



DARDEN SCHOOL
of BUSINESS

SAFE RETURN TO DARDEN GROUNDS GUIDE



DEAR DARDEN COMMUNITY,

THIS FALL BRINGS UNPRECEDENTED CHALLENGES AND REQUIRES A NEW WAY OF THINKING ABOUT BALANCING THE DUAL IMPERATIVES OF DELIVERING ON DARDEN'S MISSION AND PROTECTING THE HEALTH AND SAFETY OF THE DARDEN COMMUNITY. THE ONGOING CORONAVIRUS PANDEMIC THREATENS THE HEALTH AND SAFETY OF ALL OF US AND THE SCHOOL'S MISSION TO PROVIDE AN UNPARALLELED TRANSFORMATIONAL LEARNING EXPERIENCE.

And yet, we can overcome these challenges and threats, if we all join together to form a culture of mutual care, concern and respect that observes practical health and safety guidelines based on best practices. Our culture of mutual care also acknowledges the fears and anxieties many in our community are facing in this uncertain time.

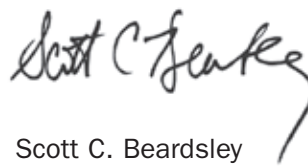
This guide serves as a first step to prepare yourself to be a part of that culture this fall as members of the community begin to return to the Darden Grounds in Charlottesville and Rosslyn in a phased approach. I ask you to read it, and download it to your laptops or mobile devices so that you can refer to it often this fall. As a practical matter, doing so will help you learn the policies, guidelines and behaviors expected of all members of the Darden community. More importantly, familiarizing yourself with and following the guidelines contained within is an act of care and compassion for your fellow community members.

Since the emergence of COVID-19, we have sought to reimagine Darden operations, education experiences and physical spaces. This guide represents the achievement of dozens of Darden leaders at every level of the enterprise contributing to solid solutions to countless difficult questions. I thank them for their service, and you can thank them by observing the contents of this guide whenever you are on Grounds.

If we all do so, we will give ourselves the greatest chance to protect the health and safety of every member of the Darden community and preserve many of the in-person elements of the Darden experience that make it the world's best.

I look forward to seeing you this fall.

Sincerely,



Scott C. Beardsley
Dean and Charles C. Abbott Professor
of Business Administration



CONTENTS

3	About the Guide	12	Doors
3	Guiding Principles	13	Restrooms
4	Health and Safety Guidance	13	Classrooms
4	UVA Public Health Measures	14	Food and Beverage Service
4	“The Big Four”	15	Office Spaces and Workforce Preparation
4	Monitoring Symptoms	16	Contractors, Vendors and Deliveries
5	Testing and Contact Tracing	16	HVAC Systems and Air Filters
5	Travel and Transportation	16	Departure
5	Fostering a Community of Mutual Care	17	Resources
6	What You Can Do		
6	What Darden Is Doing		
7	WHAT TO EXPECT:		
7	Parking Garages and Parking Lots		
8	Arrival		
8	Onsite Ambassadors		
9	Personal Protective Equipment (PPE)		
10	Signage		
11	Lobbies and Reception Areas		
12	Elevators		
12	Stairwells		

Updated on 10 August 2020. Guidance will evolve over time. Please check the [Return to Darden Grounds website](https://www.darden.virginia.edu/about/return-to-grounds) for the most current information: www.darden.virginia.edu/about/return-to-grounds.

ABOUT THE GUIDE

COVID-19 has tested and challenged the Darden School's mission to *improve the world by inspiring responsible leaders through unparalleled transformational learning experiences* in ways we could have never imagined. The pandemic is a transformational learning experience for the entire community unlike any other.

Fortunately, the flexibility, innovation, collaboration and caring demonstrated by the Darden community is enabling the School to meet the unprecedented challenges presented to us. It will be this same spirit of personal responsibility and shared purpose that will see us through this challenge in the days and months ahead.

In accordance with federal, state and local authorities and policies and guidance from the University of Virginia, the Darden School has worked diligently to prepare its facilities, operations and stakeholders for a safe and successful return to Grounds in Charlottesville and Rosslyn. **Your health and safety are our paramount concerns.**

To create the health and safety guidelines contained within this guide, Darden's Safe Return to Grounds Committee and several sub-committees drew upon the knowledge and talents found across the UVA and Darden communities. Epidemiologists, health practitioners, operations experts, facility experts, communications experts, technology experts, economists, and many others have been and continue to be consulted as Darden navigates the pandemic. This expertise, combined with industry best practices and the input and feedback of our Darden community members, have guided preparations and provided the foundation for this guide.

The mission of the Safe Return to Grounds Committee and its various sub-committees is to ensure the health and safety of all Darden stakeholders upon reopening the Darden Grounds and during ongoing operations throughout the academic year.

The committees engaged with the Darden community to understand your concerns, then designed and implemented plans, processes, protocols, practices and communications to ensure

your health and safety and that you also feel safe and confident while on Grounds.

The Safe Return to Darden Grounds Guide has been designed to provide critical health and safety guidance, help you know what to expect when you come to Grounds, outline protocols for responding to likely challenges, and inform you about the various changes to facilities and operations.

“Disruption isn't about what happens to you. It's about how you respond to what happens to you.” – JAY SAMIT, AUTHOR, DISRUPT YOU!

It is important to note that this guide should be read in conjunction with University of Virginia guidelines and federal, state and local guidelines on health and safety, which take precedence over this guide. Moreover, this document reflects guidelines under the assumption of a decreasing incidence of COVID-19 in the Charlottesville and Rosslyn communities. If incidence of disease increases in these communities, further changes — such as returning to all-virtual instruction and working from home — could occur at any time and may be needed to protect the health and safety of the Darden community.

The COVID-19 pandemic is a constantly evolving situation. As a result, our policies, processes and plans will continue to evolve and be updated as more information and guidance becomes available.

GUIDING PRINCIPLES

The following guiding principles serve as the foundation for all **Safe Return to Darden Grounds** decision-making and activities:

- Health and safety for all
- Exceptional delivery of programs and the learning experience
- Equity and inclusion for all
- Innovation and creativity
- Responsible management of resources and assets

HEALTH AND SAFETY GUIDANCE

Every individual who comes to Grounds will have to meet certain health and safety requirements designed to keep members of the UVA, Darden and broader communities safe. Below are some key policies that provide a foundation to the evolving public health guidance and environment. The latest health and safety protocols will always be available on the [Return to Darden Grounds](#) website, and we ask all members of the community to regularly review those pages for the latest information. Please review the University of Virginia's [Public Health Measures](#) website to familiarize yourself with these health and safety requirements before returning to Grounds.

'The Big Four' Health and Safety Practices

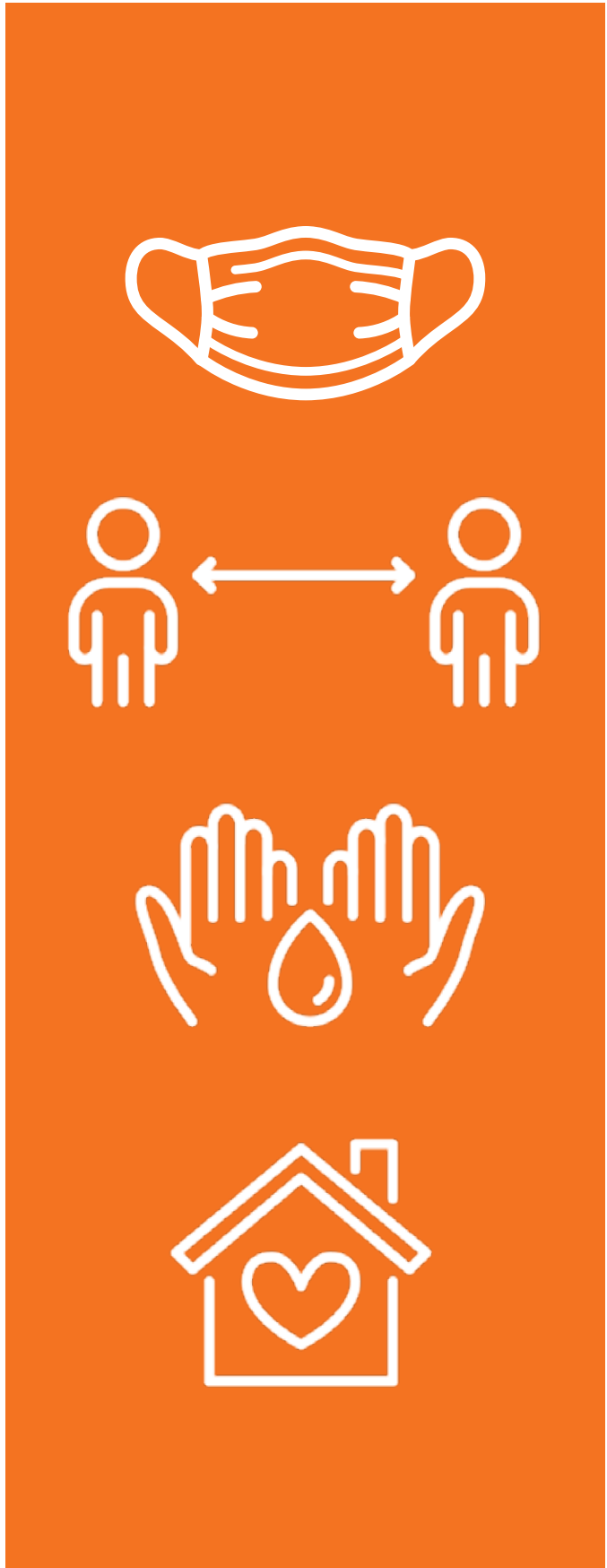
We can greatly reduce the risk of COVID-19 transmission on and off Grounds by following 'The Big Four' health and safety practices:

1. Wear a **face covering** on Grounds at all times in buildings or outside when when you cannot maintain a physical distance of at least six feet.
2. Maintain a distance of six feet (two meters).
3. Practice regular handwashing, hand sanitizing and safe hand hygiene.
4. Stay home if you are exhibiting any symptoms of sickness.

Monitoring COVID-19 Symptoms

Prior to coming on Grounds, all Darden community members and program participants must complete a daily health attestation that is accessible through the UVA HOOS Health Check app, available through the Apple App Store, Android Google Play Store and the [HOOS Health Check website](#).

You should stay home if you are exhibiting any symptoms of sickness. According to the Centers for



Disease Control and Prevention (CDC), [symptoms](#) to watch for include (but are not limited to):

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- New gastrointestinal symptoms (nausea, vomiting, etc.)

Testing and Contact Tracing

In partnership with the Virginia Department of Health (VDH), the University of Virginia has created a comprehensive COVID-19 testing plan, which can be found on the [UVA Public Health measures website](#).

Travel and Transportation

Beginning 14 days prior to returning to Grounds, we strongly recommend that Darden community members and program participants self-quarantine. This means you should stay home, separate from others outside the home, monitor your health, and follow directions from your state and local health department. More information can be found on the [UVA Public Health measures website](#).

All travel has some inherent risk of exposure, but some means pose less COVID-19 risk. Traveling by personal automobile has the lowest risk for COVID-19 exposure. Airline travel can be safe if you choose a carrier that requires masking and adheres to social distancing. Bus and train travel may have higher risks.

Some additional travel guidelines include:

- Avoid travel during the academic quarter, particularly to high-incidence areas during on-Grounds instruction.
- Avoid or limit visitors during the quarter. A mainstay of public health is to limit travel, thus limiting visitors in general. This is of critical importance, especially for visitors from high-incidence areas during on-Grounds instruction.

- All nonessential business travel remains prohibited for faculty and staff. Essential business travel requires authorization by a Darden Enterprise Team leader, who must submit a request to the Dean's Office for review and approval prior to making any travel arrangements.



FOSTERING A COMMUNITY OF MUTUAL CARE

All the best-laid plans in the world will not be successful without each one of us following health and safety guidance and actively working to foster a community of caring and mutual respect.

“Never believe that a few caring people can’t change the world. For indeed, that’s all who ever have.” – MARGARET MEAD, CULTURAL ANTHROPOLOGIST

A community is a group of people who look out for each other, especially in hard times. Following health and safety practices, such as **“The Big Four,”** protects you, other members of the Darden community, and all those at home that we care for and want to keep safe. When we come to Grounds, it is important to remember that others may be more vulnerable physically or emotionally than we are. Following the health and safety guidelines and treating others with mutual care and respect helps not only to reduce health and safety risks, but also fear and anxiety others face due to conditions such as compromised immune systems, caring for an elderly parent or sick child, or other factors. Since we often don’t know who among us faces these conditions or concerns, we should seek to treat

everyone we encounter with the same (and extra) level of mutual care and respect, keeping true to Darden's values of inclusiveness and equity for all.

Darden's mission to improve the world by inspiring responsible leaders begins with each one of us modeling responsible behavior and encouraging others to do the same. This is especially true now. With each of us pledging and acting on our individual commitment toward this shared goal, we can do our best to ensure a healthy, safe and successful return to Grounds for all members of the Darden community, and for our families and loved ones.

WHAT YOU CAN DO

- For faculty and staff, complete [UVA's COVID-19 training](#), which is required for all Darden community members.
- Always follow **"The Big Four"** health and safety practices:
 - Wear a face covering on Grounds at all times in buildings or outside when you cannot maintain a physical distance of at least six feet.
 - Maintain a distance of six feet (two meters).
 - Practice regular handwashing, hand sanitizing and safe hand hygiene.
 - Stay home if you are exhibiting any symptoms of sickness.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Replace handshakes with head nods and waves.
- Avoid using others' phones, desks, offices or other work tools and equipment.
- Use keys or touch tools to avoid touching items with your hands.
- Follow cleaning product instructions when cleaning your work areas.
- Avoid inviting others into your office for meetings or conversations. Conduct meetings in conference rooms or preferably through ZOOM.
- Clean shared space or equipment following use (for example, clean the table after eating, clean the copy machine following use, etc.).

- Talk to your manager or program leader if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all UVA and Darden policies, protocols, and practices.
- Be kind and flexible. Understand that this is a stressful time for everyone, and a little extra kindness right now can go a long way.

WHAT DARDEN IS DOING

Darden's Safe Return to Grounds Committee, sub-committees and many others have been working diligently to keep all stakeholders healthy and safe as the community begins to return to Grounds. You can see some of the latest progress and answers to questions in [the FAQ](#) on the [Return to Darden Grounds website](#).

Examples include:

- **Facility modifications in Charlottesville and Rosslyn:**
 - **Room capacities** have been decreased to maintain social distancing. Revised room capacity signage has been posted near each space.
 - **Workspace and classroom layouts and seating** arrangements have been revised to allow for social distancing.
 - **Plexiglass barriers** have been installed in public spaces, such as reception desks, cashier stations, IT desk and food/beverage areas, and open office spaces.
 - **Hand sanitizer stations** have been installed throughout all buildings.
 - **HVAC systems and air filters** have been inspected and upgraded. More information can be found in the [Charlottesville](#) and [Rosslyn](#) FAQs.
 - **Signage** has been installed throughout each facility to provide reminders on preventing the spread of germs, maintaining social distancing and operational changes.
 - **Entrances** have been designated to minimize contact between stakeholders and to maintain social distancing.

- **CDC-approved cleaning equipment and cleaning supplies** have been purchased and are in use. Cleaning schedules have also been enhanced, with common areas and often-touched surfaces cleaned frequently each day. Cleaning supplies are available, and Darden community members are asked to use them to clean and disinfect

- workspaces and equipment after each use.
- **Personal Protection Equipment (PPE)** has been secured and distributed onsite. [See page 9 for details.](#)
- **Rotation Shifts**, where possible for staff, will reduce the number of people in the building at one time.
- **Modified hours** for public spaces such as the Camp Library will be posted in the building.

WHAT TO EXPECT

PARKING GARAGES AND PARKING LOTS

Parking garages and parking lots will be open and available for use. However, even when in the garage or parking lot, you are expected to maintain six feet (two meters) of distance and follow other health and safety precautions.

Charlottesville

With some modifications, parking locations and fees will return to normal in August. For the most recent updates, please refer to the [UVA Parking and Transportation website](#). Modifications include:

- Parking meters and payment stations have been removed. Meter payments throughout Grounds, including the recreation centers, will be made exclusively via [ParkMobile app](#).
- New options are available for those who need to park on Grounds occasionally.
- Technology-based parking management approaches have been implemented with increased use of online transactions and parking by license plate.
- In-person customer service will be by appointment only.
- Parking citations may be issued via US mail or email.

Rosslyn

Monday Properties parking attendants are closely monitoring guidance from industry leaders, such as the International Parking and Mobility Institute (IPMI) and other parking operators. The onsite parking attendants are adhering to social-distancing guidelines and are wearing PPE, such as face coverings.

In addition, tenants and visitors are encouraged to use the new contactless options available at the 1101 Wilson Blvd. and 1000/1100 Wilson Blvd. garages. Customers can pay for parking using ApplePay at the exit. Customers can also purchase daily parking in advance on SpotHero or ParkWhiz, which only require a scan of the ticket from a phone at the entrance/exit.

Please refer to the [Monday Properties Building Return to Work Memo](#) for the most recent changes.

ARRIVAL

Before you leave your home for Grounds, you will have to complete a health attestation using the UVA HOOS Health Check app, available through the Apple App Store, Android Google Play Store and the HOOS Health Check website. More options and information can be found on the [UVA Information Technology Services](#) website.

In accordance with UVA's [face covering policy](#), all community members returning to Grounds are asked to wear their own face covers to enter the building. UVA-issued PPE will be provided once inside the facility. Please refer to the next section for details.

Degree and non-degree program leaders will instruct students, program participants, faculty and staff regarding which doors they should use to enter the building. Upon arrival to the building, please be sure to use the appropriate doors designated for building entrance, where your temperature may also be taken.

In addition, managers and program leaders may stagger the arrival times of faculty, staff, students and participants to decrease the density of groups arriving at any given time and to maintain social distancing. Please carefully follow these instructions to ensure the health and safety of the entire Darden community.

UVA Darden DC Metro stakeholders should also review the [Return to Work Memo](#) prepared by Monday Properties, which manages Darden's Rosslyn facility at 1100 Wilson Boulevard in Arlington.

If you have not yet been authorized to return to Grounds for work but have an essential reason to access Darden Grounds in either location, please [complete this form](#). Your request will be forwarded to your supervisor and the Dean's office for approval, and you will receive confirmation once access has been granted.

ONSITE AMBASSADORS

At the beginning of each program, ambassadors will be stationed at key locations, such as entrance doors, elevators, reception areas, hallways, classrooms, food and beverage stations, and other places to help direct traffic flow and provide information and directions as you navigate the Grounds.

Please be on the lookout for ambassadors wearing orange and blue Darden shirts. They stand ready to assist you as needed.



Charlottesville



Rosslyn

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) has been provided by the University of Virginia and will be distributed upon your arrival on Grounds. See [UVA Policy SEC-045](#) for details regarding various face coverings and their proper use, care and laundering.

Types of PPE

- Students, faculty, staff and program participants are required to wear face coverings unless they cannot for a medical reason. Those who cannot wear a face covering should refer to the [UVA Public Health Measures for guidance](#).
- Certain units requiring specific CDC and OSHA-approved PPE such as Hospitality, Housekeeping, and Facilities and Maintenance will receive PPE from their unit managers.

Distribution of PPE

- On the first day of arrival, all faculty, staff, students and program participants are asked to wear their own personal face covering until receiving UVA-issued PPE onsite.

- Students will receive a UVA Safe Return to Grounds kit containing two cloth face coverings, hand sanitizer, a touch key tool and a drawstring bag. Student Safe Return to Grounds kits will be waiting for students in their classrooms.
- Faculty and staff will receive two cloth face coverings each, which will be placed on desks prior to arrival.
- Program participants will receive face coverings onsite, which will be placed on desks prior to arrival.

Additional PPE Information

- A disposable face covering will be provided in the reception area should you forget to bring back your own. Only wear disposable face coverings for one day and then dispose of them.
- Individuals are responsible for laundering reusable face coverings as necessary to maintain their effectiveness ([as outlined in UVA Policy SEC-045](#)).
- Individuals may use their own personal face coverings. To be effective, simple cloth face coverings must fully cover the mouth and nose and have no exhaust valves or defects (e.g., holes).



Professor Tom Steenburgh leads a hybrid virtual/in-person course.

SIGNAGE

Upon arrival on Grounds, you will notice new signage at building entrances, reception areas, elevators and stairwells, entrances to classrooms and learning team rooms, food and beverage stations, restrooms, and numerous other locations.

This signage is designed to promote social distancing, health and safety, and prevent crowding in a variety of spaces. **Please follow all signage instructions and promote the adherence of these instructions among your colleagues and other members of the Darden community.**



LOBBIES AND RECEPTION AREAS

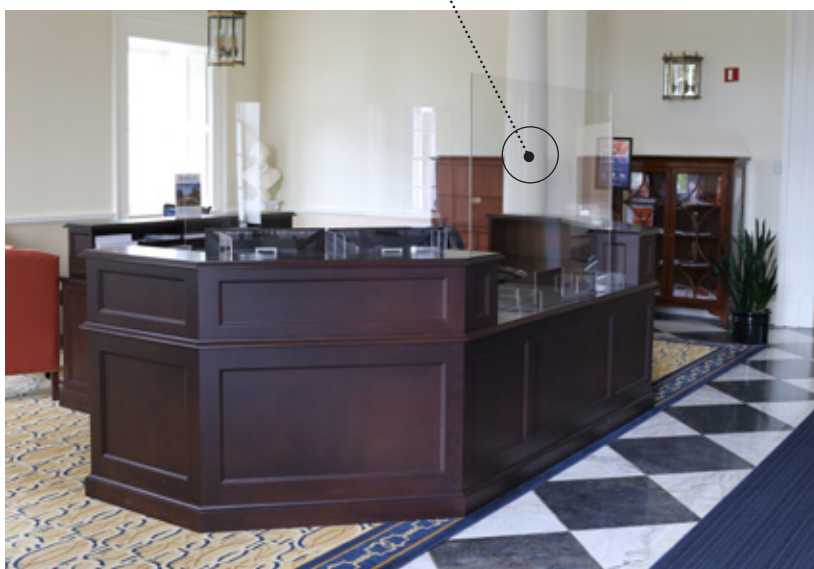
As we strive to maintain social distance of six feet (two meters), lobby and reception areas will need to be carefully monitored and managed. Program leaders will carefully plan, staff and manage the flow of traffic, as well as the arrivals and departures of students and participants. **Measures to ensure health and safety in public areas include:**

- Plexiglass barriers have been installed in public spaces, such as reception areas, IT desks and cash registers. These shields will reduce the risk of virus spread for staff members who encounter numerous individuals in these areas.

- Floor markings in these areas have been installed to remind individuals to remain six feet away, per social distancing requirements.
- Seating arrangements have been modified to promote social distancing in common areas and public spaces, such as reception and lounge areas.
- Onsite ambassadors will be stationed at key locations, such as lobbies and reception areas. Please be on the lookout for ambassadors wearing orange and blue Darden shirts. They stand ready to assist you as needed.



Plexiglass barriers installed in reception areas



Floor signage at UVA Darden DC Metro in Rosslyn



Hand sanitizer stand



ELEVATORS

For the health and safety of you and others, we ask all community members to adhere to elevator occupancy limits at all times. To accommodate a safe distance of six feet between occupants in elevators, UVA has established [guidance](#) (See Page 3) to reduce elevator capacity both in Charlottesville and Rosslyn:

- Elevator capacity is limited by cab size. For most elevators, this will mean only one person per elevator. More than one person can use an elevator if the six-foot (two-meter) social distancing requirement is met. Please follow all elevator signage.
- To avoid long wait times, program leaders will work with staff, faculty, students and program participants to coordinate staggered arrivals and departures.
- Staff and faculty on lower floors are encouraged to take the stairs whenever possible.
- Elevator occupants exiting on upper floors are encouraged to stand at the back of the elevator; occupants exiting on lower floors should stand at the front of the elevator.

STAIRWELLS

To accommodate a safe distance of six feet (two meters) while using stairs, please observe the following guidelines:

- Always stay to the right of the stairway.
- Please remain six feet (two meters) away from those in front of or behind you. This may require you to pause your ascent or descent to allow a safe distance between you and others.

DOORS

There are designated entrance doors to minimize contact between stakeholders and to maintain social distancing. Please follow the signage to enter through the correct doors.

Where automatic doors are available, please use the foot pedals to enter and exit. Otherwise, use keys or touch tools to avoid touching items with your hands when possible.



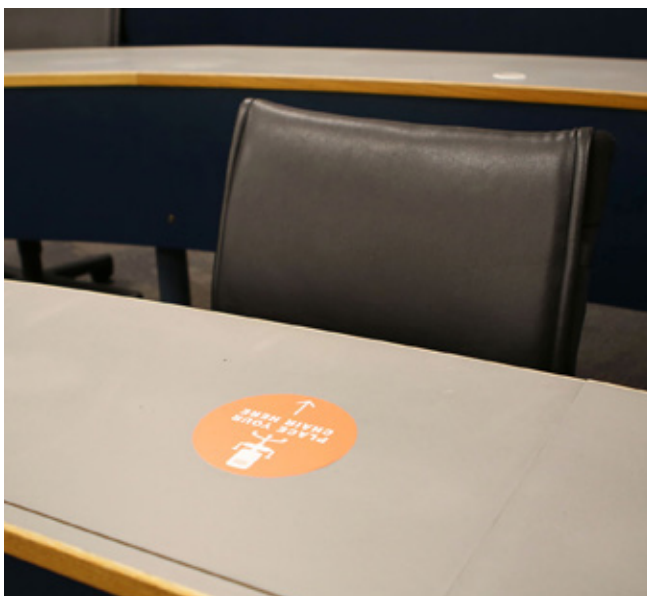
RESTROOMS

To maximize health and safety and to accommodate a safe distance of six feet (two meters) while using restrooms, please observe the following guidelines:

- All stakeholders must wear a face covering while using restrooms.
- Please note and adhere to occupancy limits posted on restroom doors.
- When entering a restroom, yield to those who are exiting.
- Please remain six feet (two meters) away from others, if possible. This may require you to pause your entry or exit to allow a safe distance between you and others.
- Please wash your hands thoroughly with soap and warm water for 20 seconds, following [CDC guidance for hand washing](#).

Cleaning and sanitation

- Restrooms will be cleaned regularly by maintenance staff using CDC-approved cleaning supplies.
- Restrooms are cleaned two times a day. Additionally, a Hospitality team member will clean high touch areas throughout the day.



CLASSROOMS

The number of people allowed in each classroom has been revised according to how many people are able to fit while maintaining social distancing requirements as set by the Commonwealth of Virginia. As of the publication of this guide, six feet (two meters) of distance are required between each person, and maximum occupancy limits must be observed.

At the beginning of each program, ambassadors will be available to provide guidance on how to enter and exit classrooms. Before entering a classroom, you should sanitize your hands at a nearby sanitizer station. While entering the classroom, maintain six feet (two meters) of distance from others, immediately go to your seat, and avoid clustering in groups or walking too closely to others. Please only sit in seats marked with orange “Place Your Chair Here” stickers, since all chairs have been placed to maintain six feet (two meters) of social distance. Additionally, please sanitize your hands at the sanitizer stations after leaving the classroom and avoid clustering in groups immediately afterward.

If you have a question for the professor following class, please do not approach the lectern desk. Remain in your seat, and your professor will call on you from there. This maintains safe social distancing and provides a more inclusive experience for both in-person and remote learners who may want to ask a question after class.

Cleaning supplies and instructions will be provided in each classroom. Since keeping our spaces clean is a community responsibility, please clean your desk before use, carefully following all cleaning instructions.

Unlike in public spaces, plexiglass barriers were not installed in the classrooms. If face coverings are worn, six feet (two meters) of distance is maintained, and community members who have symptoms of sickness stay home, then plexiglass barriers in classrooms do not appreciably decrease the risk of exposure any further.

FOOD AND BEVERAGE SERVICE

Food and beverage preparation and hospitality services are a critical part of keeping our stakeholders safe while on Grounds. The Hospitality teams in Charlottesville and Rosslyn have been working diligently with Darden's hospitality provider FLIK and Darden management to revise all food and beverage services in accordance with strict Virginia Department of Public Health, CDC and OSHA regulations.

In order to maintain the health and safety of the Darden community, the following changes have been implemented:

- Darden will offer modified food and beverage services.
- Self-serve buffet lines and communal food and beverage supplies will not be in use. Food will be prepared and served by hospitality staff.
- Use of self-serve beverage stations will require wearing disposable gloves, which will be provided at the beverage station.
- To maintain appropriate social distancing, meal and break times will be staggered, and specific

food and beverage areas will be designated, utilizing outdoor seating when possible. Common-area surfaces will be wiped down with disinfectant after use.

- Café 67 in Charlottesville will be closed to consumers until further notice. The only exception will be the distribution of pre-ordered lunches, seating capacity and personal use of microwaves.

Darden will observe the following protocols:

- Food services will be boxed and sealed for safety, including no open buffet lines, shared containers, etc.
- To maintain health and safety, only touchless water fountains will remain in use. If you prefer, you may bring your own containers filled with water, coffee and other beverages on Grounds.
- All service staff will wear gloves and masks.
- Signs have been installed to promote social distancing.
- Social distancing cues are installed on floors.
- Hand sanitizer stations will be available.
- Designated trash and dish disposal areas are available.





OFFICE SPACE AND WORKFORCE PREPARATION

The health and safety of faculty, staff and the entire community is paramount as stakeholders phase back to Grounds. Darden has implemented the following changes to protect personnel:

- **Workspace layouts and seating arrangements** have been revised to allow for social distancing. In some cases, plexiglass barriers have been installed, such as in open office spaces.
- **Rotational shifts** have been established, reducing the number of people in buildings at one time. Rotational shifts will also apply to colleagues who share offices, so employees will not need to share workspaces in close proximity at the same time.
- **UVA trainings for staff and faculty** must be completed before personnel can return to Grounds.
 - Managers must ensure staff and faculty complete the [Return to Work on Grounds Training Module](#) prior to returning to Grounds. At the end of modules, each employee will be required to acknowledge that they have reviewed the content and agree to abide by the requirements as outlined.
 - A [separate learning module](#) is available for managers, which includes additional information designed to assist planning during this transition period.

- **The University, including Darden, will phase in a return of staff and faculty over time** in a coordinated process to ensure appropriate social distancing, availability of PPE and testing capabilities for COVID-19. For more information on these phases and corresponding changes in guidelines, visit the [Operations section of the Return to Darden Grounds website](#).



CONTRACTORS, VENDORS AND DELIVERIES

As part of our efforts to reduce the spread of COVID-19, all contractors, vendors and delivery personnel must follow the following policies and procedures when on Grounds:

- Whenever possible, virtual meetings will occur instead of in-person visits.
- If an onsite meeting is required (such as for a repair), contractors, engineers and other vendors will follow social distancing guidelines, including not sharing elevators and maintaining six feet (two meters) of distance.
- All contractors (vendors who have a contractual relationship with the University) must wear a face covering while inside University facilities or otherwise inside a building on University Grounds or on University property, unless they meet certain exemptions. [See UVA Policy SEC-045](#) for details.
- Contractors, vendors and delivery personnel must follow a check-in process at designated areas upon arrival to Grounds.
- Contractors must follow the instructions of signage installed at contractor check-in points.

HVAC SYSTEMS AND AIR FILTERS

Charlottesville HVAC systems

A UVA HVAC Standing Task Force comprised of registered professional engineers, an industrial hygienist and building code officials is conducting ongoing reviews of CDC recommendations, industry best practices, and standards concerning the design, maintenance, and operation of building heating, ventilation and air conditioning (HVAC) systems for the duration of the pandemic. For more information, [please review the UVA HVAC FAQ](#).

Rosslyn HVAC systems

Monday Properties, which manages Darden's Rosslyn facility at 1100 Wilson Boulevard in Arlington, has worked with mechanical engineering firm WB Engineers and Consultants to ensure HVAC operations exceed current ASHRAE recommendations in response to COVID-19. For more information, [please review the Rosslyn HVAC FAQ](#).

DEPARTURE

Following the guidance outlined in this guide is just as important on your way out of the building as it was on your way in. Please follow the instructions of program leaders and ambassadors to ensure that all health and safety measures are met as you exit the building. We want to ensure your health and safety for the entire duration of your time at Darden and beyond.

Ensuring your health and safety, as well as the health and safety of other members of the Darden community and broader society, depends on each one of us practicing "The Big Four" whether on or off Grounds.

Please stay healthy and be safe. We look forward to welcoming you to Grounds.

RESOURCES

UVA RESOURCES

[UVA Return to Grounds website](#)

[UVA Public Health Measures website](#)

[UVA Policy SEC-045 on Face Coverings](#)

[UVA Return to Grounds Guide](#)

[UVA Medical Center](#)

[Student Health Services](#)

[FEAP Resources for Faculty and Employees](#)

[Return to Work on Grounds Training Module](#)

[Return to Work on Grounds – Guide for Managers](#)

DARDEN RESOURCES

[Return to Darden Grounds website](#)

[Frequently Asked Questions](#)

CENTERS FOR DISEASE CONTROL AND PREVENTION WEBSITE

VIRGINIA DEPARTMENT OF HEALTH WEBSITE



DARDEN SCHOOL
of BUSINESS