Memorandum

To: Chancellors

From: William L. Roper

Date: March 17, 2020

Subject: COVID-19 Guidance - University Operations

The COVID-19 pandemic continues to present a constantly evolving set of challenges for the university system’s leaders, students, faculty, and employees. The entire UNC System, including all institutions and the System Office, continues to work diligently to protect the health and safety of our campus communities during this unprecedented public health emergency. After consulting with the Governor’s office, the Board of Governors leadership, and others, I am issuing this update to my previous guidance.

Substantially Reduce University Housing and Dining Occupancy/Usage

In order to substantially reduce the number of students on campus and in university housing, each constituent institution will:

- Instruct students who occupy university housing to remain at, or return to, their permanent residences, unless granted an exception by the institution;

- Establish an exceptions process, with an appropriate health screening, that allows students to remain in university housing only if they establish a legitimate and significant need to do so. The institutions should limit situations in which exceptions will be granted. Examples might include, but are not limited to:
  - Lack of other available housing options;
  - Lack of broadband access away from campus;
  - Inability to travel to, or return from, permanent residence due to travel restrictions;
  - Unsafe domestic situation at permanent residence;
  - Inability to return home or pay for off-campus housing;
  - Presence required for in-person instruction that has been deemed essential.

- Reduce campus dining operations to takeout or similar options, with the expectation for small numbers of students remaining on campus; and

- Postpone any discussion of refunds for housing and dining fees until at least April and/or until we are beyond the immediate issues, we now face with mitigating the spread of COVID-19.
Immediately Plan for Quarantine/Isolation of Students Testing Positive

Leadership at each institution, including student health services directors and emergency management coordinators, will work with local public health officials and other community members to have in place immediate plans for the quarantine and/or isolation of any students remaining on campus who may test positive for COVID-19 infection.

Laboratories and Research Projects

Each constituent institution will confirm by Friday, March 20, 2020, that plans are in place to protect laboratories and ongoing research projects as they move to a 4- to 8-week period of reduced or minimal activity.

Employee Leave/Mandatory Employees

Institutions will implement and follow the attached guidance, which provides for designation of mandatory employees in the context of operations during the COVID-19 pandemic and discretion to provide teleworking opportunities and paid administrative leave. This guidance will be appropriately distributed, and supervisors should be trained on their implementation.

Courses and Grades

Provosts will continue to work with Senior Vice President Kim van Noort and with SACS to find solutions for grading, course completion, and the award of course credit, recognizing that all institutions in the System may need to significantly reduce their operations through the end of the academic year.

Restrictions on Gatherings

In light of the CDC guidance announced this week, the institution should cancel or postpone gatherings that assemble 50 or more individuals in a single room or space, or find alternative means of meeting, such as by video or telephone conference. Any events or gatherings that meet or exceed the 50-person threshold require the approval of the chancellor. Keep in mind that the CDC and the White House have recommended against gatherings of 10 or more persons.

Attachment