, students and clinical operations will be required to register with ECU’s Office of Prospective Health (OPH). Affected individuals include, but are not limited to, guest lecturers and guest speakers, research collaborators, visiting scientists, and other administrative visitors. Such visitors will be screened daily with screening procedures coordinated by OPH. This may include taking the visitor’s temperature and asking a series of questions related to common COVID-19 symptoms. The use of personal protective equipment for visitors may be mandated by the OPH in accordance with ongoing CDC, North Carolina Department of Health and Human Services (NCDHHS) and Pitt County Health Department (PCHD) guidance. Visitors must comply with all posted guidelines and verbal directives while on campus.

Given these considerations, ECU’s expectations for engagement with the outside world are described below.

1. As much as possible, activities that are nonessential for the education of current students should go virtual and/or limit student exposures.

2. Gatherings of visitors should be fewer than 50 individuals and all must be screened using CDC guidelines. Such an event will require approval by the appropriate divisional vice chancellor or director of athletics. Exceptions may be approved by the chancellor.

3. If current social distancing measures stay in place, traditional in-person events must be redesigned.
Campus Tours – Undergraduate

The Office of Undergraduate Admissions is creating a proposal based on the most recent public health guidelines. The goal of the office is to be able to safely offer small-group tours beginning in mid-to-late August.

Campus Tours – Graduate

The Graduate School currently offers very personalized campus tours for prospective students, and the school’s current model is easily adaptable to social distancing standards. The Graduate School supports the safety measures suggested for undergraduate campus tours and the implementation of similar measures (i.e., masks, sanitizer).

Campus Events

Special events housed within Student Affairs, including Family Weekend and specific aspects of Homecoming (e.g., parade), will require approval by the vice chancellor. Careful attention and planning to comply with all primary expectations, PPE and distancing are expected.

Research and Visiting Scientists

Clinical spaces will follow their own infection control policies. Students, faculty and visitors involved in health care will comply with the COVID-19 safety guidance, including diagnostic testing, for their clinical setting.

Vendors and Sales Representatives

As much as possible, activities that are nonessential for the education of current students should go virtual.

Deliveries

Routine deliveries of materials and supplies should proceed as normal, but delivery personnel should limit movement on campus and within campus buildings to essential duties only.
PERSONAL SAFETY PRACTICES

Avoid handshakes, hugs or other personal contact. When leaving your home or workplace and upon leaving campus, you are strongly encouraged to follow the “Know your W’s” guidance from the North Carolina Department of Health and Human Services.

**KNOW YOUR W’S**

<table>
<thead>
<tr>
<th>WEAR</th>
<th>WAIT</th>
<th>WASH</th>
</tr>
</thead>
<tbody>
<tr>
<td>a cloth face covering if you will be with other people.</td>
<td>6 feet apart. Avoid close contact.</td>
<td>your hands often with soap and water for at least 20 seconds or use hand sanitizer.</td>
</tr>
<tr>
<td>• Disposable masks may only be worn for one day and then must be properly discarded.</td>
<td>Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to those who are at higher risk of getting very sick.</td>
<td>Ensure proper hand hygiene:</td>
</tr>
<tr>
<td>• You may also wear a self-supplied cloth face covering. Cloth face coverings must only be worn for one day at a time and must be properly laundered between each use. Having a week’s supply of cloth face coverings can help reduce the need for daily laundering.</td>
<td>Visitors must follow these social distancing practices:</td>
<td>• After you have been in a public place.</td>
</tr>
<tr>
<td></td>
<td>• Stay at least 6 feet (about two arms’ length) from other people at all times.</td>
<td>• After blowing your nose, coughing, sneezing or touching your face.</td>
</tr>
<tr>
<td></td>
<td>• Do not gather in groups of 10 or more.</td>
<td>• If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth.</td>
</tr>
</tbody>
</table>
The outbreak of COVID-19, the novel coronavirus, presents a constantly shifting landscape of risk assessment for higher education. The community expectations presented below are informed by guidelines from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA), as well as N.C. governmental guidance. While these organizations and agencies already enforce regulations, new and proposed guidelines are implemented to further help employers, and institutions like our own, open our doors again.

1. Face coverings are to be worn in public spaces and in face-to-face meetings while on campus.

2. Face coverings are required when using the ECU Transit System.

3. Clinical spaces will follow their own infection control policies.

4. A limited supply of disposable masks will be provided by ECU to employees, students and visitors, if needed. Students, employees and visitors may provide their own cloth face covering. Disposable masks will be available on campus from a variety of sources.

5. Persons who do not follow ECU’s policy will be 1) advised of the face covering requirement by the person in charge of the event/course/activity, 2) informed of where/how to obtain a face covering if they do not have one, and 3) may be deemed ineligible to participate in campus activities if they do not comply.

6. The university does not require the use of gowns, face shields and gloves, unless job duties or position requires, such as in clinical settings.
Testing and Contact Tracing

ECU community expectations for testing and tracing follow.

1. If practical, students are encouraged to have a COVID-19 test for active virus either before arriving on campus or before engaging in activities on campus. If tested positive, students should quarantine for 14 days and complete the self-reporting notification form on PiratePort.

2. Regular health screening is required, such as the screening questions recommended by the CDC or those in use in medical clinics to screen for COVID-19 risk. Complete the daily health screening, using the CDC’s COVID-19 symptoms list available at go.ecu.edu/screening. If you are experiencing symptoms, you should not report to campus and should contact your health care provider.

3. The university will use its best efforts to conduct contact tracing, when possible, for every individual diagnosed with COVID-19 who is a part of the campus community. Infected individuals should be isolated and exposed individuals should be quarantined. The university will have a central location (Prospective Health and Student Health Services) for case reporting to link to contact tracing.

4. Prior to the start of the term, to the extent possible, the university will identify, review and mitigate exposure risk from internal and external close contact for planned campus activities.

5. The university will develop a voluntary random testing sample as a foundation for surveillance of COVID-19.
Visitors with short-term parking needs may park in designated visitor spaces on campus by purchasing a one-day parking permit or use hourly parking at our Parking Garage or Pay by Space Stations. Visitors are defined as individuals who are not ECU students or university employees. We welcome visitors to campus and strive to make their visits as enjoyable possible. Visitors must still comply with the regulations outlined in the Parking and Transportation Ordinances. Visitor permits must be obtained at the Parking and Transportation office prior to 4:30 pm Friday if you are planning to park anytime during the weekend.

Visitor permit prices are as follows:
- $5 a day
- $5 for a weekend pass
- $10 for a week

**ECU Transit**
Visitors to the university are permitted to use ECU Transit for academic or business purposes, or on designated chartered buses for special events.

1. Face coverings are required on all transit vehicles.
2. All buses and vans will operate with limited capacity – 50% normal load.
3. Passengers are encouraged to ride at least 40 minutes to 1 hour early due to reduced capacity.
4. Passengers will board using the front door and exit using the rear door. On buses with only one door, all exiting passengers should be allowed to exit before boarding occurs.
5. Hand sanitizer stations will be available on each bus.
6. Passengers should practice physical distancing while waiting for the bus and while onboard transit vehicles. Passengers should adhere to all decals/signage/operator instructions.

Individuals requesting accommodation under the Americans with Disabilities Act (ADA) should contact the ADA Coordinator at least 48 hours prior to the event at 252-737-1018 / ada-coordinator@ecu.edu.
Click here for up-to-date information on the coronavirus from East Carolina University.