

---

# REOPENING GEORGIA COLLEGE

---



Think Independently. Lead Creatively.

## C O N T E N T S

I.	WORKPLACE AND HEALTH SAFETY .....	page 3
II.	ACADEMIC, RESEARCH, AND ENROLLMENT MANAGEMENT .....	page 57
III.	PUBLIC SERVICE, OUTREACH, CONTINUING EDUCATION, AND ADVANCEMENT.....	page 107
IV.	STUDENT LIFE.....	page 154
V.	COMMUNICATIONS PLAN.....	page 201



REOPENING DOCUMENT FOR GEORGIA COLLEGE

# WORKPLACE AND HEALTH SAFETY

REOPENING DOCUMENT FOR GEORGIA COLLEGE

# WORKPLACE AND HEALTH SAFETY

**Committee Members:**

President Dorman and Vice President Allen, Co-chairs  
Mark Duclos  
Monica Starley  
Britt McRae  
Sabrina Hom, Faculty Senate Representative  
Jessica Swain, Staff Council Representative

Additional ad hoc members will be added  
as needed for subject matter expertise.



---

## OVERARCHING SYSTEM GUIDANCE

---

In anticipation of a resumption of in-person instruction in August 2020, Georgia College, along with other University System of Georgia (USG) institutions, will begin to bring faculty and staff who have been in telework or flexible arrangements back to campus in the near future. An exact timeframe will be determined soon. Throughout the COVID-19 response, USG leadership has been in constant contact with the Governor's Task Force and with the Georgia Department of Public Health for guidance. The USG will continue to rely on these sources to establish the standards we will follow to help protect our faculty, staff and students and to help the state's effort to contain the virus.

To ensure a smooth transition and to limit the spread of COVID-19, we have developed this plan for a staggered return of faculty and staff to campus. The plan promotes a healthy and safe environment; and seeks to comply with Executive Orders and directives from the Governor's office; and attempts to reflect guidance from the Georgia Department of Public Health (GDPH) and the Centers for Disease Control and Prevention (CDC). The COVID-19 situation is fluid, and therefore guidance may change over time, even after plans are prepared and adopted.

Everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to these guidelines. The USG will regularly seek guidance from GDPH throughout the coming weeks and months. As the status of the virus changes, these guidelines may become more-or-less restrictive depending on advice from GDPH. It is important that campus leaders understand this and remain flexible and adaptable to the changing situation.

**INDIVIDUAL EMPLOYEE GENERAL CONSIDERATIONS**

- I. Every employee is expected to follow the GDPH and CDC basic guidelines:
  - Wash your hands often with soap and water for at least 20 seconds.
  - 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 with unwashed hands.
  - Cover your cough and sneezes with a tissue or inside your elbow.
- II. All employees outside of those who fall into the higher risk population are expected to return to a normal work schedule as outlined in the campus plan.
- III. While not required, it is encouraged that employees consider wearing a face mask while on campus. Face masks are important for preventing transmission from asymptomatic individuals who have COVID-19. Institutions are not expected to provide employees with face masks. Employees who are typically required to wear a face mask or other personal protective equipment should continue to do so.
- IV. To the extent possible, employees are expected to practice social distancing while at work. Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
  - Stay at least 6 feet from other people
  - Do not gather in groups
  - Stay out of crowded places and avoid mass gatherings
- V. Supervisors should make every effort to ensure that their employees are able to socially distance while at work in the most efficient manner to include altering office arrangements or staggering time in the office for employees so that social distancing is possible.
- VI. Supervisors should permit employees to take breaks and meals outside, in their office, personal workspace, or in such other areas where proper social distancing is attainable.
- VII. Institutions may develop and implement appropriate policies regarding screening, including temperature checks and/or symptom monitoring for employees. Institutions will use guidance and best practices as outlined by GDPH.
- VIII. Meetings and conferences should initially be held virtually wherever possible.
- IX. Intangible services should initially be delivered remotely whenever possible.
- X. Employees should not use other employees' phone, desk, office, computer, or other tools and equipment.
- XI. Point-of-sale locations should suspend the use of Personal Identification Number (PIN) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices is required when used.
- XII. Person-to-person contact, including handshaking, is prohibited during the ongoing community transmission of COVID-19.

## HIGHER RISK POPULATIONS (VULNERABLE INDIVIDUALS)

For all stages of returning to campus, Higher Risk Populations should continue to shelter in place. Georgia Department of Public Health (GDPH) identifies High Risk Populations as older adults (65 or older), and people of all ages with underlying medical conditions, including, but not limited to:

- Heart disease
- Diabetes
- Lung disease
- Immune deficiency disorders

Upon request, employees who are at higher risk for severe illness with COVID-19 should be given an opportunity to continue to work remotely or be given arrangements to ensure they can work with limited face-to-face contact with other individuals. Employees who live with or care for an individual who is considered higher risk may exercise appropriate leave provisions; this group of individuals may also be given an opportunity to continue to work remotely. Utilizing system guidelines, this group of individuals will have to present viable documents to Georgia College Human Resources to confirm the vulnerable state (doctor or treatment center's notice, etc.), and they will utilize the same safety measures as the identified Higher Risk Populations. Employees will be required to submit a written request detailing their needs and requested support.

## IF AN EMPLOYEE TESTS POSITIVE FOR OR IS DIAGNOSED WITH COVID-19, WHAT HAPPENS?

If an employee tests positive for or is diagnosed with COVID-19, the institution will follow the direction of the Georgia Department of Public Health (GDPH).

- GDPH will begin contact tracing as soon as possible and individuals with whom the affected employee have come into contact will be notified. The USG is currently working with GDPH to establish the most responsive plan for contact tracing on campuses. Additional guidance for institutions will be forthcoming.
- Based on guidelines, areas where an affected employee has been should be closed for twenty-four hours when possible. When a twenty-four-hour closure is not feasible, the area will remain closed for as long as possible without disrupting campus operations.
- Building Services will clean and disinfect all areas used by the person who is sick using the prescribed protocols as outlined by the USG custodial operations guidance or more recent guidance as available. See Appendix A.
- Institutional employees should take care to ensure an affected employee's health information is protected.

## SICK EMPLOYEES

Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and stay at home. These employees are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. **These symptoms may appear 2-14 days after exposure to the virus:**
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- Using the GDPH guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:
  - No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers), AND
  - Improved symptoms, AND
  - Gone at least ten days since symptoms first appeared
- Supervisors who observe an employee with multiple symptoms, may consult with their Human Resources office to require an employee to return home and seek medical care.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and may stay home and telework when possible. The employee should follow GDPH recommendations in caring for their family member. These employees are eligible for up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.
- Employees who are sick but not with COVID-19 symptoms should follow their normal medical care provider's direction.



The future for the next few months and possibly year(s) is uncertain due to COVID-19. This uncertainty will require robust planning, coupled with extreme flexibility. We cannot predict what the circumstances will be for the start of the 2020-2021 academic year or during any part of the fall term; however, we can develop plans that account for some of the scenarios under which we might be asked to begin the fall term.

In addition to planning for summer reentry to campus, there are multiple scenarios for the fall semester for which institutions have been asked to present campus plans.

- 1. Academic Year 2020-2021 Start:** Fall classes begin with limited social distancing expectations
- 2. Contingency Plan 1:** Fall classes begin with social distancing expectations
- 3. Contingency Plan 2:** Fall classes begin fully online
- 4. Contingency Plan 3:** Classes and operations must go to an online format for a period of time during the semester



---

## GEORGIA COLLEGE'S (GC) WORKPLACE AND HEALTH SAFETY PLAN

---

GC's Workplace and Health Safety Plan is centered around incremental stages to reopen campus. The staged approach focuses on reopening with the following targeted timeframe, utilizing the four different plan scenarios mentioned above for Stage III:

**Stage I (Weeks 1- 4)**

**Stage II (Weeks 5-8)**

**Stage III (Weeks 9 and forward)**

### GC'S GENERAL GUIDELINES

To ensure a smooth transition and to limit the spread of COVID-19, the GC staged return-to-campus plan for all staff, faculty, and students will utilize the following guiding principles:

- maintain the health and safety of the campus community as the driving principle;
- map the plan with a goal of meeting student and stakeholder expectations through returning to operations that fully embrace the mission of GC, utilizing different and safer operational techniques and methods where appropriate;
- vet expectations and train at each stage for an orderly reentry to campus;
- comply with Executive Orders and directives from the Governor's office;
- incorporate guidance from the Georgia Department of Public Health (GDPH) and the Centers for Disease Control and Prevention (CDC) safety recommendations;
- prepare to adjust quickly as dictated by the Public Health Emergency fluid situation, to include contingency plans for adapting to the reemergence of COVID-19; and
- manage enhanced safety measures with mindful consideration to the strapped financial circumstances.

GC does not recognize any of the currently published safety guidelines as unobtainable for the campus; however, equipment and supply needs required for reentry may be difficult to obtain.

## STAGE 1 ( WEEKS 1-4 )

- Weeks 1-2, only employees that require a critical infrastructure presence on campus for service, safety, and compliance will be expected to physically return to campus, utilizing practices and scheduling that minimizes risk to possible exposure. These initial weeks will focus on campus cleaning and preparation. Office spaces, restrooms and common areas must be thoroughly cleaned before anyone can come back on campus. In addition, a plan for the continued maintenance of cleaning these areas must be developed. Hand sanitizer stations must be distributed. Plans must be developed for returning office staff to campus. Furnishings in office areas may need to be moved. Furnishings in commons areas must be moved to accommodate social distancing requirements. Signage must be placed to remind campus members of social distancing requirements. Critical infrastructure presence will be determined by senior campus leadership. Flexible schedules will be utilized to reduce the number of employees physically on campus to the minimal level required at any given time to sustain service, safety and compliance. Flexible schedules will span normal service or may also be extended to non-standard hours to support social distancing.
- Weeks 3-4, all other employees must continue with operational telework activities. Telework options should be allowed for employees who can conduct their job duties remotely without interruption or disruption to services. The employee's supervisor is authorized to determine which employees under their supervision are in roles where telework is an option. A record should be maintained for employees that have been authorized for telework. Higher Risk Populations, as described above, should be provided special accommodations to accomplish their jobs and minimize their exposure to COVID-19.
- To prepare for campus reopening, every unit supervisor will be responsible for developing appropriate plans that comply with social distancing for their respective areas of supervision. Additionally, the unit supervisor must ensure that proper equipment needs are identified to support the different work environments that will ensure proper business continuity for the campus. All supervisor plans must be approved by the divisional senior leader.
- There will be no nonessential activities conducted on campus during this stage, to include but not limited to; all events, camps, facility rentals, campus meetings, Intercollegiate activities, Intramural activities, Kids University, congregating groups, Montessori programming, and Student-Life programming.
- All classrooms, residence halls, the dining hall, large meeting spaces, common areas, the Wellness & Recreation Center, swimming pools, buildings not in use, and athletic venues will be closed, and appropriate signage will be put in place.

**STAGE 1 ( WEEKS 1-4)**

**PREVENTATIVE PRACTICES**

- Social distancing will be implemented in all open areas of the institution, maintaining a minimum of six feet of separation. Social gatherings will be discouraged during these stages of reentry.
- All meetings should be held virtually, and in circumstances where virtual meetings are not feasible, the meeting can only occur either outside or in a location where all attendees can maintain a minimum of six feet of separation.
- All break rooms and common areas will be closed.
- All Facilities Operations employees reentering campus in Stage I will be asked to take Blood Borne Pathogen Training. This training is located at <https://www.usg.edu/facilities/training/pathogens/>.
- Supervisors should permit employees to take breaks and meals outside, in their office, personal workspace, or in such other areas where proper social distancing is attainable.
- The use of community computers will be minimized, and each employee will observe sanitation practices by wiping down the equipment prior to use.
- Employees will avoid riding in vehicles together except where discretionary pairing of driver and passenger can maintain the six-foot separation (vans) and provided other mitigation measures are observed (daily sanitation and use of personal protection equipment, PPE). These measures are to prevent employees from congregating and helps to eliminate the social gathering that could potentially further spread this disease. Working in proximity should always be avoided during this phase and employees shall observe mitigation measures and use of PPE.
- Unit area management will employ staggered or flexible work schedules, geographic separation, and other measures to limit the number of employees on campus at any one time or mitigate the risk of broader employee work participation. Area supervisors will be responsible for determining the best work schedules for their respective units, using the six feet separation guide. All alternative working schedules will be vetted and approved through the appropriate senior leadership.
- Restrooms will be closed to anyone other than building services staff during cleaning, so the major transmission vector, respiratory droplets, will be eliminated.

- Employees will be encouraged to visit the coughing and sneezing etiquette and clean-hands webpage ([https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)) for information on proper hygiene.
- Upon returning to work, all employees will be issued a face mask and encouraged to use it. This is in conjunction with the CDC's recommendation, that all individuals wear a face mask to help slow the transmission. These masks will always be worn when near other employees. Public Safety and Environmental Health and Occupational Safety will be responsible for ensuring all employees returning to campus have the appropriate personal protection equipment and supplies for their respective jobs.
- Employees will be encouraged through training and signage to continuously practice proper safety measures. GC's Training Department will develop the relevant training elements and Facilities Operations/Environmental Health and Occupational Safety will ensure appropriate signage is in place during each stage of reentry.
- Use of time clocks for tracking employee time will be suspended. Each supervisor will document employee attendance by virtual or other means as applicable (i.e. text or phone and manually enter time). Supervisors will be responsible for ensuring correct time is entered into OneUSG for each employee.
- As previously mentioned, be mindful of those in higher risk populations. The following safety measures will be posted in all high- traffic areas across campus.
  - Wash hands regularly.
  - Avoid touching your eyes, nose, and mouth.
  - Cover coughs and sneezes with a tissue, or in your elbow.
  - Avoid close contact with people who are sick.
  - Be responsible and courteous to others and stay home if you are sick. If you are experiencing symptoms, contact your health provider.
  - Respect personal space when greeting others and during conversations.
- Proper hand hygiene will be practiced throughout the day. The importance and expectation of increased frequency of handwashing, the use of hand sanitizers with at least 60% alcohol, and clear instruction to avoid touching hands to face will be provided in applicable employee reentry PPE kits. Notices that encourage proper hand hygiene will be placed at the entrance to buildings and in other high traffic areas.

**STAGE 1 ( WEEKS 1-4)****PREVENTATIVE PRACTICES**

- Workers will be discouraged from using other employees' phone, desk, office, or other work tools and equipment.
- Handshaking and related unnecessary person-to-person contact in the workplace will be prohibited.
- All relevant point-of-sale locations should suspend the use of Personal Identification Number (PIN) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices will be required when used. There will be minimal cash handling during this phase and all relevant employees will be instructed to utilize proper protective measure (hand sanitizers, and/or gloves).
- Disinfectants and sanitation products for workers to clean their workspace, equipment, and tools will be provided. Facilities Operations will ensure all campus areas are properly stocked for reentry.
- In conjunction with Building Services cleaning, disinfecting of common surfaces (doorknobs, countertops, etc.) should be practiced throughout the day in every occupied building. Employees will be provided disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, vending machines, and other work tools and equipment) can be wiped down before each use.
- Temperature screening will be implemented at the beginning of each shift. This will be in accordance with the most recent guidance from the CDC, EEOC, and other governing agencies.
- Employees should self-monitor for signs of illness (fever, cough or shortness of breath). If signs of the illness are exhibited, the employee should report this to their supervisor and to HR and not come to work. Employees should stay home and use appropriate leave. If an employee appears to be exhibiting symptoms associated with coronavirus while at work, a supervisor should excuse the employee from work and advise them to seek care from a healthcare provider and take the appropriate leave. If an employee believes they may have come in contact with someone who has/may have contracted COVID-19, they should immediately contact their supervisor, take appropriate leave, and begin to self-quarantine while seeking medical attention until confirmation is made that the employee has not contracted the virus. The supervisor should notify the GC Student Health Clinic to ensure proper notification is provided to the local Department of Public Health (DPH) officials. All contract tracing is expected to be conducted by GDPH

- The following supplies and equipment will be purchased for use on campus to support the prevention of COVID-19. In an effort to limit any stockpiling of high-demand supplies, the purchases will be made incrementally to accommodate the needs of each stage of reentry to campus.
  - Automatic sanitizing stations will be distributed throughout campus
  - PPE is going to be dictated by the circumstances. Each employee will be given the opportunity to acquire a PPE kit as they return to work, which will include face masks, for routine encounters. Some employees such as Public Safety Officers and Student Health Clinic workers will be issued greater protection kits, to include gloves, a gown, a pair of shoe covers, a face shield, a pair of safety glasses, surgical masks (for routine encounters), and N95 masks (for elevated encounters). Reuse of PPE will be dictated by guidance from the CDC and NIOSH.
  - Thermometers
  - Signage and preventive training materials

## **MITIGATION AND MONITORING PRACTICES**

- The Student Health Clinic will address all student needs. Faculty and staff can call the Clinic for clarity and guidance surrounding the Public Health Emergency. Current partnerships with the local Public Health Administrators, Epidemiologist, and Navicent Health Baldwin will be updated to include expectations of support during each phase of the reopening.
- Appropriate GC administrators (GC Student Health Clinic, Human Resources, Environmental Health and Occupational Safety and Public Safety) should utilize the Augusta University established source as needed to help ensure time-sensitive safety measures are enacted.
- Exposed employees will not be allowed to return to campus without proper supervisory clearance. Employees should follow standard request and approval procedures. The employee will be expected to use appropriate leave to cover the time away and may be expected to provide a release from a healthcare provider to return to work.
- Continuous monitoring with daily temperature checks will continue throughout campus as needed. Unit leadership is responsible for recognizing individuals that will administer the temperature checks for their respective areas of supervision. All individuals administering the checks will be appropriately trained by the Student Health Clinic personnel.

## STAGE 1 ( WEEKS 1-4)

**Notifications:** Employees who test positive for COVID-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. There will be one-point person to whom all supervisors will immediately notify of an infected employee. This point person will initiate the institutional plan for contact tracing and any further notifications required with the GDPH. Supervisors are not to share the news of or the identity of a COVID-19 diagnosis/test with anyone other than the campus point person. Campus-wide notifications of COVID-19 are not necessary as long as contact tracing is in place. GC Student Health Clinic will be the point of contact to initiate any campus-related COVID-19 contact tracing. Human Resources will be notified to provide employee assistance as needed.

**APPROPRIATE LEAVE PROVISIONS WORKING WITH HR, AS OF NOW, INCLUDE:**

- All employees who are quarantined, isolated, or sick due to COVID-19 can take up to two weeks of paid leave – limited to \$511 per day and \$5,110 total.
- All employees who are caring for another individual who is quarantined or isolated due to COVID-19 can take up to two weeks of paid leave – limited to \$200 per day and \$2,000 total.
- All employees who are caring for a child whose school or childcare provider is closed or unavailable due to COVID-19 can take two weeks of paid leave – limited to \$200 per day and \$2,000 total. In addition, those employees doing the same who have been employed for at least 30 days can then take 10 more weeks of paid leave – limited to \$200 per day and another \$10,000 total. (For those with 30 days of service, the two paid weeks can be used at the same time as the two unpaid weeks under the other provision.)
- In the case of an employee who fits more than one of these categories, the leave totals are not cumulative. For example, if an employee is quarantined and is also taking care of someone else who is quarantined, the employee would receive two weeks of leave, not four.
- Affected employees are also still able to use any other paid leave they have accrued.

## MITIGATION AND MONITORING PRACTICES

- Each area unit supervisor will monitor the workforce for symptoms related to COVID-19. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. As previously mentioned, the symptoms may appear 2-14 days after exposure to the virus.
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and stay at home. As mentioned, these employees will not be able to return to work without a physician's approval and they must meet all of the following criteria:
  - No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) AND
  - Improved symptoms AND
  - Gone at least ten days since symptoms first appeared
- Supervisors who observe an employee with multiple symptoms, may consult with their Human Resources Office to require an employee to return home and seek medical care. These employees are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.
- If an employee tests positive for or is diagnosed with COVID-19, the institution will follow the direction of the GDPH.
  - GDPH will begin contact tracing as soon as possible and individuals with whom the affected employee have come into contact will be notified. The USG is currently working with GDFP to establish the most responsive plan for contact tracing on campuses. Additional guidance for institutions will be forthcoming.
  - Based on guidelines, areas where an affected employee has been should be closed for twenty-four hours when possible. When a twenty-four-hour closure is not feasible, the area will remain closed for as long as possible without disrupting campus operations.
  - Building services or contracted vendors will clean and disinfect all areas used by the person who is sick using the prescribed industry standards for cleaning the affected areas.
  - All campus parties having knowledge of individual occurrences will ensure an affected employee's health information is protected.

**STAGE 1 ( WEEKS 1-4)**

**CRITICAL SUPPLIES AND EQUIPMENT**

- Critical supplies and equipment to be purchased for use on campus during the Public Health Emergency include, but are not limited to the following:
  - Hand sanitizing solution to support all stages of reentry
  - Automatic (hands-free) hand-sanitizing stations, strategically placed throughout campus in all occupied buildings
  - PPE – mask, face-shields, gloves, shoe covers, and protective gowns to ensure all Stage I employees are provided the appropriate protective wear kits
  - Additional thermometers to support all stages of reentry
  - Spray disinfectants and wipes to support all stages of reentry
  - Additional mobile sanitizing machines
- Appropriate levels will be procured in stages to support each stage of reentry.

**CLEANING/SANITATION PRACTICES**

- Safety measures will be taken to limit potential exposure to Facilities Operations staff.
- All cleaning employees will attend and/or take a refresher Blood Borne Pathogen Training. This training is located at <https://www.usg.edu/facilities/training/pathogens/>.
- Provide ample supplies of disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Limit occupants of vehicles (including utility carts) and equipment to one person.
- Deploy building services, maintenance and operations employees in smaller teams and alternate shifts and assignments so that, if exposed, exposure will be minimal.
- Spread staff out across shifts to reduce the number of staff on campus at any one time or concentrated in spaces.
- Limit people from pairing up. Discourage workers from using other workers' phone, desk, office, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Know where staff are, and have been, in case they encounter trouble and/or in case an exposure is later discovered, and people's movements must be retraced for decontamination.

## **CLEANING/SANITATION PRACTICES**

- During reentry to campus, Facilities Operations will begin thorough cleanings, sanitations and required maintenance in all areas of campus, classrooms, offices, restrooms, residence halls, common spaces, and large event areas. Contracted cleaning services may also be utilized in larger spaces requiring deeper, extensive levels of sanitation.

## **TRAVEL**

- All nonessential campus travel will be prohibited.

## **ENFORCEMENT PRACTICES FOR ALL STAGES OF REENTRY TO CAMPUS**

- Senior Leadership, Supervisors, Community Advisors, Facilities Staff, Building Managers, Instructors, Bus Drivers, Public Safety, Training, Human Resources, and Environmental Health and Occupational Safety will take lead in ensuring enforcement of all COVID-19 safety policies, practices and guidelines on campus. However, everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDHP guidance in order to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines.

## STAGE 2 ( WEEKS 5-8)

- An information tent will be situated in a visible location to support questions and temperature screenings (if requested) as employees enter campus. Subject matter experts from Human Resources, the Student Health Clinic and Public Safety will coordinate this effort.
- Faculty and staff are expected to return to work with flexible schedules continuing to be utilized to reduce the number of employees physically on campus to the minimal level required at any given time to sustain service, safety, and compliance. Flexible schedules should span normal service or may also be extended to non-standard hours to support social distancing.
- Telework options will continue to be allowed for employees who can conduct their job duties remotely without interruption or disruption to services. The employee's supervisor is authorized to determine which employees under their supervision are in roles where telework is an option. A record should be maintained of which employees have been authorized for telework.
- There will be no nonessential activities conducted on campus during this stage, to include but not limited to; all events, camps, facility rentals, campus meetings, Intercollegiate activities, Intramural activities, Kids University, congregating groups, Montessori programming, and Student-Life programming.
- All classrooms, residence halls, the dining hall, retail eateries, large meeting spaces, common areas, the Wellness & Recreation Center, swimming pools, and athletic venues will continue to be closed, and appropriate signage will be put in place.
- Campus Bookstore can resume operations to prepare for Fall, following all social distancing protocols for conducting safe business activities with limited hours of operations open to the public.

### PREVENTATIVE PRACTICES

- All preventive measures established in **Stage I** will continue in **Stage II**.

### MITIGATION AND MONITORING PRACTICES

- All mitigation and monitoring measures established in **Stage I** will continue in **Stage II**.

### CLEANING/SANITATION PRACTICES

- All cleaning and sanitation measures established in **Stage I** will continue in **Stage II**.



## CRITICAL SUPPLIES AND EQUIPMENT

- All critical supplies and equipment recognized in **Stage I** will continue to be purchased to prepare for the larger campus population in **Stage III** reentry. Established in **Stage I** will continue in **Stage II**.

## TRAVEL

- All nonessential campus travel will continue to be prohibited in Stage **II**.

## ENFORCEMENT PRACTICES FOR ALL STAGES OF REENTRY TO CAMPUS

- Senior Leadership, Supervisors, Community Advisors, Facilities Staff, Building Managers, Instructors, Bus Drivers, Public Safety, Training, Human Resources, and Environmental Health and Occupational Safety will take lead in ensuring enforcement of all COVID-19 safety policies, practices and guidelines on campus. However, everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance in order to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines.



---

## ACADEMIC YEAR 2020-2021 START PLAN

Fall classes begin with limited social distancing expectations (GC Stage III)

---

### STAGE 3 ( WEEKS 9 - BEYOND )

All employees will be expected to follow the system guidelines mentioned in the beginning of this document.

- Utilizing the following preventative practices, faculty, staff and students will be allowed to return to campus. All operations and programming will resume on campus. The detailed operational plans outlining safety measures for the vastly different areas across campus will be included in GC's comprehensive return-to-campus plan.
- All classrooms, residence halls, the dining hall, retail eateries, large meeting spaces, common areas, the Wellness & Recreation Center, swimming pools, and athletic venues will reopen as deemed necessary, and appropriate signage will be put in place to promote personal and community safety. Detailed operational plans for these high traffic areas will be included in GC's comprehensive return-to-campus plan.

#### PREVENTATIVE PRACTICES

- All faculty, staff, and students will be encouraged to maximize physical distance from others. Social settings will strive to limit the number of individuals and allow for the minimum six-feet distancing.
- Certain areas across campus will be identified as a social distancing required zone, to allow those within the campus community the ability to social distance if desired, particularly in large meeting/assembly areas. Individuals choosing to utilize these designated areas will be required to wear a face mask.
- Where feasible, unit area management may continue flexible work schedules, geographic separation, and other measures to limit the number of employees on campus at any one time or mitigate the risk of broader employee work participation. These measures include but are not limited to, staggered start times and work schedules, geographic separation, and expanded work hours. Area supervisors will be responsible for determining the best work schedules for their respective units, using the six feet separation guide. All alternative working schedules will be vetted and approved through the appropriate senior leadership.

- Face-to-face meetings can resume with proper social distancing, and virtual meetings will continue to be utilized to the greatest extent possible.
- Students will be provided appropriate face mask upon request.
- Use of time clocks for tracking employee time will resume with proper social distancing and time clock sanitation.
- Meeting spaces and common areas will allow for limited number of individuals to congregate, with no more than 10 individuals per a 500 square foot area (appropriate signage will be placed in all relative to areas).
- Where feasible, classes will be conducted in the larger classrooms, open venues and/or outside, and will be addressed in the Academic Committee Plan. Where instructional content delivery face-to-face is not feasible, remote learning will be implemented.
- Consider installing plexiglass barriers at high-visited areas such as reception desks and check-in points.
- Supervisors should permit employees to take breaks and meals outside, in their office, personal workspace, or in such other areas where proper social distancing is attainable.
- The use of community computers will be minimized, and each employee will observe sanitation practices by wiping down the equipment prior to use.
- Restrooms will be closed to anyone other than building services staff during cleaning, so the major transmission vector, respiratory droplets, will be eliminated.
- Employees reentering will be encouraged to visit the coughing and sneezing etiquette and clean-hands webpage ([https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)) for information on proper hygiene.
- Upon returning to work on campus, all employees will be supplied a face mask. This is in conjunction with the CDC's recommendation, that all individuals wear a face mask to help slow the transmission.

**STAGE 3 ( WEEKS 9 - BEYOND )****PREVENTATIVE PRACTICES**

- As previously mentioned, be mindful of those in higher risk populations.
- The following safety measures will be posted in all high- traffic areas across campus.
  - Wash hands regularly.
  - Avoid touching your eyes, nose, and mouth.
  - Cover coughs and sneezes with a tissue, or in your elbow.
  - Avoid close contact with people who are sick.
  - Be responsible and courteous to others and stay home if you are sick. If you are experiencing symptoms, contact your health provider.
  - Respect personal space when greeting others and during conversations.
- Proper hand hygiene will be practiced throughout the day. The importance and expectation of increased frequency of handwashing, the use of hand sanitizers with at least 60% alcohol, and clear instruction to avoid touching hands to face will be provided in employee reentry PPE kits. Notices that encourage proper hand hygiene will be placed at the entrance to buildings and in other high traffic areas.
- Workers will be discouraged from using other employees' phone, desk, office, or other work tools and equipment.
- Disinfectants and sanitation products for workers to clean their workspace, equipment, and tools will be provided. Facilities Operations will ensure all campus areas are properly stocked for reentry.
- In conjunction with Building Services cleaning, disinfecting of common surfaces (doorknobs, countertops, etc.) should be practiced throughout the day in every occupied building. Employees will be provided disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, vending machines, and other work tools and equipment) can be wiped down before each use.
- Employees should self-monitor for signs of illness (fever, cough or shortness of breath). If signs of the illness are exhibited, the employee should not come to work. Employees should stay home and use appropriate leave. If an employee appears to be exhibiting symptoms associated with coronavirus while at work, a supervisor should excuse the employee from work and advise them to seek care from a healthcare provider. If an employee believes they may have come in contact with someone who has/may have contracted COVID-19, they should immediately contact their supervisor and begin to self-quarantine and seek medical attention until confirmation is made that the employee has not contracted the virus. The supervisor should notify the GC Clinic to ensure proper notification is provided to the local Department of Public Health (DPH) officials. All contract tracing is expected to be conducted by GDPH.

## **MITIGATION AND MONITORING PRACTICES**

- All mitigation and monitoring measures established in **Stage I** will continue in **Stage II**.

## **CLEANING/SANITATION PRACTICES**

- Cleaning measures will continue as in **Stages I** and **II**, adding additional precautionary cleaning in Classrooms, Residence Halls, Dining facilities, and all Parking and Transportation buses and fleet rentals.

## **TRAVEL**

- All nonessential travel will be reviewed for appropriateness. Essential travel will be determined by the appropriate divisional senior leader. There will be very limited situations where travel is deemed essential.

## **ENFORCEMENT PRACTICES**

- Senior Leadership, Supervisors, Community Advisors, Facilities Staff, Building Managers, Instructors, Bus Drivers, Public Safety, Training, Human Resources, and Environmental Health and Occupational Safety will take lead in ensuring enforcement of all COVID-19 safety policies, practices and guidelines on campus. However, everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance in order to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines.



---

## CONTINGENCY PLAN 1

Fall classes begin with social distancing expectations (GC Stage III)

---

### STAGE 3 ( WEEK 9 - BEYOND)

Contingency Plan 1 differs from the Academic Year 2020-2021 Start Plan (fall classes begin with limited social distancing expectations) in that all individuals will be expected to adhere to social distancing guidelines.

- Utilizing the preventative practices, faculty, staff and students will be allowed on campus. All operations and programming will resume on campus. The detailed operational plans outlining safety measures for the vastly different areas across campus will be included in GC's comprehensive return-to-campus plan.
- All classrooms, residence halls, the dining hall, retail eateries, large meeting spaces, common areas, the Wellness and Recreation Center, swimming pools, and athletic venues will reopen as deemed necessary, and appropriate signage will be put in place to promote personal and community safety. Detailed operational plans for these high traffic areas will be included in GC's comprehensive return-to-campus plan.

#### PREVENTATIVE PRACTICES

- All faculty and staff will be required to maximize physical distance from others. Social settings will limit the number of individuals and allow for the minimum six-feet distancing, and where appropriate distancing may not be practical, it should be avoided.
- Unit area management will implement flexible work schedules, geographic separation, and other measures to limit the number of employees on campus at any one time or mitigate the risk of broader employee work participation. These measures include but are not limited to, staggered start times and work schedules, geographic separation, and expanded work hours. Area supervisors will be responsible for determining the best work schedules for their respective units, using the six feet separation guide. All alternative working schedules will be vetted and approved through the appropriate senior leadership.

- Use of time clocks for tracking employee time will resume with proper social distancing and time clock sanitation.
- Common areas will allow for limited number of individuals to congregate, with no more than 10 individuals per a 500 square foot area (appropriate signage will be placed in all relative to areas).
- Where feasible, classes will be conducted in the larger classrooms, open venues and/or outside. Classes and other programming that cannot occur with appropriate social distancing will focus on a remote delivery method. Details will be addressed in the Academic Plan for returning to campus.
- All meetings should be held virtually, and in circumstances where virtual meetings are not feasible, the meeting can only occur either outside or in a location where all attendees can maintain a minimum of six feet of separation.
- All break rooms and common areas will be closed or monitored closely to ensure social distancing guidelines are always enforced.
- Supervisors should permit employees to take breaks and meals outside, in their office, personal workspace, or in such other areas where proper social distancing is attainable.
- The use of community computers will be minimized, and each employee will observe sanitation practices by wiping down the equipment prior to use.
- Employees will avoid riding in vehicles together except where discretionary pairing of driver and passenger can maintain the six-foot separation (vans) and provided other mitigation measures are observed (daily sanitation and use of personal protection equipment, PPE). These measures are to prevent employees from congregating and helps to eliminate the social gathering that could potentially further spread this disease. Working in proximity should always be avoided during this phase and employees shall observe mitigation measures and use of PPE.
- Restrooms will be closed to anyone other than building services staff during cleaning, so the major transmission vector, respiratory droplets, will be eliminated.
- Employees reentering will be encouraged to visit the coughing and sneezing etiquette and clean-hands webpage ([https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)) for information on proper hygiene.

## PREVENTATIVE PRACTICES

- Upon returning to work on campus, all employees will be supplied a face mask. This is in conjunction with the CDC's recommendation, that all individuals wear a face mask to help slow the transmission. These masks will always be worn when near other employees. Public Safety and Environmental Health and Occupational Safety will be responsible for ensuring all employees returning to campus have the appropriate personal protection equipment and supplies for their respective jobs.
- Employees will be encouraged through training and signage to continuously practice proper safety measures. GC's Training Department will develop the relevant training elements (see Appendix B) and Facilities Operations/Environmental Health and Occupational Safety will ensure appropriate signage is in place during each stage of reentry.
- As previously mentioned, be mindful of those in higher-risk populations. The following safety measures will be posted in all high- traffic areas across campus.
  - Wash hands regularly.
  - Avoid touching your eyes, nose, and mouth.
  - Cover coughs and sneezes with a tissue, or in your elbow.
  - Avoid close contact with people who are sick.
  - Be responsible and courteous to others and stay home if you are sick. If you are experiencing symptoms, contact your health provider.
  - Respect personal space when greeting others and during conversations.
- Proper hand hygiene will be practiced throughout the day. The importance and expectation of increased frequency of handwashing, the use of hand sanitizers with at least 60% alcohol, and clear instruction to avoid touching hands to face will be provided in employee reentry PPE kits. Notices that encourage proper hand hygiene will be placed at the entrance to buildings and in other high traffic areas.
- Workers will be discouraged from using other employees' phone, desk, office, or other work tools and equipment.
- Handshaking and related unnecessary person-to-person contact in the workplace will be prohibited.

- All relevant point-of-sale locations should suspend the use of Personal Identification Number (PIN) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices will be required when used. There will be minimal cash handling during this phase and all relevant employees will be instructed to utilize proper protective measure (hand sanitizers, and/or gloves).
- Disinfectants and sanitation products for workers to clean their workspace, equipment, and tools will be provided. Facilities Operations will ensure all campus areas are properly stocked for reentry.
- In conjunction with Building Services cleaning, disinfecting of common surfaces (doorknobs, countertops, etc.) should be practiced throughout the day in every occupied building. Employees will be provided disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, vending machines, and other work tools and equipment) can be wiped down before each use.
- Temperature screening will be implemented upon request.
- Employees should self-monitor for signs of illness (fever, cough or shortness of breath). If signs of the illness are exhibited, the employee should not come to work. Employees should stay home and use appropriate leave. If an employee appears to be exhibiting symptoms associated with coronavirus while at work, a supervisor should excuse the employee from work and advise them to seek care from a healthcare provider. If an employee believes they may have come in contact with someone who has/may have contracted COVID-19, they should immediately contact their supervisor and begin to self-quarantine and seek medical attention until confirmation is made that the employee has not contracted the virus. The supervisor should notify the GC Student Health Clinic to ensure proper notification is provided to the local Department of Public Health (DPH) officials. All contract tracing is expected to be conducted by GDPH.
- Consider installing plexiglass barriers at high-visited areas such as reception desks and check-in points.
- Remove chairs and desks to ensure proper physical distancing in conference and waiting rooms. Identify allowable occupancy in order to control workflow and/or establish maximum attendance.
- Social gatherings will be discouraged.

## MITIGATION AND MONITORING PRACTICES

- The Student Health Clinic will address all student needs. Faculty and staff can call the Student Health Clinic for clarity and guidance surrounding the Public Health Emergency. Current partnerships with the local Public Health Administrators, Epidemiologist, and Navicent Health Baldwin will be updated to include expectations of support during each phase of the reopening.
- Appropriate GC administrators (GC Student Health Clinic, Human Resources, Environmental Health and Occupational Safety and Public Safety) should utilize the Augusta University established source as needed to help ensure time-sensitive safety measures are enacted.
- Exposed employees will not be allowed to return to campus without proper supervisory clearance. Employees should follow standard request and approval procedures. Working with Human Resources (See Appendix B), the employee will be expected to use appropriate leave to cover the time away and may be expected to provide a release from a healthcare provider to return to work.
- Continuous monitoring with daily temperature checks will continue throughout campus, if requested. Unit leadership is responsible for recognizing individuals that will administer the temperature checks for their respective areas of supervision. All individuals administering the checks will be appropriately trained by the Student Health Clinic personnel. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. As previously mentioned, the symptoms may appear 2-14 days after exposure to the virus.
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and stay at home. As mentioned, these employees will not be able to return to work without a physician's approval and they must meet all the following criteria:
  - No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) AND
  - Improved symptoms AND
  - Gone at least ten days since symptoms first appeared

**Notifications:** Employees who test positive for COVID-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. There will be one point person to whom all supervisors will immediately notify of an infected employee. This point person will initiate the institutional plan for contact tracing and any further notifications required with the GDPH. Supervisors are not to share the news of or the identity of a COVID-19 diagnosis/test with anyone other than the campus point person. Campus-wide notifications of COVID-19 are not necessary as long as contact tracing is in place. GC Student Health Clinic will be the point of contact to initiate any campus-related COVID-19 contact tracing. Human Resources will be notified to provide employee assistance as needed.

**APPROPRIATE LEAVE PROVISIONS WORKING WITH HR, AS OF NOW, INCLUDE:**

- All employees who are quarantined, isolated, or sick due to COVID-19 can take up to two weeks of paid leave – limited to \$511 per day and \$5,110 total.
- All employees who are caring for another individual who is quarantined or isolated due to COVID-19 can take up to two weeks of paid leave – limited to \$200 per day and \$2,000 total.
- All employees who are caring for a child whose school or childcare provider is closed or unavailable due to COVID-19 can take two weeks of paid leave – limited to \$200 per day and \$2,000 total. In addition, those employees doing the same who have been employed for at least 30 days can then take 10 more weeks of paid leave – limited to \$200 per day and another \$10,000 total. (For those with 30 days of service, the two paid weeks can be used at the same time as the two unpaid weeks under the other provision.)
- In the case of an employee who fits more than one of these categories, the leave totals are not cumulative. For example, if an employee is quarantined and is also taking care of someone else who is quarantined, the employee would receive two weeks of leave, not four.
- Affected employees are also still able to use any other paid leave they have accrued.

## MITIGATION AND MONITORING PRACTICES

- Supervisors who observe an employee with multiple symptoms, may consult with their Human Resources Office to require an employee to return home and seek medical care. These employees are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave. See Appendix B for GC Human Resources additional information.
- If an employee tests positive for or is diagnosed with COVID-19, the institution will follow the direction of the GDPH.
  - GDPH will begin contact tracing as soon as possible and individuals with whom the affected employee have come into contact will be notified. The USG is currently working with GPDH to establish the most responsive plan for contact tracing on campuses. Additional guidance for institutions will be forthcoming.
  - Based on guidelines, areas where an affected employee has been should be closed for twenty-four hours when possible. When a twenty-four-hour closure is not feasible, the area will remain closed for as long as possible without disrupting campus operations.
  - Building services or contracted vendors will clean and disinfect all areas used by the person who is sick using the prescribed industry standards for cleaning the affected areas.
  - All campus parties having knowledge of individual occurrences will ensure an affected employee's health information is protected.

## CRITICAL SUPPLIES AND EQUIPMENT

- Critical supplies and equipment to be purchased for use on campus during the Public Health Emergency include, but are not limited to the following:
  - Hand sanitizing solution will be provided throughout campus in various forms
  - Automatic (hands-free) hand-sanitizing stations will continue to be strategically placed throughout campus in all buildings not previously outfitted in Stages I & II
  - PPE – mask, face-shields, gloves, shoe covers, and protective gowns and appropriate protective wear kits will be provided for certain professions on campus
  - All offices will be provided no-touch thermometers for as needed testing
  - Spray disinfectants and wipes will always be on hand throughout campus

## **CLEANING/SANITATION PRACTICES**

- Safety measures will be taken to limit potential exposure to employees reentering the campus, utilizing the following measures:
  - Provide ample supplies of disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
  - Limit occupants of vehicles (including utility carts) and equipment to one person.
  - Deploy building services, maintenance and operations employees in smaller teams and alternate shifts and assignments so that, if exposed, exposure will be minimal.
  - Spread staff out across shifts to reduce the number of staff on campus at any one time or concentrated in spaces.
  - Limit people from pairing up. Discourage workers from using other workers' phone, desk, office, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
  - Know where staff are, and have been, in case they encounter trouble and/or in case an exposure is later discovered, and people's movements must be retraced for decontamination.
- Facilities Operations will continue thorough cleanings, sanitations and required maintenance in all areas of campus, classrooms, offices, restrooms, residence halls, common spaces, and large event areas. Contracted cleaning services may also be utilized in larger spaces requiring deeper, extensive levels of sanitation.

## **TRAVEL**

- All nonessential travel will be reviewed for appropriateness. Essential travel will be determined by the appropriate divisional senior leader. There will be very limited situations where travel is deemed essential.

## **ENFORCEMENT PRACTICES FOR ALL STAGES OF REENTRY TO CAMPUS**

- Senior Leadership, Supervisors, Community Advisors, Facilities Staff, Building Managers, Instructors, Bus Drivers, Public Safety, Training, Human Resources, and Environmental Health and Occupational Safety will take lead in ensuring enforcement of all COVID-19 safety policies, practices and guidelines on campus. However, everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDHP guidance in order to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines.



---

## CONTINGENCY PLAN 2

Fall classes begin fully online (GC Stage III)

---

### STAGE 3 ( WEEKS 9 - BEYOND )

- Only employees that require a critical infrastructure presence on campus for service, safety, and compliance will be expected to physically be on campus, utilizing practices and scheduling that minimizes risk to possible exposure. Critical infrastructure presence will be determined by senior campus leadership.
- Flexible schedules will be utilized to reduce the number of employees physically on campus to the minimal level required at any given time to sustain service, safety and compliance. Flexible schedules will span normal service or may also be extended to non-standard hours to support social distancing.
- Telework options must be allowed for employees who can conduct their job duties remotely without interruption or disruption to services. The employee's supervisor is authorized to determine which employees under their supervision are in roles where telework is an option. A record should be maintained for employees that have been authorized for telework. Higher Risk Populations as described above should be provided special accommodations to accomplish their jobs and minimize their exposure to COVID-19.
- There will be no nonessential activities conducted on campus during this stage, to include but not limited to; all events, camps, facility rentals, campus meetings, Intercollegiate activities, Intramural activities, Kids University, congregating groups, Montessori programming, and Student-Life programming.

## **PREVENTIVE PRACTICES**

- All faculty and staff will be encouraged to maximize physical distance from others. All public gatherings will limit the number of individuals and allow for the minimum six-feet distancing, and where appropriate distancing may not be practical, it should be avoided.
- Measures to limit the number of employees on campus at any one time or mitigate the risk of broader employee work participation will be implemented. These measures include but are not limited to, staggered start times and work schedules, geographic separation, and expanded work hours. Area supervisors will be responsible for determining the best work schedules for their respective units, using the six feet separation guide. All alternative working schedules will be vetted and approved through the appropriate senior leadership.
- Use of time clocks for tracking employee time will resume with proper social distancing and time clock sanitation.
- Common areas will allow for limited number of individuals to congregate, with no more than 10 individuals per a 500 square foot area (appropriate signage will be placed in all relative areas).
- Social gatherings will be discouraged.
- All meetings should be held virtually, and in circumstances where virtual meetings are not feasible, the meeting can only occur either outside or in a location where all attendees can maintain a minimum of six feet of separation.
- All break rooms and common areas will be closed.
- Supervisors should permit employees to take breaks and meals outside, in their office, personal workspace, or in such other areas where proper social distancing is attainable.
- The use of community computers will be minimized, and each employee will observe sanitation practices by wiping down the equipment prior to use.
- Employees will avoid riding in vehicles together except where discretionary pairing of driver and passenger can maintain the six-foot separation (vans) and provided other mitigation measures are observed (daily sanitation and use of personal protection equipment, PPE). These measures are to prevent employees from congregating and helps to eliminate the social gathering that could potentially further spread this disease. Working in proximity should always be avoided during this phase and employees shall observe mitigation measures and use of PPE.

## STAGE 3 ( WEEKS 9 - BEYOND)

- Restrooms will be closed to anyone other than building services staff during cleaning, so the major transmission vector, respiratory droplets, will be eliminated.
- Employees reentering will be encouraged to visit the coughing and sneezing etiquette and clean-hands webpage ([https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)) for information on proper hygiene.
- Upon returning to work on campus, all employees will be supplied a face mask. This is in conjunction with the CDC's recommendation, that all individuals wear a face mask to help slow the transmission. These masks will always be worn when near other employees. Public Safety and Environmental Health and Occupational Safety will be responsible for ensuring all employees returning to campus have the appropriate personal protection equipment and supplies for their respective jobs.
- Employees will be encouraged through training and signage to continuously practice proper safety measures. GC's Training Department will develop the relevant training elements and Facilities Operations/Environmental Health and Occupational Safety will ensure appropriate signage is in place during each stage of reentry.
- As previously mentioned, be mindful of those in higher risk populations. The following safety measures will be posted in all high- traffic areas across campus.
  - Wash hands regularly.
  - Avoid touching your eyes, nose, and mouth.
  - Cover coughs and sneezes with a tissue, or in your elbow.
  - Avoid close contact with people who are sick.
  - Be responsible and courteous to others and stay home if you are sick. If you are experiencing symptoms, contact your health provider.
  - Respect personal space when greeting others and during conversations.
- Proper hand hygiene will be practiced throughout the day. The importance and expectation of increased frequency of handwashing, the use of hand sanitizers with at least 60% alcohol, and clear instruction to avoid touching hands to face will be provided in employee reentry PPE kits. Notices that encourage proper hand hygiene will be placed at the entrance to buildings and in other high traffic areas.

- Workers will be discouraged from using other employees' phone, desk, office, or other work tools and equipment.
- Handshaking and related unnecessary person-to-person contact in the workplace will be prohibited.
- All relevant point-of-sale locations should suspend the use of Personal Identification Number (PIN) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices will be required when used. There will be minimal cash handling during this phase and all relevant employees will be instructed to utilize proper protective measure (hand sanitizers, and/or gloves).
- Disinfectants and sanitation products for workers to clean their workspace, equipment, and tools will be provided. Facilities Operations will ensure all campus areas are properly stocked for reentry.
- In conjunction with Building Services cleaning, disinfecting of common surfaces (doorknobs, countertops, etc.) should be practiced throughout the day in every occupied building. Employees will be provided disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, vending machines, and other work tools and equipment) can be wiped down before each use.
- Temperature screening will be implemented upon request.
- Employees should self-monitor for signs of illness (fever, cough or shortness of breath). If signs of the illness are exhibited, the employee should not come to work. Employees should stay home and use appropriate leave. If an employee appears to be exhibiting symptoms associated with coronavirus while at work, a supervisor should excuse the employee from work and advise them to seek care from a healthcare provider. If an employee believes they may have come in contact with someone who has/may have contracted COVID-19, they should immediately contact their supervisor and begin to self-quarantine and seek medical attention until confirmation is made that the employee has not contracted the virus. The supervisor should notify the GC Clinic to ensure proper notification is provided to the local Department of Public Health (DPH) officials. All contract tracing is expected to be conducted by GDPH.

**STAGE 3 ( WEEKS 9 - BEYOND)**

- The following supplies and equipment will continue to be purchased for use on campus to support the prevention of COVID-19.
  - Automatic (hands-free) hand-sanitizing stations will be distributed throughout campus.
  - PPE is going to be dictated by the circumstances. Each employee will be given the opportunity to acquire a PPE kit as they return to work which will include at minimum gloves and face masks for routine encounters. Some employees such as Public Safety Officers and Student Health Clinic workers will be issued greater protection kits, to include gloves, a gown, a pair of shoe covers, a face shield, a pair of safety glasses, surgical masks (for routine encounters), and N95 masks (for elevated encounters). Reuse of PPE will be dictated by guidance from the CDC and NIOSH.
  - Thermometers
  - Signage and preventive training materials

**MITIGATION AND MONITORING PRACTICES**

- The Student Health Clinic will address all student needs. Faculty and staff can call the Clinic for clarity and guidance surrounding the Public Health Emergency. Current partnerships with the local Public Health Administrators, Epidemiologist, and Navicent Health Baldwin will be updated to include expectations of support during each phase of the reopening.
- Appropriate GC administrators (GC Student Health Clinic, Human Resources, Environmental Health and Occupational Safety and Public Safety) should utilize the Augusta University established source as needed to help ensure time-sensitive safety measures are enacted.
- Exposed employees will not be allowed to return to campus without proper supervisory clearance. Employees should follow standard request and approval procedures. Working with Human Resources (See Appendix B), the employee will be expected to use appropriate leave to cover the time away and may be expected to provide a release from a healthcare provider to return to work.

**Notifications:** Employees who test positive for COVID-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. There will be one-point person to whom all supervisors will immediately notify of an infected employee. This point person will initiate the institutional plan for contact tracing and any further notifications required with the GDPH. Supervisors are not to share the news of or the identity of a COVID-19 diagnosis/test with anyone other than the campus point person. Campus-wide notifications of COVID-19 are not necessary as long as contact tracing is in place. GC Student Health Clinic will be the point of contact to initiate any campus-related COVID-19 contact tracing. Human Resources will be notified to provide employee assistance as needed.

**APPROPRIATE LEAVE PROVISIONS WORKING WITH HR, AS OF NOW, INCLUDE:**

- All employees who are quarantined, isolated, or sick due to COVID-19 can take up to two weeks of paid leave – limited to \$511 per day and \$5,110 total.
- All employees who are caring for another individual who is quarantined or isolated due to COVID-19 can take up to two weeks of paid leave – limited to \$200 per day and \$2,000 total.
- All employees who are caring for a child whose school or childcare provider is closed or unavailable due to COVID-19 can take two weeks of paid leave – limited to \$200 per day and \$2,000 total. In addition, those employees doing the same who have been employed for at least 30 days can then take 10 more weeks of paid leave – limited to \$200 per day and another \$10,000 total. (For those with 30 days of service, the two paid weeks can be used at the same time as the two unpaid weeks under the other provision.)
- In the case of an employee who fits more than one of these categories, the leave totals are not cumulative. For example, if an employee is quarantined and is also taking care of someone else who is quarantined, the employee would receive two weeks of leave, not four.
- Affected employees are also still able to use any other paid leave they have accrued.

**STAGE 3 ( WEEKS 9 - BEYOND)****MITIGATION AND MONITORING PRACTICES**

- Continuous monitoring with daily temperature checks will continue throughout campus, if requested. Unit leadership is responsible for recognizing individuals that will administer the temperature checks for their respective areas of supervision. All individuals administering the checks will be appropriately trained by the Student Health Clinic personnel. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. As previously mentioned, the symptoms may appear 2-14 days after exposure to the virus.
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and stay at home. As mentioned, these employees will not be able to return to work without a physician's approval and they must meet all the following criteria:
  - No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) AND
  - Improved symptoms AND
  - Gone at least ten days since symptoms first appeared
- Supervisors who observe an employee with multiple symptoms, may consult with their Human Resources Office to require an employee to return home and seek medical care. These employees are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave. See Appendix B for GC Human Resources information.

- If an employee tests positive for or is diagnosed with COVID-19, the institution will follow the direction of the GDPH.
  - GDPH will begin contact tracing as soon as possible and individuals with whom the affected employee have come into contact will be notified. The USG is currently working with GDPH to establish the most responsive plan for contact tracing on campuses. Additional guidance for institutions will be forthcoming.
  - Based on guidelines, areas where an affected employee has been should be closed for twenty-four hours when possible. When a twenty-four-hour closure is not feasible, the area will remain closed for as long as possible without disrupting campus operations.
  - Building services or contracted vendors will clean and disinfect all areas used by the person who is sick using the prescribed industry standards for cleaning the affected areas.
  - All campus parties having knowledge of individual occurrences will ensure an affected employee's health information is protected.

## **CRITICAL SUPPLIES AND EQUIPMENT**

- Critical supplies and equipment to be purchased for use on campus during the Public Health Emergency include, but are not limited to the following:
  - Hand sanitizing solution will be provided throughout campus in various forms
  - Automatic hand-sanitizing stations will continue to be strategically placed throughout campus in all buildings not previously outfitted in Stages I & II.
  - PPE – mask, face-shields, gloves, shoe covers, and protective gowns and appropriate protective wear kits will be provided for certain professions on campus
  - All offices will be provided no-touch thermometers for as needed testing
  - Spray disinfectants and wipes will always be on hand throughout campus

**CLEANING/SANITATION PRACTICES**

- Safety measures will be taken to limit potential exposure to employees reentering the campus:
  - Provide ample supplies of disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
  - Limit occupants of vehicles (including utility carts) and equipment to one person.
  - Deploy building services, maintenance and operations employees in smaller teams and alternate shifts and assignments so that, if exposed, exposure will be minimal.
  - Spread staff out across shifts to reduce numbers of staff on campus at any one time or concentrated in spaces
  - Limit people from pairing up. Discourage workers from using other workers' phone, desk, office, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
  - Know where staff are, and have been, in case they encounter trouble and/or in case an exposure is later discovered, and people's movements must be retraced for decontamination.
- Facilities Operations will continue thorough cleanings, sanitations and required maintenance in all areas of campus, classrooms, offices, restrooms, residence halls, common spaces, and large event areas. Contracted cleaning services may also be utilized in larger spaces requiring deeper, extensive levels of sanitation.

## **TRAVEL**

- All nonessential travel will be prohibited. Essential travel will be determined by the appropriate divisional senior leader. There will be very limited situations where travel is deemed essential.

## **ENFORCEMENT PRACTICES**

- Senior Leadership, Supervisors, Community Advisors, Facilities Staff, Building Managers, Instructors, Bus Drivers, Public Safety, Training, Human Resources, and Environmental Health and Occupational Safety will take lead in ensuring enforcement of all COVID-19 safety policies, practices and guidelines on campus. However, everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDHP guidance in order to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines..



---

## CONTINGENCY PLAN 3

Classes and operations must go to an online format for a period  
during the semester (GC Stage III)

---

### STAGE 3 ( WEEKS 9 - BEYOND)

The campus will continue operations utilizing Contingency Plan 1 with social distancing expectations until it is deemed necessary to revert to total online instruction.

For the period during Contingency Plan 3 where the campus reverts to total online instruction, the campus will utilize the same work safety and health measures, practices and supplies identified in **Contingency Plan 2** for total online instruction.

- Only employees that require a critical infrastructure presence on campus for service, safety, and compliance will be expected to physically be on campus, utilizing practices and scheduling that minimizes risk to possible exposure. Critical infrastructure presence will be determined by senior campus leadership.
- Flexible schedules will be utilized to reduce the number of employees physically on campus to the minimal level required at any given time to sustain service, safety and compliance. Flexible schedules will span normal service or may also be extended to non-standard hours to support social distancing.
- Telework options must be allowed for employees who can conduct their job duties remotely without interruption or disruption to services. The employee's supervisor is authorized to determine which employees under their supervision are in roles where telework is an option. A record should be maintained for employees that have been authorized for telework. Higher Risk Populations as described above should be provided special accommodations to accomplish their jobs and minimize their exposure to COVID-19.
- There will be no nonessential activities conducted on campus during this stage, to include but not limited to; all events, camps, facility rentals, campus meetings, Intercollegiate activities, Intramural activities, Kids University, congregating groups, Montessori programming, and Student-Life programming.



---

## COMMUNICATIONS PLAN FOR THE INITIAL RETURN OF EMPLOYEES TO CAMPUS

---

### COMMUNICATIONS APPROACH:

Wherever possible, all communications will reference decisions and guidance from the Governor, the Governor's Task Force, the Georgia Department of Public Health, CDC, and relevant local authorities. Messages will be communicated through a variety of platforms and mediums to ensure broad reach of their intended audience(s). Information will be clear, concise and widely circulated across relevant communications platforms. Communications will be integrated across all divisions of the university to ensure comprehensiveness, clarity and effectiveness.

A website with more information around the COVID-19 situation has already been created (<https://www.gcsu.edu/coronavirus>) and it is also accessible and visible from the Georgia College homepage. That website will host all relevant communications as well as provide relevant information, links and resources for the campus community.

### COMMUNICATIONS PLATFORMS:

Depending on the intended audience, any of the following platforms may be used to deliver messages:

- Web communications to post current and prior messages as well as Q&A FAQs
- Targeted social media accounts (primarily: Twitter, Facebook and Instagram)
- Email messages to faculty, staff and students
- Electronic newsletters and daily digests (Front Page)
- Press statements and releases to external media
- Digital and/or printed communications
- Video messages and/or virtual town halls for interactive Q&A sessions
- Public Safety alerts (GC Alerts)



## TARGET AUDIENCE:

Depending on the subject matter, key messages may be directly targeted to certain target audiences. All communications strategy will be guided on the basis of (a) who this information is intended for, and (b) what platforms are best suited to reach them. The target audience will also help determine which platform(s) will be used to communicate (including web, email, social media, daily digest, among other platforms).

### TARGET AUDIENCES MAY INCLUDE:

- Employees (staff, faculty, student employees)
- Current students (enrolled in undergraduate and graduate programs)
- Students residing in residence halls on campus
- Parents of Georgia College students
- General public and local residents in and around Baldwin County
- Prospective students (working closely with Admissions and Enrollment Management)
- Alumni (working closely with University Advancement)

## MESSAGING TEMPLATES:

As we plan for a return to campus, a variety of messages will be communicated to specific target audiences. A subset of the primary messages we anticipate include:

### RETURN TO CAMPUS

**Audience:** All faculty, staff, students and the local community

**Content Owners:** Cabinet

**Key Messages:** Date and time for return. Relevant workplace arrangement for staff and faculty. Guidance on social distancing, physical configurations of work/study areas, flex times and related information. Campus service schedules (including dining, transportation, wellness operations, auxiliary functions). Information on residence life, student activities, athletics. Health and safety precautions, resources and related information for the campus community).

### UPDATES FROM THE PRESIDENT

Regular university-wide communications from the President to the campus community will continue, on a weekly or bi-weekly basis, depending on the specifics of what needs to be communicated and how frequently.

### STUDENT WELCOME MESSAGE:

**Audience:** All students and Parents

**Content Owners:** VP for Student Affairs, Dean of Students

**Key Messages:** This message will include information on campus health and safety measures as well as reiterate expectations on spatial distancing. Students will receive more information on how student activities, athletics and student organizations will be handled. It will include additional information on how instruction will be delivered.

### ADDITIONAL MESSAGING CONSIDERATIONS:

Additional messages will be sent to communicate updates and relevant to other important audience groups, including admitted students, parents, and alumni, friends and supporters of the university.

In all messages, key messages will be reinforced. They include reminders that the health and safety of Georgia College students, faculty and staff will remain our top priority. Guidance from the system office, the Georgia Department of Public Health, and the CDC will also be reinforced where appropriate to support mitigation strategies and adherence to relevant guidelines.



---

## SUPPLEMENTAL PLAN INFORMATION:

---

### ADDITIONAL ACTION ITEMS FOR GC

- Human Resources will fully develop their plan as outlined in Appendix B
- GC Training Department will develop safety training courses related to the Pandemic
- Public Safety will develop plan for crowd control and social distancing monitoring
- Environmental Health and Occupational Safety will ensure proper PPE and signage is on hand and distributed to employees and working/break areas as appropriate, working through Building Managers or appropriate designee on Campus
- Unit areas should develop social distancing plans for thier respective areas, along with any necessary equipment needs to support remote operation
- All external partnership expectations will be vetted and documented (Navicent Baldwin, GPHC, etc.)
- Point person(s) will be identified to support the proper notification of affected employees

## **IMPORTANT COVID-19 INFORMATION LINKS**

The CDC has guidance on this topic found at the website:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/>

### **GA Dept. of Public Health**

<https://dph.georgia.gov/novelcoronavirus>

### **Interim Guidance for Administrators of U.S. Institutions of Higher Education**

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

### **Fit Check Steps**

<https://www.osha.gov/lawsregs/regulations/standardnumber/1910/1910.134AppB1>

### **OSHA Guidance for fit testing in Health care –**

<https://www.osha.gov/memos/2020-03-14/temporary-enforcement-guidance-healthcare-respiratory-protection-annual-fit>

### **OSHA Expansion of Fit Texting for all industries**

<https://www.osha.gov/memos/2020-04-08/expanded-temporary-enforcement-guidance-respiratory-protection-fit-testing-n95>

# ENVIRONMENTAL CLEANING AND DISINFECTION RECOMMENDATIONS

Interim Recommendations for US Community Facilities Coronavirus Disease 2019

Bullets taken from <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

## BACKGROUND

Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented.

## TIMING AND LOCATION OF CLEANING AND DISINFECTION OF SURFACES AT A SCHOOL, DAYCARE CENTER OFFICE, OR OTHER FACILITY:

- It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection
- Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.
- Bathrooms should be closed to anyone other than the cleaners during cleaning, so the major transmission vector, respiratory droplets, will be eliminated.

## HOW TO CLEAN AND DISINFECT SURFACES

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) AND HAND HYGIENE:**

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
  - After blowing one's nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - After contact with animals or pets
  - Before and after providing routine care for another person who needs assistance (e.g., a child)

Lastly and most importantly, new products claiming COVID 19 compliance should be vetted  
<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

Note 1: PPE should be appropriate for the method and chemicals being used for cleaning. For example, if the space has been closed and unoccupied for at least 24 hours, in consultation with medical staff/local medical advisors, consider allowing cleaning staff to enter using gloves and processes used in BPP cleanup. Gowns are in short supply nationally and may be better allocated to staff using misters/active sprayers for disinfecting - more to protect the workers' clothes from the chemicals than from the virus. Many entities are waiting for more than the minimum 24 hours before entering, often 3 days, as over a weekend.

## GC OFFICE OF HUMAN RESOURCES RETURN TO WORK PLAN FOR STAFF

### I. Workforce Training Plan

- Mandatory online training prior to return to work for all employees
- Mandatory position-specific Safety Protocol training for pertinent positions (Collaboration with management and Environmental Safety)
  - Performance of Duties
  - Work environment
- Mandatory online supervisor training (or acknowledgement)
  - Process for managing COVID-19-related notices and requests
  - Protocol for addressing illness in the workplace

### II. Maintaining Faculty and Staff Health and Wellness Plan

- Provide relevant communication through various mediums to keep employees informed on the latest developments pertaining to health and wellness
- Provide resources for employees and post informational notices in common work areas related to COVID-19 operational standards and requirements

### III. Managing Faculty and Staff Incidents of Illnesses Plan

- Illness in the workplace
- Reports of illness
- Return to work
- Absence Management

### IV. Office of Human Resources Operations

- Business Continuity
  - Hire Casual Labor to support the administrative tasks and front-line support for the office.
  - Develop a staffing plan that includes telework and flex scheduling options to support minimal presence in the office at all time during operational hours.
  - Continue cross-training efforts to ensure redundancies in day-to-day operations
  - Continue virtual environments for meetings to minimize risk and in support of teleworkers.
- Managing COVID-19-related Issues
  - Follow CDC, Department of Public Health, and Board of Regents guidelines in addressing employee issues related to COVID-19
  - Collaborate with Student Health Services for advisement on managing potential COVID-19-related illnesses in the workplace, as deemed appropriate
    - Spread of illness in the workplace
    - Contact tracing
  - Work with Facilities Operations staff on risk mitigation: maintaining appropriate sanitation standards and adequate preventive resources (preventative protective equipment, hand sanitizer, soap, etc.)
  - Collaborate with Public Safety on COVID-19-related issues that occur “after-hours” as deemed necessary

GC is or will be utilizing the following staff development opportunities related to best practices in the remote work environment for job duties as appropriate.

The primary delivery platform will be LinkedIn Learning

## LEADERSHIP RESOURCES FOR MANAGERS AND SUPERVISORS

### DIGITAL LEADERSHIP PRESENTATIONS

Disruptive Leadership Series Presentation: Dealing with FEAR

Coronovirus Anxiety Leadership Webinar Slides

Leading Through the Coronavirus

### PODCASTS

Leading During the Coronavirus Crisis

Dealing with Sudden Change

THE WORLD HAS CHANGED – FROM OPTIMAL TO POSSIBLE PART 1

THE WORLD HAS CHANGED - FROM OPTIMAL TO POSSIBLE PART 2

### MANAGING WORKERS REMOTELY

<https://www.linkedin.com/learning/leading-at-a-distance/remote-workers-are-the-future-of-business?u=56638249>

<https://www.linkedin.com/learning/the-leader-s-guide-to-mindfulness-getabstract-summary/mindfulness-for-leaders-making-decisions?u=56638249>

<https://www.linkedin.com/learning/managing-virtual-teams-4/managing-people-at-a-distance?u=56638249>

<https://www.linkedin.com/learning/managing-virtual-teams-4/setting-clear-goals-in-a-remote-team?u=56638249>

### TRAINING FOR MANAGERS IN TIME OF CHANGE/DIFFICULT TIMES

<https://www.linkedin.com/learning/time-management-for-managers/welcome?u=56638249>

<https://www.linkedin.com/learning/communicating-in-times-of-change/welcome?u=56638249>

<https://www.linkedin.com/learning/managing-in-difficult-times/welcome?u=56638249>

<https://www.linkedin.com/learning/leading-with-fearless-mindfulness/introduction-to-captain-sandy-yawn?u=56638249>

## EMPLOYEE RESOURCES

### DIGITAL ARTICLES

Fear, Anxiety and Stress

6 Ways to Beat the Blues and be the Best You

10 Digital Miscommunications — and How to Avoid Them

Tips for working from home

Working from home with children in the house

### WORKING REMOTELY/TIME MANAGEMENT

<https://www.linkedin.com/learning/proven-tips-for-managing-your-time/the-role-of-time-management?u=56638249>

<https://www.linkedin.com/learning/working-remotely-2015/welcome?u=56638249>

[https://www.linkedin.com/learning/time-management-working-from-home?trk=share\\_ios\\_course\\_learning](https://www.linkedin.com/learning/time-management-working-from-home?trk=share_ios_course_learning)

<https://www.linkedin.com/learning/working-remotely-2/the-value-of-working-remotely?u=56638249>

<https://www.linkedin.com/learning/search?keywords=telework&u=56638249>

### STRESS MANAGEMENT/WELLBEING/MINDFULNESS

<https://www.linkedin.com/learning/how-to-manage-feeling-overwhelmed/an-overview-of-overwhelm?u=56638249>

<https://www.linkedin.com/learning/behavioral-science-insights-on-how-to-have-a-great-day-every-day/point-your-attention-with-intention?u=56638249>

<https://www.linkedin.com/learning/managing-stress-for-positive-change/welcome?u=56638249>

<https://www.linkedin.com/learning/de-stress-meditation-and-movement-for-stress-management/out-of-your-mind?u=56638249>

<https://www.linkedin.com/learning/the-mindful-workday/the-mindful-workday-introduction?u=56638249>

<https://www.linkedin.com/learning/search?keywords=anxiety%20&u=56638249>

### MANAGING ANXIETY AND DEPRESSION

<https://www.linkedin.com/learning/managing-anxiety-in-the-workplace/why-it-matters-to-address-anxiety-at-work?u=56638249>

<https://www.linkedin.com/learning/search?keywords=mental%20and%20emotional%20health&u=56638249>

<https://www.linkedin.com/learning/managing-depression-in-the-workplace/recognizing-depression?u=56638249>

<https://www.linkedin.com/learning/search?keywords=depression&u=56638249>

### DEVELOPING EMOTIONAL INTELLIGENCE

<https://www.linkedin.com/learning/search?keywords=Emotional%20Intelligence&u=56638249>

<https://www.linkedin.com/learning/mindfulness-practices/becoming-mindful-at-work?u=56638249>

<https://www.linkedin.com/learning/communicating-with-empathy/welcome?u=56638249>

<https://www.linkedin.com/learning/developing-your-emotional-intelligence/benefits-of-building-emotional-intelligence?u=56638249>

## **BUSINESS WRITING SKILLS/EMAILS**

<https://www.linkedin.com/learning/tips-for-writing-business-emails/email-an-extension-of-your-brand?u=56638249>

<https://www.linkedin.com/learning/tips-for-better-business-writing/business-writing-strategies?u=56638249>

<https://www.linkedin.com/learning/grammar-foundations/welcome?u=56638249>

## **MICROSOFT SUITE TRAININGS – WORD, OUTLOOK, POWER POINT, EXCEL**

<https://www.linkedin.com/learning/learning-outlook-2019/stay-organized-and-collaborate-effectively?u=56638249>

<https://www.linkedin.com/learning/word-essential-training-office-365/make-your-documents-stand-out-with-office-365-word?u=56638249>

<https://www.linkedin.com/learning/excel-essential-training-office-365/getting-started-with-excel-for-office-365?u=56638249>

<https://www.linkedin.com/learning/powerpoint-essential-training-office-365/deliver-a-powerful-message-with-a-powerful-presentation?u=56638249>

## **COMMUNICATION SKILLS**

<https://www.linkedin.com/learning/improving-your-listening-skills/welcome?u=56638249>

## **FINANCIAL WELLBEING**

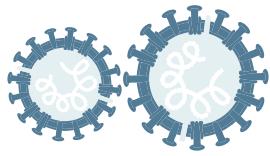
<https://www.linkedin.com/learning/financial-wellness-managing-personal-cash-flow/welcome?u=56638249>

<https://www.linkedin.com/learning/managing-your-personal-finances/welcome?u=56638249>

# CORONAVIRUS

## 2019-nCoV

SAFETY ADVICES AND TIPS



### SYMPTOMS



FEVER



COUGH



SHORTNESS  
OF BREATH



SORE THROAT



HEADACHE

### PREVENTION



WASH HANDS WITH  
WATER AND  
SOAP/SANITIZER,  
AT LEAST 20 SECONDS



AVOID CONTACT  
WITH SICK PEOPLE



DON'T TOUCH EYES,  
NOSE OR MOUTH WITH  
UNWASHED HANDS



WEAR A MASK



AVOID  
CROWDED PLACES



AVOID CONTACT WITH  
ANIMALS AND ANIMAL  
PRODUCTS



DO NOT SHARE  
EATING UTENSILS  
AND FOOD



DON'T EAT RAW FOOD,  
THOROUGHLY COOK  
MEAT AND EGGS



AVOID TRAVELLING TO  
AFFECTED AREAS  
UNLESS NECESSARY



IF YOU BECOME SICK  
SEEK MEDICAL CARE  
IMMEDIATELY

### IF YOU ARE INFECTED



STAY AT HOME



AVOID CONTACT  
WITH OTHERS



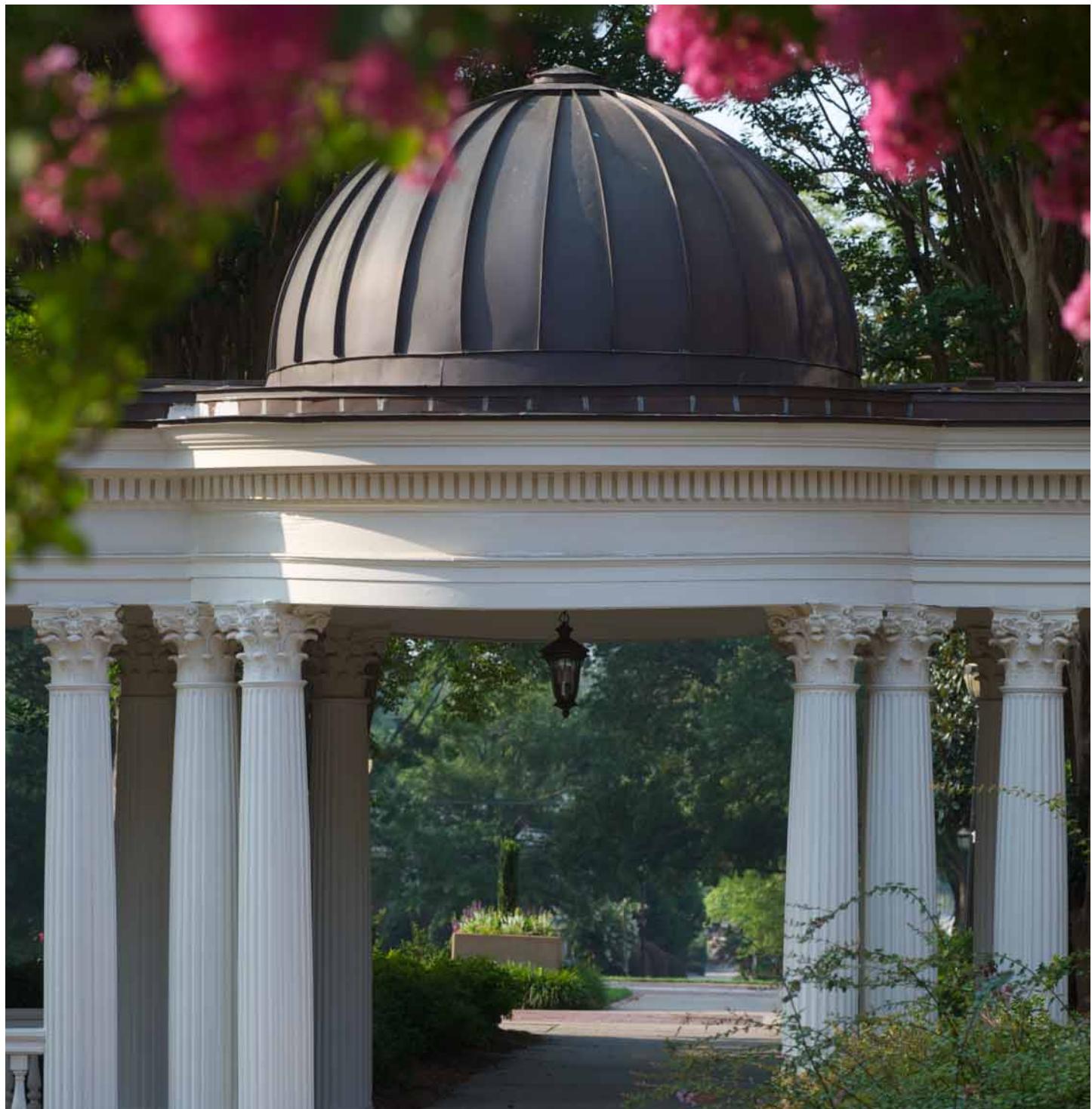
COVER YOUR NOSE  
AND MOUTH WITH  
TISSUE OR ELBOW  
WHEN SNEEZING



PUT TISSUES  
IN THE TRASH BIN  
AND WASH HANDS



KEEP OBJECTS AND  
SURFACES CLEAN



REOPENING DOCUMENT FOR GEORGIA COLLEGE

# **ACADEMIC, RESEARCH, AND ENROLLMENT MANAGEMENT**

REOPENING DOCUMENT FOR GEORGIA COLLEGE

# ACADEMIC INSTRUCTION, PERSONNEL, AND RESEARCH

## **Committee Members:**

Provost Costas Spirou, Chair  
Shaundra Walker, University Library  
Robert Blumenthal, COAS  
Kay Anderson, Enrollment Management  
Sheri Noviello, COHS  
Alex Blazer, Faculty Senate Representative  
Jim Berger, CTL  
Holley Roberts, COE  
Robert Duesing, COB

Additional colleagues across the university were consulted for information and feedback during the development of the document.



---

## OVERALL

---

- Georgia College will follow guidance provided by the University System of Georgia and comply with all directives in preparing for Fall 2020 instruction.
- All faculty will be prepared to deliver course work online regardless of the three instruction scenarios noted below. The Center for Teaching and Learning will provide appropriate programming to support faculty. Following an assessment of training experiences completed by faculty (i.e., Quality Matters, GeorgiaVIEW, etc...), if needed, the Department Chair will work with the CTL to identify additional offerings. All faculty are expected to complete relevant training and be ready for Fall 2020 instruction.
- All faculty will work with students who have been exposed to COVID-19 and are quarantined to ensure they are able to continue making academic progress.



---

## SCENARIO 1:

### Return to Campus with Limited Social Distancing

---

**Assumptions:** All actions will conform with physical distancing and workplace safety requirements that are recommended by the CDC at the beginning of the semester, e.g. requiring face masks, limiting building occupancy, providing hand sanitation, conducting frequent cleaning. These requirements may be adjusted over the course of the term in accordance with evolving CDC guidelines and guidance from the USG. Georgia College will provide hand sanitizer, disinfectant wipes, masks and gloves as needed in order to adhere to CDC guidelines. Policies will be developed in accordance with USG guidelines for faculty in high-risk groups, to ensure instruction is completed (i.e., fully online or other appropriate modalities.)

## FACE-TO-FACE CLASSROOM INSTRUCTION:

- Perform an analysis of seating capacity for all classrooms, identifying max capacity when physical distancing and all workplace safety requirements are enforced. Remove all desks which are not to be used.
- Develop protocols for how students enter and exit the classroom.
- Develop protocols for how faculty enter and exit the classroom.
- Develop protocols for students who arrive late or who seek to leave and re-enter the room.
- In computer labs, determine the number of computers which can be used based on physical distancing guidelines and cover the computers which are not to be used. Sanitize keyboard and mouse before and after each use.
- Consider USG guidelines and provide safety training for faculty, staff, and students in all aspects of the above.

- Begin reassigning classrooms to allow for physical distancing using these principles for reassignment:
  - The highest priority will be allowing as many students in as many classes to meet together for face-to-face instruction as frequently as possible.
  - If a class is already scheduled in a room that will allow all registered students to attend class face-to-face at the same, then that class will initially remain in that room.
  - If there is an alternate meeting location that would accommodate the entire class meeting face-to-face, then the class will be relocated to that new location.
  - If there is not an available room that can accommodate the entire class meeting face-to-face, every effort will be made to identify a classroom that allows at least half of the students to attend face-to-face every other class period. These classes will be marked in the schedule so students know when to attend.
  - When no other rooms are available, classes may need to be separated by more than  $\frac{1}{2}$  to accommodate distancing in the classroom.
  - A department or faculty member's room and building preferences will only be considered when there are equal options for a room.
- Also critical to this process are the following factors:
  - The earlier we can receive and approve at-risk faculty requests to teach online in the Fall, the easier it will be to adjust other classes.
  - If departments are planning on raising the caps on any of their Fall courses, they should do so as soon as possible to ensure that we are finding appropriate room placements.
  - If positions are not going to be filled or if some classes may be cancelled, the earlier we provide some notification – even tentative – the better.
  - Michael Rickenbacker and Shea Groebner's analysis of maximum capacity with social distancing must be finished before we will be able to begin modifying classroom assignments.
  - We agree to make assignments after reviewing many drafts, like we do with the current course schedule. Departments will have a chance to give feedback.

- Perform new 25Live Scheduling runs to develop an alternate set of classroom assignments. While new room assignments will be ready for immediate implementation, no changes in existing Fall 2020 classroom assignments will be made until Georgia College receives official notice to open while implementing physical distancing.
- Preserve as many existing room assignments as possible for classes that can accommodate every enrolled student while implementing physical distancing.
- Reassign the largest classes to larger space, including spaces typically not used for instruction, e.g., Centennial Center, A&S Auditorium, Peabody Auditorium, West Campus classrooms.
  - For example, we estimate that the A&S Auditorium can safely fit 60 students (25 on the lower level, 35 on the upper level) while practicing physical distancing.
  - Magnolia Ballroom could also accommodate about 60 students per class.
  - The Centennial Center has the capability to be divided into classrooms that serve up to 400 students during the same meeting period without using the athletic floor.
- Reassign small and mid-size classes to larger classrooms.
  - The capacity of our traditionally larger classrooms depends greatly on the features of the room, i.e., whether there is fixed or movable seating, whether there are desks or tables, the overall shape of the room. For example, Atkinson 109, which would normally accommodate between 30-45 students, will likely only accommodate 10-12 students at a time. Health Sciences 207, on the other hand, could be set up to serve up to 32 students at once.
  - When possible, classes will be moved to these rooms in order for an entire class to meet together while practicing physical distancing.
- Dedicate the smallest classrooms that can no longer be used for instruction as meeting rooms or group work stations that can be reserved through facilities reservations.
- Ensure necessary equipment is available in newly assigned classroom space.

- Prepare classrooms for physical distancing by either removing or marking seats that should not be used.
- When possible, avoid rescheduling courses at another time.
- Departments offering off-campus courses, i.e., classes at Central Georgia Tech, Macon, or Navicent Health, will need to make similar accommodations for their classes.
- Implement a staggered class attendance structure for any class that, once assigned to a new classroom, cannot practice appropriate physical distancing in the assigned space. This could include some students attending in person while others attend synchronously online, rotating days of attendance in an equitable manner.
  - Ensure some face-to-face instruction time for each student in each class each week.
  - Stagger all classes that need to be separated using the same method to avoid confusion.
  - Additional technology will be required in every classroom to provide online access for part of the students.
    - All face-to-face classes would be video-captured in case of technological issues.
    - Instructors would be provided with a walking camera.
    - Instructors would be provided with a personal microphone.
    - Provide students with circulating technology where needed.
  - Additional technology or space will be required for in-class testing. Perhaps some newly created spaces can be held as “testing rooms” that instructors can reserve for test days.
- Require daily attendance tracking of students meeting in face-to-face environments for use in contact tracing in the event of exposure to the virus.
- Minimize contact in required class activities.
  - Group meetings conducted online.
  - Encourage faculty to avoid using small groups in classes unless there is adequate space for students to spread out and communicate without disruption.
- If needed to limit contact in large buildings and hallways, lengthen the approved course schedule to provide additional time to change classes. Start classes earlier, end classes later, and increase break times.

- Regarding faculty office hours, committee meetings, or other small groups, it may difficult to adhere to physical distancing guidelines. In such cases, virtual methods (Webex, Zoom, etc.) will be used.
- Events that were previously scheduled for Fall 2020 through our facility reservations policy may need to be cancelled or rescheduled to give preference to academic classes.
- Student lounges/study areas would need to be re-configured to eliminate some seating and establish appropriate distance between seats.
- Provide additional faculty development to help instructors implement and share new teaching strategies to address these challenges.

## **FACE-TO-FACE LABORATORY INSTRUCTION:**

- Laboratory courses are scheduled directly by departments and there is typically only one location where these sections can meet. Identifying larger spaces for lab or studio sections to meet will rarely be an option, but might be possible for some sections in areas like the health sciences movement lab.
- In consultation with the department chair from each area, perform an analysis of seating capacity for all laboratories and studios, identifying max capacity when physical distancing and all workplace safety requirements are enforced.
- When possible, students will continue to meet together in existing laboratory and studio spaces while practicing physical distancing.
- Due to the movement of students, sharing of equipment, faculty working and helping students with equipment, chemicals, open flames, etc., 100% social distancing is nearly impossible in these labs; therefore, masks will be required at all times.
- Provide open lab options, if pedagogically and procedurally appropriate, while limiting the number of individuals in the space at any given time.
- Consider reducing lab times by putting pre-lab and/or lab quizzes online so that more sections can be accommodated per day.

- If section size must be reduced, and if pedagogically appropriate, departments may implement a staggered class attendance structure for any class that cannot appropriately practice physical distancing in the assigned space. This could include some students attending a lab section with others attending synchronously online.
  - Stagger all classes that need to be separated using the same method to avoid confusion.
  - Additional technology will be required in every classroom to provide online access for part of the students.
- If section size must be reduced, departments may also create additional laboratory sections and move students with no time conflicts into these new sections to lower section size. Some of these sections may need to be scheduled in the evenings, early in the morning, or on Friday afternoons during the common meeting time. Saturdays may also eventually be a consideration as a last resort.
- Lab doors will always be locked, even when occupied and steps will be taken to ensure that only students enrolled in research courses have access to labs.
- Departments will make any additional rules they deem necessary to ensure the health and safety of all who are using laboratory spaces during this period.
- Ensure appropriate custodial support is available or have faculty remove their own waste.

## FACE-TO-FACE STUDIO AND PERFORMANCE INSTRUCTION:

- Studio and performance courses are scheduled directly by departments and there is typically only one location where these sections can meet. Identifying larger spaces for studio sections to meet will rarely be an option, but might be possible to shift some use to Russell Auditorium or the Black Box Theatre.
- When possible, students will continue to meet together in existing studio spaces while practicing physical distancing.
- Perform an analysis of seating capacity for all studios, identifying max capacity when physical distancing and all workplace safety requirements are enforced.

- If section size must be reduced, and if pedagogically appropriate, departments may implement a staggered class attendance structure for any class that cannot appropriately practice physical distancing in the assigned space. This could include some students attending a lab section with others attending synchronously online.
  - Stagger all classes that need to be separated using the same method to avoid confusion.
  - Additional technology will be required in every classroom to provide online access for part of the students.
- If section size must be reduced, departments may also create additional studio sections and move students with no time conflicts into these new sections to lower section size. Some of these sections may need to be scheduled in the evenings, early in the morning, or on Friday afternoons during the common meeting time. Saturdays may also eventually be a consideration as a last resort.
- Ensure that the following minimum precautions are in place for theater courses.
  - Require physical distancing in staging, masks on actors, setup, performers, etc.
  - If performances are held, require audience members stay six feet apart, identify appropriate seating locations. Examine best practice recommendations from appropriate performance organizations and associations.
  - Other departments using Russell for class must vacate in time for Theatre to do the necessary work on the stage by 5:30 p.m.
  - Computers, cameras, mics would be necessary in performance rooms (e.g. Campus Black Box Theatre, Campus Black Box Theatre Design Lab Room 217, Russell Auditorium).
  - Wide angle lens would be necessary to use WebEx and/or Zoom for performance classes.
  - Limit on-stage performers to no more than 10 to 20 performers, depending on the size of the stage
  - If individuals use the Genie lift (a two-person elevator bucket to hang lights for a production), it would be good to have a full-face mask.

- Ensure that the following minimum precautions are in place for music courses.
  - Require physical distancing in classrooms, practice rooms, one-on-one lessons, studio classes, recital hours, rehearsals (large and small), and performances. Mask should be used in all situations.
  - Baffling, video/audio feeds between spaces.
  - Cameras and microphones should be considered with woodwind, brass and vocalists.
  - If performances are held, the audience will be required to practice social distancing (6 ft rule) and chairs will be arranged to comply with the guidelines from recommended best practices. Will need to refer to additional guidelines from professional organizations currently collecting data in this area. This same policy would apply to concert series events.
  - Incorporate live streaming as a means of dealing with audience overflow.
  - Equipment and instruments in any of the spaces would have to be properly disinfected before and after use.
  - Limit number of performers based upon recommended guidelines (10 people) and give consideration for the size of the space. Also consider incorporating baffling to meet the guidelines.
- Ensure that the following minimum precautions are in place for art courses.
  - Students and instructors required to wipe all work stations, keyboards, tables, desks, cabinets, printers, scanners, studio equipment, and chairs at the beginning and end of each class period.
  - Faculty offices and smallest enclosed spaces limited to single occupancy at all times. If necessary, faculty office hours to be held virtually.
  - Physical distancing at all times (6 ft). This would require decreased class sizes of no more than five in our smaller studio spaces, and otherwise calculated on square footage. Darkrooms, for example, should be single occupancy, two at most at any given time.
  - Student access to facilities for independent work to be restricted, with specific times allotted according to set schedules.
  - Receptions and social gatherings typical in the arts to be eliminated for fall semester. Daily gallery attendance to be restricted to maintain social distancing guidelines.
  - Face-to-face Guest Artist and Scholars programming to be reviewed and, if necessary, eliminated for fall semester. Move towards virtual guest presentations.
  - Separate GC facilities requiring application of these precautions: Ennis Hall, Miller Annex Printmaking Studio, Grassmann Ceramics Studio, and the Georgia College Museum of Fine Arts/Underwood House. Some ARTS courses are also held in A&S classrooms.
- In accordance with the USG guidelines and the Georgia College plan, departments may consider other adjustments to ensure the health and safety of all who are using studio spaces during this period.



## **INTERNSHIPS, STUDENT TEACHING, CLINICAL PLACEMENTS:**

- Requirements will be set by external placement sites.
- Students will not be allowed to carpool to placement sites.
- Some accommodation may need to be made for faculty site supervisors, depending on the location and the potential risk.
- Given the critical role that these experiences play in our GC Journeys/Momentum Year plan, provide additional assistance for students who need to find a new placement and also in providing online, simulation, or other means of involvement.

## **CONTINUATION OF ONLINE INSTRUCTION:**

- Graduate courses that were already scheduled to be online will continue to be offered in this format.
- Faculty who fall into a higher risk population should contact their campus human resources department to begin the process of requesting alternative arrangements for the fall 2020 semester. Faculty will work in tandem with their department chair to identify the best alternate arrangement for delivering their courses.

## FACULTY AND STUDENT RESEARCH:

- Create a fair and transparent process for granting laboratory access to researchers.
  - Principal investigator submits proposal outlining health and safety procedures and additional training for themselves and their students.
  - Publicly display lab safety protocols.
  - Department verifies presence of necessary protective materials and establishes oversight procedure to ensure compliance.
- Differentiate critical and time-sensitive research activity and normal research activity when making discussions to grant access.
  - Critical research includes research to comply with grant or contract agreements.
  - Time-sensitive research includes research that must be conducted within certain climates, seasons, or other environmental conditions. Time-sensitive research also includes research that is intrinsic to faculty scholarship progression for tenure and promotion and annual evaluations.
  - Normal research activity includes general maintenance of the laboratory.
- Strictly follow NIH guidelines for any research involving clinical patients or human research subjects.
- Limit access to research labs to students who are enrolled in a course for academic credit.
- Ensure that no researcher is coerced or pressured to return to the lab prematurely.
- Practice physical distancing by rearranging space, restricting the number of students enrolled, and/or maintaining a staggered occupancy schedule.
- Due to the movement of students, sharing of equipment, faculty working and helping students with equipment, chemicals, open flames, etc., 100% social distancing is nearly impossible in these labs; therefore, masks will be required at all times.
- Use the Special Collections department in the library if primary source material is needed.
- Conduct all lab meetings and/or journal clubs virtually.

Have several remote research options for continuing research such as literature reviews, data analysis, drafting a manuscript, and applying for grants or fellowships.

## FACULTY AND STUDENT RESEARCH:

- Each research lab will develop a continuity plan in the event of a disruption of research activity. Plans must include lab shut down procedures, list of equipment that require continued operation and maintenance, list of placed supply orders that require special handling upon arrival, and plans for continued communication and remote work.
- Require training opportunities for research PIs and current personnel in safety protocols and compliance over the summer.

## STUDY ABROAD:

- With regard to Fall semesters at Georgia College, it should be noted that – historically – few faculty-led programs are ever offered, and (similarly) only a handful of semester students study at exchange partners abroad or other foreign institutions.
- Given the many unprecedented uncertainties related to international health, travel, and study, the Center for International Education recommends the postponement or cancellation of outbound (traveling) Fall, 2020 Study Abroad programs in favor – where possible – of alternative learning/teaching options so as to protect students' academic progress.
- Maintain accessibility and functions while observing physical distancing and proper hygiene, plus the offering of electronic service options and alternatives.
- Continue the process of expanding electronic service alternatives in the areas of faculty assistance, program promotion, and student service.
- Suggest postponing/deferring all new major institutional initiatives abroad, pending COVID-19 resolution.
- Payments for services to be deferred as long as possible and made only when necessary or as required.

Take out (where possible) insurance policies to cover potential institutional losses.

## LIBRARY ACCESS:

- Restrict and repurpose space to comply with physical distancing.
  - Rearrange furniture and spaces to accommodate recommended physical distance guidelines.
  - Restrict access to study rooms to one individual per checkout and remove furniture that would encourage group gatherings in small spaces.
  - Repurpose space such as Times Talk area to support physically distant individual studying.
  - Library staff will increase the number of physical walk arounds to ensure that social distancing is being observed.
  - Additional time will be added between study room reservations so that rooms can be sanitized before the next checkout.
  - Reconfigure spaces to support physically-distanced group study/presentation practice.
  - The library will explore options to adapt larger spaces (ex. Library 302) for group study/presentation practice in a manner that complies with social distancing.
- Restrict access to collections
  - Where possible the library will reduce or eliminate the need for patrons to access physical library materials by allowing patrons to pick up materials from the circulation desk or have them mailed to them via campus mail.
  - All articles requested from other libraries will be delivered electronically.
  - For new acquisitions, electronic books will be the preferred format.
  - All physical course reserves will be either replaced with existing electronic content or scanned for digital access in a manner that complies with copyright guidance.
  - Streaming videos will be provided for course reserves as an alternative to having students come into the library to view films.
- Deliver information literacy services remotely.
  - Individual research consultations will be delivered remotely via WebEx.
  - One-on-one research assistance will be available via chat, phone, and email.
  - Group information literacy sessions will be delivered via an embedded librarianship model via GeorgiaVIEW.

## INSTITUTES, CENTERS, AND PROGRAMS:

- Andalusia Institute
  - Operation of office through a combination of virtual and face-to-face service with physical distancing guidelines in place.
  - Some continuation on online and face-to-face events.
  - Events will have required pre-registration to limit participants.
  - Peacock face masks will be provided.
- Center for Early Language and Literacy
  - Administrative and executive staff will return to work at the Deal Center on a daily basis while practicing physical distancing.
  - Professional Development (PD) Specialists, Administrative Office Manager, and Research Manager will be on-site at the Deal Center for staff meetings as needed with appropriate physical distancing.
  - Individual office locations within the center allow for physical distancing with limited staff present at the center.
  - While at the Deal Center, all staff will be required to wear mask and gloves.
  - One person at a time allowed in the breakroom.
  - Only three people at a time in the conference room (certain staff members will attend staff meetings remotely to meet social distancing guidelines).
  - Community outreach/partnership meetings will be held remotely.
  - Continue with virtual professional learning experiences conducted by experts in the field since physical distancing guidelines will be difficult to meet with face to face learning events.
  - PD Specialists will develop a series of online learning modules for K-3 educators on evidenced-based early language and literacy practices.
  - Electronic media will be developed for community organizations focused on the important role of early language and brain development and strategies for development.
  - Social distancing practices and the wearing of masks and gloves will be adhered to when visiting our partner schools and organizations for data collection.
  - 2020 Governor's Summit on Early Language and Literacy will be held virtually.
- Early College
  - The Early College Program will need to follow the guidelines set forth from the DOE based on the current spaces they are allotted at the university.
  - While in Kilpatrick, Early College students and faculty will be required to remain on the Peabody school side of the facility.

- Rural Studies Institute (RSI)
  - All day-to-day functions of RSI will occur on campus with appropriate physical distancing.
  - Research and data gathering will occur through mostly virtual means.
  - Meetings will occur with most stakeholders through virtual formats and teleconference.
  - If in-person meeting is necessary, physical distancing will be observed during the meeting.
  - Masks will be ordered for meeting participants who do not have their own.
  - All RSI in-person, sponsored activities will adhere to less than 10 participants.
  - These activities will require collaboration with facilities reservations to find appropriate accommodations as Miller Gym will not provide proper seating arrangements.
  - Data gathering and assessment for regional resiliency taskforce will occur through virtual means or adhere to CDC social distancing rules.
  - Communications and branding strategies will include mostly virtual tools and will work with University Communications to find best approaches.
  - Fundraising efforts will be mostly web-based and virtual in scope.
  - On campus and off campus dissemination of information will utilize email listservs, the RSI website and social media.
  - A virtual RSI discussion series will be launched.
  - Speakers (external and internal) and/or content for the series will be identified and scheduled, taped, edited, produced and disseminated virtually.

## MOMENTUM YEAR & MOMENTUM APPROACH

The Georgia College Momentum Year/Momentum Approach plan is an experiential learning program which revolves around students completing five high impact practices, while taking courses that are mapped to the AACU's Essential Learning Outcomes. This plan focuses on:

- Students making a purposeful academic choice
- Attempting a fuller schedule of a clear pathway

While many of these experiential learning experiences are in person, the following table outlines the activities identified in Georgia College's 2020 Momentum Sustainability plan and outlines what adjustments have been put in place in order to accomplish these activities.

## SECTION 1: RETURN TO CAMPUS WITH LIMITED SOCIAL DISTANCING

ACTIVITIES IDENTIFIED IN GEORGIA COLLEGE'S 2020 MOMENTUM SUSTAINABILITY PLAN

ACTIVITY	PROCESS/STEPS	COMPLETION DATE
Re-do Advising Sheets	Advisors work with departments to include GC Journeys (GCJ) on advising sheets	Fall 2020
Inviting faculty to speak at FYAS	FYAS instructors will coordinate with faculty to speak to students in FYAS	Fall 2020
Creating a Degreeworks system to track GC Journeys/ Momentum Year	The registrar will work with Information Technology on creating a system	
Hosting a symposium for faculty on GC Journeys/ Momentum Year	Inviting faculty from each department to participate to brainstorm on ways to grow GCJ activities	Postponed
Training for department chairs	Offer training for department chairs on identifying and coding GCJ experiences	Summer 2020
FYAS instructors will be the onboarding for GC Journeys/Momentum Year; advisors will have intentional conversations	Students will learn about GCJ from their FYAS instructors and classes will follow the same format; advisors will ask questions about GCJ during advising	
First Year Guides will lead programming on GC Journeys/ Momentum Year	During orientation and during the semester FY Guides lead GCJ specific programming	
Offering monthly info sessions	Each month, offer a GCJ info session	Ongoing
Offer a course on teaching High Impact Practices	Faculty would learn about designing and running HIPs in their classes	Summer 2020/Fall 2020
GC Journeys/Momentum Year Faculty Learning Community	Faculty learn about HIPS in a faculty learning community	Spring 2020-on going

For many of our Momentum Approach activities, we are able to move these experiences online. As listed elsewhere in this report, we will have to make adjustments to many of these hands-on experiences. For instance, many of our study abroad initiatives will be transitioned to virtual exchange programs. Some of our undergraduate research programs will continue at a distance, with the mentoring being moved online to digital platforms, while other programs (such as in Chemistry) will have to be modified.

Most of the technological needs can be addressed by programs that Georgia College already has. This includes the use of Georgia View for curricular-based experiences, Microsoft Teams, WebEx, and Zoom for virtual conferencing. Finally, Georgia College is considering purchasing Student Opportunity Center software as a portal for student success/Momentum Approach initiatives.

Aside from what has been previously outlined in the report, the Student Advising model will be adjusted to accommodate social distancing starting in Fall 2020. Advisors will continue an active outreach campaign (each advisor will touch base with each advisee between 2-3 times a semester). These touchpoints will occur the 3rd, 6th, and 9th week of the semester. Advisors will be able to meet with students via WebEx, Zoom, by telephone, or email. Finally, the academic advisors will still be able to offer all of the services that they already offer for students whether it is academic advising, graduation applications, working with the First Year Experience students, serving as a touchpoint for GC Journeys, or working with students on probation or academic warning.

As part of our communication strategy, the Office of First Year Experience will continue to run our GC Keeps Learning website, which will keep all students, particularly first year students up to date on any changes. Also, our First Year Guides will be embedded in First Year Academic Seminar. The GC Reads program will have multiple rotations with smaller sections (and potentially online sections as well). All social programming for first- and second-year students will be done in coordination with the First Year Experience Committee and Student Life representatives as to follow the outlined restrictions for social programming. Finally, there will be more online programming for First Year and Second Year students, capitalizing on programs such as GroupMe, Microsoft Teams, and WebEx.

## ADDITIONAL CONSIDERATIONS:

- At all stages, faculty development should be provided that helps instructors adjust to new classroom realities, e.g., inability to put students in small groups for discussion, providing content online, forming meaningful relationships with students with limited face-to-face interaction.
- The Center for Teaching and Learning will specifically offer workshops and materials through the digital environment (i.e., WebEx, WebEx Training, WebEx Teams MS Teams Kaltura, GeorgiaVIEW, etc...). Overall, the CTL can meet the faculty development needs. Faculty from other USG institutions can participate in these sessions.
- Depending on the circumstances consult with the USG on tenure clock adjustments. Departments may have to adjust weighting for scholarship/research on the annual evaluation.
- Procedures should be outlined for students requesting accommodations as a member of an at-risk population.
- Faculty have access to either their office desktop or laptop. Students can check out laptops from the library.
  - When lending technology to faculty or students, will need to establish a sanitizing protocol.
  - Identify loanable laptops and equipment.
  - Ensure that each laptop has latest security protocols.
  - Examine licenses to allow use of discipline specific programs.
- Student support services, including the Learning Center, Writing Center, and other department computer labs will offer face-to-face tutoring, limit students in each space, and provide virtual tutoring options.
- Tutoring services, supplemental instruction will continue in accordance with institutional and USG guidelines.
- The Center for Teaching and Learning will continue to maintain [www.gcsu.edu/gckeepsteaching](http://www.gcsu.edu/gckeepsteaching) and [www.gcsu.edu/gckeepslearning](http://www.gcsu.edu/gckeepslearning) to support students and faculty.
- Georgia College has the capacity to take on additional USG instructors as mentees. Several of Georgia College instructors have volunteered to mentor instructors and are willing to help.



---

## SCENARIO 2:

Fall classes begin fully online

---

### ONLINE CLASSROOM INSTRUCTION:

- All classes remain fully online.
- Ensure technology is available to students and faculty.
- Center for Teaching and Learning will provide additional faculty development to help instructors implement online instruction (i.e., WebEx, WebEx Training, WebEx Teams MS Teams Kaltura, GeorgiaVIEW, etc...). Overall, the CTL can meet the faculty development needs. Faculty from other USG institutions can participate in these sessions.
- Continue current volunteer mentoring program. When a person self-identifies as needing a mentor for teaching in the online environment, we are putting them in contact with an experienced instructor with years of online instruction experience.
- Acquire licensing agreements for specialized software, typically located in class computer labs.

## **ONLINE LABORATORY INSTRUCTION:**

- All classes remain fully online.
- Provide additional faculty development to help instructors implement online instruction.
- For many lab courses, particularly majors, it may not be possible to hold labs online. In these cases, departments would need to rethink the fall schedule and use course substitution for certain majors' courses.

## **ONLINE STUDIO AND PERFORMANCE INSTRUCTION:**

- Faculty members whose load includes production responsibilities would need an additional course to teach.

## **INTERNSHIPS, STUDENT TEACHING, CLINICAL PLACEMENTS:**

- Requirements will be set by external placement sites.
- Students will not be allowed to carpool to placement sites.
- Some accommodation may need to be made for faculty site supervisors, depending on the location and the potential risk.
- Given the critical role that these experiences play in our GC Journeys/Momentum Year plan, provide additional assistance for students who need to find a new placement and also in providing online, simulation, or other means of involvement.

## **FACULTY AND STUDENT RESEARCH:**

- Create a fair and transparent process for granting laboratory access to researchers.
  - Principal investigator submits proposal outlining health and safety procedures and additional training for themselves and their students.
  - Publicly display lab safety protocols.
  - Department verifies presence of necessary protective materials and establishes oversight procedure to ensure compliance.

- Differentiate critical and time-sensitive research activity and normal research activity when making discussions to grant access.
  - Critical research includes research to comply with grant or contract agreements.
  - Time-sensitive research includes research that must be conducted within certain climates, seasons, or other environmental conditions. Time-sensitive research also includes research that is intrinsic to faculty scholarship progression for tenure and promotion and annual evaluations.
  - Normal research activity includes general maintenance of the laboratory.
- Strictly follow NIH guidelines for any research involving clinical patients or human research subjects.
- Limit access to research labs to students who are enrolled in a course for academic credit.
- Ensure that no researcher is coerced or pressured to return to the lab prematurely.
- Practice physical distancing by rearranging space, restricting the number of students enrolled, and/or maintaining a staggered occupancy schedule.
- Due to the movement of students, sharing of equipment, faculty working and helping students with equipment, chemicals, open flames, etc., 100% social distancing is nearly impossible in these labs; therefore, masks will be required at all times.
- Use the Special Collections department in the library if primary source material is needed.
- Conduct all lab meetings and/or journal clubs virtually.
- Have several remote research options for continuing research such as literature reviews, data analysis, drafting a manuscript, and applying for grants or fellowships.
- Each research lab will develop a continuity plan in the event of a disruption of research activity. Plans must include lab shut down procedures, list of equipment that require continued operation and maintenance, list of placed supply orders that require special handling upon arrival, and plans for continued communication and remote work.
- Require training opportunities for research PIs and current personnel in safety protocols and compliance over the summer.

## **LIBRARY ACCESS:**

- Provide remote access to collections.
  - Electronic books will be promoted as an alternative to print books.
  - Borrowing from other libraries will be restricted to electronic content only.
  - All physical course reserves will be either replaced with existing electronic content or scanned for digital access in a manner that complies with copyright guidance.
  - Streaming videos will be provided for course reserves as an alternative to having students come into the library to view films.
- Deliver information literacy services remotely.
  - Individual research consultations will be delivered remotely via WebEx.
  - One-on-one research assistance will be available via chat, phone, and email.
  - Group information literacy sessions will be delivered via an embedded librarianship model via GeorgiaVIEW.

## **STUDY ABROAD:**

- Given the many unprecedented uncertainties related to international health, travel, and study, the Center for International Education recommends the postponement or cancellation of outbound (traveling) Fall, 2020 Study Abroad programs in favor – where possible – of alternative learning/teaching options so as to protect students' academic progress.
- Postpone/defer all new major institutional initiatives abroad, pending COVID-19 resolution.
- Maintain accessibility and functions while observing physical distancing and proper hygiene, plus the offering of electronic service options and alternatives.
- Continue the process of expanding electronic service alternatives in the areas of faculty assistance, program promotion, and student service.
- Payments for services to be deferred as long as possible and made only when necessary or as required.
- Take out (where possible) insurance policies to cover potential institutional losses.

## INSTITUTES, CENTERS, AND PROGRAMS:

- Andalusia Institute
  - Current online programming will continue.
  - Office operations will remain virtual.
  - All events will also go online.
- Center for Early Language and Literacy
  - All staff members will continue to work remotely.
  - Only one staff member will be allowed at the center at a time.
  - Virtual one-on-one meetings with each staff member and the Executive Director will be held weekly.
  - The staff will convene for a virtual staff meeting every Friday morning.
  - Community outreach/partnership meetings will be held remotely.
  - Continue with virtual professional learning experiences conducted by experts in the field since social distancing guidelines will be difficult to meet with face-to-face learning events.
  - PD Specialists will develop a series of online learning modules for K-3 educators on evidenced-based early language and literacy practices
  - Electronic media will be developed for community organizations focused on the important role of early language and brain development and strategies for development.
  - Social distancing practices and the wearing of masks and gloves will be adhered to when visiting our partner schools and organizations for data collection.
  - The 2020 Governor's Summit on Early Language and Literacy will be held virtually.
- Early College
  - Students and instructors will need to be restricted from the rest of Kilpatrick and other academic buildings where they currently hold classes.
  - The Early College Program will need to follow the guidelines set forth from the DOE based on the current space they are allotted at the university.

- Rural Studies Institute
  - All functions of RSI will occur in virtual format.
  - Meetings will occur with all stakeholders through virtual formats and teleconferencing.
  - All work with the regional resiliency taskforce will occur through virtual means.
  - Communications and branding strategies will include only virtual tools will work with University Communications to find best approaches.
  - Fundraising efforts will be web-based and virtual in scope.
  - Research and data collection will occur online.
  - On-campus and off-campus dissemination of information will utilize email listservs and other web-based and social media approaches.
  - Will work with Library and SERVE staff and educational technology to find additional resources to disseminate information that is web-based.
  - A virtual RSI discussion series will be launched.
  - Speakers (external and internal) for the series will be identified and scheduled, taped, edited, produced and disseminated virtually.

## **ADDITIONAL CONSIDERATIONS:**

- Depending on the circumstances consult with the USG on tenure clock adjustments. Departments may have to adjust weighting for scholarship/research on the annual evaluation.
- Faculty have access to either their office desktop or laptop. Students can check out laptops from the library.
  - When lending technology to faculty or students, will need to establish a sanitizing protocol.
  - Identify loanable laptops and equipment.
  - Ensure that each laptop has latest security protocols.
  - Examine licenses to allow use of discipline specific programs.
- Student support services, including the Learning Center, Writing Center, and other department computer labs will provide virtual tutoring options.
- The Center for Teaching and Learning will continue to maintain and to support students and faculty.
- Continue Online Faculty Learning Community, hosted by the Center for Teaching and Learning, which has met during the Spring 2020 and Summer 2020 semesters.



---

## SCENARIO 3:

Classes and operations must go to an online format for a period of time during the semester

---

**Assumptions:** All actions will conform with physical distancing and workplace safety requirements that are recommended by the CDC at the beginning of the semester, e.g. requiring face masks, limiting building occupancy, providing hand sanitation, conducting frequent cleaning. These requirements may be adjusted over the course of the term in accordance with evolving CDC guidelines and guidance from the USG. Georgia College will provide hand sanitizer, disinfectant wipes, masks and gloves as needed in order to adhere to CDC guidelines. Policies will be developed in accordance with USG guidelines for faculty in high-risk groups, to ensure instruction is completed (i.e., fully online or other appropriate modalities.)

- Begin the Fall semester following procedures put in place for Scenario 1.
- Front-load more wet labs to the beginning of the semester, to allow data analysis and lit research towards the end of the semester.
- Move classes to fully online instruction when required. This will likely require a discontinuation of instruction for a short period to make this shift, as it is unlikely that a required separation will align with a planned vacation period again.
- Each research lab will develop a continuity plan in the event of a disruption of research activity. Plans must include lab shut down procedures, list of equipment that require continued operation and maintenance, list of placed supply orders that require special handling upon arrival, and plans for continued communication and remote work.
- Continue instructional and research activities as outlined in Scenario 2.
- The Center for Teaching and Learning will continue to maintain and support students and faculty.
- Georgia College has the capacity to take on additional USG instructors as mentees. Several of Georgia College instructors have volunteered to mentor instructors and are willing to help.
- Continue Online Faculty Learning Community, hosted by the Center for Teaching and Learning, which has met during the Spring 2020 and Summer 2020 semesters.

## REQUIRED RESOURCES

Web cameras in each classroom (includes webcam, tripod, and USB extension cable)	Supports synchronous online/face-to-face teaching	\$ 230	138	\$31,740
Microphones	Supports audio amplification to capture student collaboration in larger areas	\$ 80	34	\$2,700
Additional internet bandwidth	Some classes may be taught with a partial online audience;	Bandwidth provided by the USG for no additional cost	1.2 GB increase requested	\$0
Appropriate technology for newly modified classroom areas (CPU, projector, screen, etc)	Funds have already been allocated to support the upgrade of a number of classrooms			
Web cameras and headsets for faculty and advisors	Supports virtual office hours and remote assistance for advisors	\$ 185	TBD	
Additional laptops for faculty	Ensure faculty who ordinarily use desktops have a portable option			
Zoom licenses	Purchase of additional Zoom licenses if desired	\$ 50	TBD	
Additional licenses for other disciplinary specific software	Purchase if needed for instruction			
Additional facilities staff time	Prepares larger spaces for classroom use		TBD	
Additional custodial staff time	Provides for more frequent cleaning in instructional spaces			
Tape and signage for traffic flow patterns	Provide instruction to building occupants to encourage safe physical distancing practices			

REOPENING DOCUMENT FOR GEORGIA COLLEGE

# ENROLLMENT MANAGEMENT

**Committee Members:**

Provost Costas Spirou, Chair  
Suzanne Pittman, Enrollment Management  
Karen Berman, Faculty Representative  
Kay Anderson, Office of Registrar  
Shannon Simmons, Financial Aid  
Gwen Chretien, Admissions  
Javier Francisco, Admissions

Additional colleagues across the university were consulted for information and feedback during the development of the document.



---

## RECRUITMENT STRATEGY

---

### SCENARIO ONE: RETURN TO CAMPUS WITH LIMITED SOCIAL DISTANCING

- Admissions staff will be socially distanced while working in the office. Tele-counselors – would be limited to 2 to 3 student workers making phone calls to ensure students are spaced out according to social distancing guidelines.
- Campus tours resume using our established schedule. However, capacity may need to be reduced if social distancing standards are still needed.
- Depending on student tour guide availability, an additional daily tour could be added at to help counterbalance the decreased capacity. (Both prior to and after the information session)
- GC should plan to order a supply of face masks to provide to guests who do not bring their own.
- Add or adjust info session times, sessions will need to be spaced apart time-wise in order to sanitize the presentation room. GC may need to procure more sanitizing products to use in Mayfair Hall.
- Academic Departments meetings – prospective students/families requesting meetings with Academic Departments will be required to wear masks and practice social distancing guidelines or may be held virtually.
- All classroom experiences will be conducted virtually since social distancing guidelines will be a challenge to meet.
- Create an app that contains audio recordings for each campus location (or place the recordings in the GC app that already exists). Guests not wishing to be part of a group could explore the campus on their own with the map in the app and they could then listen to the audio recording as they arrive at each stop. (Audio is something that can easily be done during the current quarantine period. If we are back in person, we can also explore having our tour guides prepare videos for each stop.)

- Create a self-guided tour, create unobtrusive QR code decals to place on the bottom corner of the green building signs on campus that linked to audio/video tour info about that particular building/resource.
- Family counseling room chairs should be spaced apart a minimum of 6 ft. for individual meetings. When Recruiters and staff members are meeting with guests, they should remain 6 ft. away.
- Golf cart tours – Require staff and guests to wear masks during the tour since the 6 ft. distancing guidelines most likely will not be met due to size of golf carts. Recommend that only one family ride on the golf cart to ensure continued caution for guests.



- Fallfest 2020 would be held in-person as normally scheduled. However, capacity may need to be reduced if social distancing standards are still needed. See below:
  - This event could be made into 3-4 smaller events during the month to allow for spaced seating in Russell Auditorium. Capacity could be set around 200-250.
  - Check-in could also be set-up with more stations, as well as a few kind reminders to keep distance between people.  
GC could supply face masks to provide to guests (check-in gift).  
For the academic college sessions, each college will do an overall session similar to Junior Day, but with more details on their programs. Also consider having two sessions held back-to-back so that students do have the opportunity to attend multiple academic sessions.
  - Lunch could be assigned in waves to reduce total number in the dining hall at once, with several open houses scheduled at the same time to provide things to do. Open houses could include: financial aid, admissions lab, housing, campus tours, etc.
  - Bobcat Marketplace of student organizations ideally could still exist on front campus with larger amounts of space between tables.

- Presidents' Scholarship Competition (PSC) 2020 would still be held in person as normally scheduled. However, capacity may need to be reduced if social distancing standards are still needed. See below:
  - This event could either be made into a smaller overall event or potentially have two days for the competition. This event typically has 100 students, and 200 guests. For one smaller overall event, capacity could be set to 75 students and limit guests to one per student. For the two-day event, we could aim for around 120 students and have 60 attend each day with the normal two guests. (Magnolia Ballroom could easily and spacially be set up to accommodate less than 200 at a time—students spaced at the tables, and parents spaced in the chairs).
  - Check-in could also be set-up with more stations, as well as a few kind reminders to keep distance between people.
  - GC could supply face masks to provide to guests (check-in gift).
  - Classroom sessions could be made smaller (additional faculty will be needed to accommodate).
  - Lunch could be set up with more space at the tables, but potentially less faculty attending if absolutely necessary.
  - Interviews would still be held as usual with more space between chairs during each interview.
  - Optional activities for parents would be limited; However, the group could be divided into smaller groups for campus tours/mansion tours/bell hall tours. Additional optional breakout sessions could also be added during this time.
- Springfest 2021 and Junior Day 2021 would be held in-person as normally scheduled. However, capacity may need to be reduced if social distancing standards are still needed. The layout could follow the standards for Fallfest.

## SCENARIO TWO: FALL CLASSES BEGIN FULLY ONLINE

- Since staff members will be limited in the office, additional strategies may need to be developed for having mailings/postcards outsourced to ensure mailings in a timely manner.
- Virtual College Fairs – virtual attendance for various college fairs – NACAC, Georgia PROBE, and independent high school college fairs.
- Virtual High School Information Sessions (formally known as private visits) – work directly with schools to schedule virtual information session for interested students to ensure we are staying engaged with the students at the school.
- Virtual High School Panels –Continue to serve on panels at high school events, however, participation would be virtual. Work with the high schools and volunteer to help by serving on a panel for students and parents. Depending on the resources the high schools have, we could offer utilizing our resources for hosting the panel events – i.e. Zoom.
- Daily Virtual Information Sessions – Offering these sessions daily with a focus on offering the sessions during the afternoons – between the hours of 3 pm – 5 pm daily (should students have classes virtually during the early hours) and also add a Saturday option. Include a video tour of campus component. Also include Q&A with Student Ambassadors.
- Host themed information sessions – academic colleges, alumni highlights, career services, GC Journeys, current student highlights, top majors, etc.
- Robust Digital/Social Media Advertising – include short video clips of campus in the digital advertising
- Virtual Meeting with School Counselors - host CAB (Counselor Advisory Board) meetings virtually – since Recruiters would not be able to meet with their School Counselors in-person, each Recruiter could arrange a touch base meeting with them to provide an update. Host virtual High School Counselor Day – Panel discussions, academic college representation, Q&A with current students.
- Virtual Events
  - Diversity Preview Day – panel discussions, Q&A with current students, alumni, ice breaker activity, faculty highlights, Financial Aid, Advising, etc.
  - Honors Preview Day – Q&A with current students, showcase Bell Hall, National Scholarships, Financial Aid, Advising, etc.

- Create Virtual Recruitment Webpage – Highlight all GC virtual opportunities, potentially, see about students signing in on a virtual class. Main page for all admission related virtual events.
- Gift/Swag Packages for any events Admissions could host virtually; follow-up by providing a thank you/swag item – under normal circumstances this occurs when a prospective student attends an on-campus event.
- Increased Engagement Strategy for Acceptance Packages- implement a creative way for students to showcase their acceptance and excitement about GC – tie this to social media-run contest to encourage participation. This request has been submitted with the current publication request, student engagement will be crucial if GC is remote during the fall semester.
- GC Admissions would continue the techniques and processes utilized during Spring 2020.
- Encourage prospective students to utilize the virtual campus tour on the GC website (which can be augmented and embellished prior to fall due to our current circumstances).
- Digital versions of tour packet publications are also available online.
- Admissions staff members hold daily or weekly virtual information sessions for students and parents using Zoom.
- Prospective students can schedule online meetings with recruiters, same as during Spring 2020.
- Campus tour segment videos are posted on social media outlets such as TikTok and Instagram.
- Academic Department meetings will be held virtually.
- Classroom Experiences will be held virtually.
- Create an app that contains audio recordings for each campus location (or place the recordings in the GC app that already exists). Guests could explore individually as a family unit using the map in the app and they could then listen to the audio recording as they arrive at each stop.
- Create a self-guided tour, and we could also create unobtrusive QR code decals to place on the bottom corner of the green building signs on campus that linked to audio/video tour info about that particular building/resource.

- Fallfest 2020 would be a virtual event.
  - Ideally, University Communications would create a captivating video to promote our “Virtual Fallfest.”
  - Create a live webinar, where students “pre-register” by filling out a short form (name, email, birthdate) and the webinar link is emailed directly to them. The webinar link would also be placed on facebook and Instagram so that people could join the day of the event. This allows for basic student information to be captured in order to stay connected.
  - The webinar can be set up where only the speakers are visible and audible, unless someone is selected to speak. The welcome speakers would all be on the screen giving their individual remarks (briefly). Then, our student panel would appear on the screen and the participants would send in questions on the chat. The student panel could also be interactive with the student brought onto the screen to ask the question (it adds a level of “realness” to the virtual program). Once those two “sessions” are over, there could be breakout rooms for whichever open houses are scheduled, such as financial aid, admissions, disability services, housing, etc. Each area could have their own “zoom room” that people visit to get more information and have their questions answered. The rooms could be set for 15-minute sessions, concurrently and back-to-back for four rounds. There could also be a room for student life with some of the ambassadors and student leaders from their area that can represent the orgs and answer questions.
  - Since this would be virtual, the length of the program would need to be reduced. A 20-minute welcome session with one of our videos at the beginning of the session would be provided. The breakout room time-frame could last the length of an hour, but short sessions.
  - Provide digital copies of the handouts for each of the open house areas on our website.
  - However, if it became possible in the Spring, it might benefit to make Springfest a two-fold event for those still exploring and those who have been admitted. with combined open house opportunities from both of the events (ie, admissions lab and pounce lab).

- Presedential Scholarship Competition (PSC) 2020 would possibly also need to be virtual, with a livestream (invite only) welcome program.
  - Students would watch the welcome program, and be assigned two video meetings. The first one would be for a classroom discussion with other students, and the second would be their interview.
  - Students would enter their discussion room for a set time (their discussion meeting link would be sent to them directly).
  - After the classroom discussion, students would enter a specific video conference meeting at their designated time. Many of the platforms allow for a “lobby” area so that students would not overlap trying to get into their designated room before the previous student was done (ie, Dr. Gower would have a conference room, with expected interviews at all of the set times. He and the other judge in his conference room would have their room live during the entire time frame of interviews, but would let one student into the room at a time to interview).
  - If the classroom discussion was not required due to the virtual situation, we could just have the welcome and interviews.
  - While students are waiting for the interview time, there could also be for rooms for financial aid, housing, student Q&A, etc.
- Springfest and Junior Day would be held virtually.

### SCENARIO THREE: CLASSES AND OPERATIONS MUST GO TO AN ONLINE FORMAT FOR A PERIOD OF TIME DURING THE SEMESTER

GC Admissions would combine scenarios I and II, starting with the ability to have staff and visitors on-campus and for Recruiters to travel to recruitment events, and then shifting to online and virtual options. The same scenario the GC campus experienced Spring 2020.



---

## ADMISSIONS STRATEGY

---

### SCENARIO ONE: RETURN TO CAMPUS WITH LIMITED SOCIAL DISTANCING

- Because of such close proximity of the Processors and Admissions Counselors, rules will need to be created to have staff spaced apart more to ensure social distancing guidelines. For the Admissions Counselors, one counselor can work from one of the two student worker desk areas, while another remains in their cubicle space. The other two counselors will need to work from home. To ensure fairness, a rotating schedule will be created each week to determine which staff members work from home. There will be times when some of the Recruiters will be doing recruitment travel should the high schools and colleges reopen for visitors. This will be taken into consideration when building out the weekly schedule.
- Continue the use of artificial intelligence through Admit-Hub to answer students' questions in real time and use responsive text messaging.
- Continue the use of the Customer Relations Management (CRM) tool for electronic communications including monitoring the open rates of emails and clicks to links provided. This platform can also be used to monitor text messaging and recording individual contacts with students.
- Install plexiglass for the work stations to ensure the barrier is high enough for when staff members decide to raise their desks to stand and work.
- Front Desk Staff – Require all staff members to wear a face mask. Provide face masks for all staff/guests/students upon entering the building.
- Provide plastic gloves for staff to use when processing the daily mail. Provide disinfecting wet wipes by the scanners for frequent use after scanning mail.
- Adjust admissions application deadlines to reflect changes in testing and possible high school transcript availability.
- Consider USG recommendations in regards to going test optional for 2021. This process has been implemented for Fall 2020. Holistic admission consideration will be more rigorous when standardized test scores are not available. Students are also evaluated on high school grade point average (GPA), rigor, strong letters of recommendation, community involvement, and demonstrated interest.

- Flexibility with high schools – not knowing if high schools will continue to work remotely, implement flexible transcript guidelines. Consider accepting unofficial transcripts as needed, knowing that all final transcripts must be received officially.

## SCENARIO TWO: FALL CLASSES BEGIN FULLY ONLINE

- The Admissions staff would continue to work remotely. Implement a process for a staff member to come to the office each week to process and mail the admissions decision letters, process received mail, and process any faxes received. Staff would rotate in/out of the office on certain days to ensure no one is in the office at the same time. Provide the staff with plastic gloves so that if they are touching things that other staff members are touching, they can have some protections. This also adds protection for our guests who would receive the mail.
- Consider application deadline – students will not have their first standardize testing until August, this gives a late start to increasing test scores for scholarship and admission (College Board is looking into ways for students to test remotely should this be a necessity going forward).
- Consider USG guidance regarding going test optional for 2021. This process has been implemented for Fall 2020. Holistic admission considerations for those students may be more robust with stronger weight on high school GPA, rigor, recommendation letters, community involvement and demonstrated interest.
- Flexibility with high schools - consider accepting unofficial transcripts as needed, knowing that all final transcripts must be received officially).

## SCENARIO THREE: CLASSES AND OPERATIONS MUST GO TO AN ONLINE FORMAT FOR A PERIOD OF TIME DURING THE SEMESTER

GC Admissions would combine scenarios I and II, starting with the ability to have visitors on campus for structured tour events, and then shifting to online and virtual options. This would be just like the scenario we experienced in Spring 2020.



---

## ORIENTATION/WEEK OF WELCOME STRATEGY

---

### SCENARIO ONE: RETURN TO CAMPUS WITH LIMITED SOCIAL DISTANCING

- Summer Orientation 2020 would continue virtually through the summer, with no need for a Late Orientation session. Potentially, work with Week of Welcome committee to organize a celebratory event for all incoming students, at which students could receive their orientation t-shirt. However, capacity may need to be reduced if social distancing standards are still needed. See below:
  - This event could be broken up into smaller sessions in order keep appropriate space.
  - GC could supply face masks to provide to students.
  - If a Week of Welcome event could not feasibly hold a successful event with these constraints, New Student Programs (NSP) could work with Housing to still provide t-shirts to the new students.
- Spring Orientation 2021 would be held in-person as normally scheduled. However, capacity may need to be reduced if social distancing standards are still needed. See below:
  - Check-in could be set-up with more stations, as well as a few kind reminders to keep distance between people.
  - GC could supply face masks to provide to guests (check-in gift).
  - Since this event is typically one of the smallest events, A&S Auditorium could still work with spaced seating.
  - The “taking care of business” sessions that are led by orientation leaders in one room could be divided into smaller groups as well.

- Summer Orientation 2021 ideally would be held in person with Russell Auditorium available again. Normally six sessions are held when Russell has been offline, but during Summer 2021 would likely need to still hold six – possibly seven. Bridge Scholars Program (BSP) Orientation would still have its own, with parents and students split. Transfer Orientation could potentially be moved completely to August as one big session. However, capacity may need to be reduced for each of these sessions if social distancing standards are still needed. See below:

- Plans would be made for parents in Russell, but still have students in Magnolia Ballroom since both of these spaces would allow for greater seat spacing.
- Breakout Sessions may need to be offered concurrently with lunch to allow for rotation of smaller groups throughout each area, similar to Junior Day.
- Open houses such as financial aid, bobcat card, and parking permit could still operate as normal, but spacing standards would need to be outlined.

## SCENARIO TWO: FALL CLASSES BEGIN FULLY ONLINE

- Summer Orientation 2020 would continue virtually through the summer.
- Spring Orientation 2021 and Summer Orientation 2021 would be held virtually.

## SCENARIO THREE: CLASSES AND OPERATIONS MUST GO TO AN ONLINE FORMAT FOR A PERIOD OF TIME DURING THE SEMESTER

New Student Programs would combine the above scenarios, starting with the ability to have visitors on campus for structured visitation events, then shifting to online/virtual options and vice versa, if there were a late start.



---

## CO-CURRICULAR RETENTION STRATEGY

---

### SCENARIO ONE: RETURN TO CAMPUS WITH LIMITED SOCIAL DISTANCING

- GC Financial Aid staff will resume normal operations from Monday – Friday from 8 a.m. to 5 p.m. with the following changes to be incorporated.
- Adjustments made to ensure that all staff is minimum of 6 ft. so that social distancing can continue to be practiced.
- Issue disposable masks are worn by all customers when entering GC Financial Aid Office. GC should plan to order a supply of face masks to provide to guests who do not bring their own.
- Ensure that all customers use hand sanitizer also upon entering GC Financial Aid Office. GC Financial Aid or GC will need to provide supply of hand sanitizer.
- Plastic protection dividers are to be installed at the front desk as an extra protection for Office Assistant.
- All staff members are to also wear mask when face-to-face contact with customers.
- Currently awarding federal funding from Campus Based Funds or FY '21 but have not received approval for 25% institutional match. Due to COVID-19, we are not required meet the match. If budgeted, this 25% institutional match will assist more students financially.
- Streamline the process for professional judgment cases where a family's financial circumstances may not be adequately reflected by the appropriate income information used due to Covid-19.
- In preparation for Spring 2021 registration, ensure that registration pre-requisites and degree audit requirements are set to accept pass/fail grades that we receive through transfer work.

- In preparation for Spring 2021 registration, continue to push back immunization holds as needed.
- Work with academic advising center and graduation coordinators to quickly collect and process fall graduation applications.
- Register for Spring 2021 in October, as usual.
- Provide Registrar's Staff members with additional professional development related to communicating online, especially via email.
- Academic Advising Center opens at full staff from 8 a.m. - 5 p.m. Monday through Friday.
- Staff members continue to maintain best practices to prevent disease transmission, including handwashing, sanitation of surfaces, wearing masks, and requiring sick employees to remain at home. Depending on the situation, some additional protective measures may need to be taken, including more staggered appointments, minimizing students in waiting area, or requiring students to wear masks.
- Over the summer, provide academic advisors with additional professional development related to advising face-to-face and advising virtually, in case some online methods are necessary to minimize direct contact or there are more changes in instruction for fall. Specifically include key areas such as relationship development, connection, follow-up, and determining student needs, and require advisors to provide evidence of these types of interactions with their students.
- Continue to help advisors use appreciative advising, create a community of care, and take personal responsibility for shared retention and graduation goals.
- Develop plan to connect to and be accessible for incoming undergraduates during what would normally have been orientation visits, perhaps having an online meeting room with a wait room, having a walk-in session for students who simply want to say hello, or using structured appointments for students with serious concerns.
- Require individual, personal advisor-to-student connection for all incoming first-year students prior to the start of their seminar classes and at least one face-to-face appointment during freshman seminar.
- Require individual advisor-to-student connection for all incoming transfer students prior to the start of classes
- Use social media and other venues to maintain a connection with students over the summer.

- Provide increased attention to helping students be successful in an online environment.
- Implement other planned changes in first-year academic seminar courses in collaboration with transformative experiences.
- More fully implement options for faculty members to identify and report students in academic jeopardy for advisor follow-up.
- Identify additional ways to encourage faculty members to engage with students in their majors.

## SCENARIO TWO: FALL CLASSES BEGIN FULLY ONLINE

- GC Financial Aid will continue the techniques and processes utilized during Spring 2020.
- Financial Aid staff will work remotely from home with all phones lines operable using Cisco Jabber.
- Respond to all email requests within 24 hours.
- Financial Aid Staff use Microsoft Team to continue to have every two weeks staff meetings.
- Video Powerpoint presentations to present financial aid information to perspective students and parents will be created to share Financial Aid Information and distributive in variety of methods such as Facebook Live and GC Financial Aid Website. These Video Powerpoint can be used for the following:
  - Freshman Seminars
  - Class Presentations
  - High School Presentations
- Zoom or Microsoft Team meetings to be scheduled with parents as part of Virtual Summer Orientations for Financial Aid one-on-one meetings with parents and Financial Aid Staff.
- Groupme Financial Aid sessions will be utilized to service a group of students. This will give them the opportunity to ask questions and get answers with their peers.

- Registrar's Office continues to work online, or to open with a minimum number of staff members and no students in the office. If some in-office presence is required, costs may include the investment in additional computer equipment, as most of the staff's technology has been signed out so they can work at home. Moving computers and monitors back and forth each day is not feasible. We should also consider purchasing web cams for each staff member to make it easier for them to connect; currently, only those with laptops have web cams.
- Ensure that registration pre-requisites and degree audit requirements are set to accept pass/fail grades that we receive through transfer work, allowing us to avoid potential registration issues in October 2020.
- Ensure that faculty have guidelines to complete no-show reporting for online classes.
- Consider lengthening the amount of time each registration group has to register for Spring 2021.
- Quickly collect and process fall graduation applications using an online process. Because students should be enrolled in the last courses they need for graduation, we need to test and consider using the Banner graduation application to quickly process these records.
- Implement immediate shift to a virtual commencement ceremony for December 2020.
- Work to implement Veterans Administration changes related to registration, costs and benefits.
- Academic Advising Center continues to work online, or to open with a minimum number of staff members and no students in the office.
- Review new practices implemented during the online portion of the Spring 2020 semester and make particularly effective measures a permanent part of Advising Center processes.
- Provide clear expectations related to online delivery of first-year seminar courses, including amount of synchronous teaching, flipped classrooms, or other instructional strategies necessary as a result of the move away from face-to-face instruction.
- Provide increased attention to helping students be successful in an online environment, developing on what we used and distributed as students moved online in Spring 2020.

- Allow freshmen guides to be a part of the first-year experience. Provide online options for them to connect with students in a more casual environment (Group Me, etc).
- Implement other planned changes in first-year academic seminar courses in collaboration with transformative experiences.
- More fully implement options for faculty members to identify and report students in academic jeopardy for advisor follow-up.
- Identify additional ways to encourage faculty members to engage with students in their majors.

### **SCENARIO THREE: CLASSES AND OPERATIONS MUST GO TO AN ONLINE FORMAT FOR A PERIOD OF TIME DURING THE SEMESTER**

- GC Financial Aid will combine the above One and Two scenarios, starting with the ability to have visitors on campus coming to the Financial Aid Office then shifting to servicing student and parents online and via phone calls.
- Determine, in consultation with the University System, the Director of IT for EM, and the Data Management staff, the best way to correctly code semester courses. In Spring 2020, the USG allowed us to list our courses as they were initially offered. In Summer 2020, because we have most of our work online already, the changes that we needed to make were minimal compared to the potential need to change class coding on a full semester of Fall courses being offered online. We will definitely need significant USG or IT assistance to make this happen.
- All room assignments for Fall 2020 are cancelled once the move to online classes is complete.
- Implement immediate shift to a virtual commencement ceremony for December 2020.
- Consider pushing Spring 2021 registration to later in the semester and/or lengthening the amount of time each registration group has to register.

- Retain as many current processes for students and staff as possible in their anticipated forms, i.e., registration for classes, transcript evaluation, grading practices, etc.
- Work as usual with department admin staff to begin production of Summer 2021, Fall 2021, and Spring 2022 schedules.
- Provide Registrar's Staff members with additional professional development related to communicating online, especially via email.
- As students have now had an opportunity to experience online classes, consider if we would continue to be so lenient with petitions for late drops or withdrawals in the upcoming Summer or Fall terms.
- Consider AACRAO's recommendation that we award credit for students who were unable to complete an AP exam based on their high school transcripts.
- Provide each student with an option to complete a first-month course evaluation, available only to the faculty members' department chair and not to be used in any formal review, to verify instruction or identify need for additional professional development or support.
- Allow Spring 2021 graduation candidates to register first in October 2020.
- Follow some USG institutions' lead and register for Summer 2021 at the same time we register for Spring 2021.
- If additional return to home work environment is needed, provide staff members with any equipment, hotspots, etc., that are necessary for working at home.
- Provide clear expectations related to the remaining content of first-year seminar courses, including amount of synchronous teaching, flipped classrooms, or other instructional strategies necessary as a result of the move away from face-to-face instruction.
- Require individual advisor-to-student connection for all incoming transfer students prior to the start of classes.
- Provide increased attention to helping students be successful in an online environment, developing on what we used and distributed as students moved online in Spring 2020.

- More fully implement options for faculty members to identify and report students in academic jeopardy for advisor follow-up.
- Identify additional ways to encourage faculty members to engage with students in their majors.
- Immediate outreach to any student who withdraws from GC.
- Post spring term survey to help us understand what students' experiences this term were like. (We're just starting to see notes on this on the withdrawal form.)
- If a student doesn't feel able to have a full-time schedule, suggest part-time options that keep them moving toward graduation.
- Provide each student with an option to complete a first-month course evaluation, available only to the faculty members' department chair and not to be used in any formal review, to verify instruction or identify need for additional professional development or support.
- Follow some USG institutions' lead and register for Summer 2021 at the same time we register for Spring 2021.
- Allow graduate students to register as soon as they're admitted.
- Adjust the way we provide permission for transient students.



---

## USE OF TECHNOLOGY

---

### SCENARIO ONE: Return to campus with limited social distancing

- Continue the use of Customer Relationship Management (CRM) tool to communicate with prospective students and parents. Monitor open rates of email messages and click out to specific links. Use the CRM for selected text messaging with monitoring success.
- Continue the use of Admit-Hub for artificial intelligence for students to have questions answered in real time. Continue to use responsive text messaging with this platform.
- Continue the social media advancements made during our out of office time. (Instagram Live, Facebook Live, TikTok, Group Me sessions and Zoom meetings).
- Utilize CampusLogic to continue to simplify the financial aid application process.

### SCENARIO TWO: Fall classes begin fully online

#### IN ADDITION TO SCENARIO ONE:

- Continue to offer New Student Orientation sessions virtually.
- Virtual High School Visits through MS Teams or Zoom to communicate with counselors and students.
- Offer information sessions for campus tours through Zoom or through live social media events.
- Develop a robust virtual campus tour to showcase all the Georgia College campus offers.
- Ensure all staff have technical capability of working from home, but also the ability to meet virtually with students.

### SCENARIO THREE: Classes and operations must go to an online format for a period of time during the semester

The use of technology will include the strategies from Scenarios One and Two.



---

## MARKERS/INDICATORS TO GAUGE SUCCESS FALL FACE-TO-FACE SCENARIO

---

### RECRUITMENT STAGE

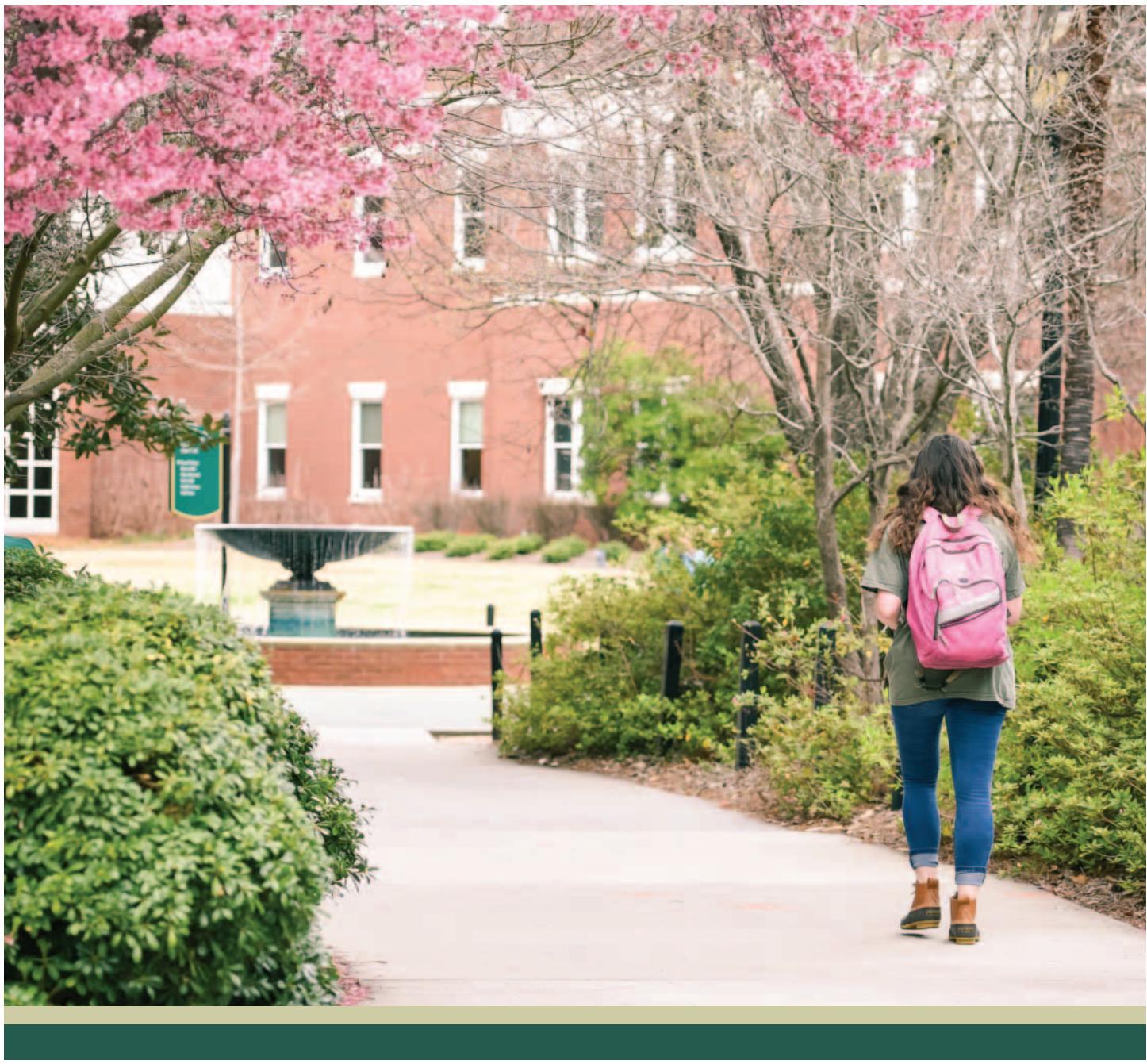
Weekly same day comparisons of:  
(Total and by market segments)

- Conversion numbers of prospects to inquiries
- Number of students attending campus tours
- Number of attendees at on-campus recruitment events
- Number of student inquiries at top feeder high schools
- Number of applications for admission

### ADMISSIONS STAGE

Weekly Same Day Comparisons of:  
(Total and by market segments)

- Number of admitted students during Early Action
- Number of admitted students during rolling admissions
- Number of Enrollment Confirmation Deposit
- Number of Housing Deposits
- Number of POUNCE Early Registration Students
- Number of Orientation Registrations
- Number of Financial Aid applications
- Average demonstrated interest scores



## RETENTION OF CURRENT STUDENTS STAGE

Daily (During Registration and Drop/Add periods)  
and Weekly Same Day Comparisons

- Number of Registered Students
- Number of students meeting with Academic Advisors
- Number of current students with financial aid applications
- Number of students on the drop for non-payment list



REOPENING DOCUMENT FOR GEORGIA COLLEGE

**PUBLIC SERVICE, OUTREACH,  
CONTINUING EDUCATION,  
AND ADVANCEMENT**

REOPENING DOCUMENT FOR GEORGIA COLLEGE

# **PUBLIC SERVICE, OUTREACH, CONTINUING EDUCATION, AND ADVANCEMENT**



---

## GUIDING ASSUMPTIONS

---

All reopening choices will be informed by decisions and guidance from the University System of Georgia, Governor, the Governor's Task Force, the Department of Public Health, CDC, and appropriate situations.

All reopening choices are guided by Georgia College's mission as the public liberal arts institution for the University System of Georgia and our vision of a preeminent institution.

### GUIDING QUESTIONS:

- What falls into this category on campus?
- When do our employees initiate in-person outreach related to these functions?
- Do employees follow institutional guidelines or city/region guidelines for satellite/off-campus locations?
- What are the policies, guidelines and practices governing these programs/activities in fall 2020?
- Do we restrict by size?
- Do we have essential meetings only?
- Are there certain programs/activities we will allow and others we restrict? If so, what is the criteria?
- Will we allow outside groups to use our facilities fall 2020? If so, under what circumstances?
- Will we have guidelines for groups who wish to use our facilities in the fall?
- Will we restrict size of outside groups?
- Will there be cleaning/mitigation requirements?

The following tables represent a summary of the reopening plans.

See attached addendums for full plans.



## ANDALUSIA REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
<p>Curatorial staff can be housed on site within social distancing guidelines.</p> <p>Docents and gift store staff should be limited to one each per day for summer fall, and spring working months.</p>	<p>The museum will operate on its normal schedule.</p> <p>Tour orientation and tours will be modified to accommodate 3 people, a 20 percent reduction from normal group size of 15. Visitors will be charged reduced fees until full tour routing plan resumes.</p> <p>If guided tours are not feasible, recorded tours would be provided along with videos provided via social media.</p> <p>Docents will provide guidance and closed doors and barrier ropes will assist with way finding.</p> <p>Clean high touch areas hourly. Clean doorknobs and rails daily. Maintain normal intensive quarterly cleaning schedule.</p> <p>Remove all touch items. Remove seating that discourages social distancing.</p> <p>Educational touch materials will be digitized and shown utilizing a handheld tablet that will be shown by the site's docent.</p>	<p>Barrier screen in front of the desk in the gift store for added protection.</p> <p>New temporary signage will need to be created to explain social distancing guidelines and rules.</p> <p>Bookstore will go cashless and will focus on utilizing cc payments until further notice.</p>	<p>Materials and construction of plexiglass barrier screen.</p> <p>Three temporary signs for visitors.</p> <p>Disinfecting wipes x 20 packs</p> <p>Gloves x 20 boxes of various sizes</p> <p>Facemasks x 20 boxes or reusable masks to accommodate for the staff.</p> <p>Hand sanitizer 10 gallons</p> <p>2 Hand sanitization stations</p> <p>Supplies should be considered to accommodate eight people for the year.</p> <p>Increase custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners.</p> <p>Training for all staff members will be conducted by the Director of Historic Museums and Curatorial Staff to ensure compliance with all new directives.</p> <p>Our current credit card machines would need to be updated to accommodate touchless transactions as we rely on chip reading technology and pin entry at this point. All sales will be cashless until further notice.</p>	<p>2 weeks preparation needed for reopening.</p>



## GEORGIA'S OLD GOVERNOR'S MANSION REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
<p>All normally scheduled full-time staff can be present onsite as the offices allow for social distancing.</p> <p>Gift store and docent staff will distance themselves within the museum store and education building workspaces.</p>	<p>The museum will operate on its normal schedule.</p> <p>Tours limited to 7 visitors per group, a 20 percent reduction. Visitors will be charged reduced fees until full tours resume.</p> <p>Limit elevator to one person per trip.</p> <p>Bedroom level will be closed. Breezeway benches will be closed.</p> <p>Seating in the Mansion's educational building will be reconfigured per social distancing guidelines.</p> <p>Public building rentals will be suspended.</p> <p>Cleaning of all public surfaces will be increased to hourly, following each public tour, and at the start and end of each day.</p> <p>Mondays will be an in-depth cleaning.</p> <p>All educational touch items will be removed until further notice.</p> <p>Educational touch materials will be digitized and shown utilizing a handheld tablet by the site's docent.</p> <p>Virtual tours of the third floor will be developed to accommodate information and view of this closed area.</p>	<p>Installation of plexiglass screen for gift store.</p> <p>Temporary signage on all public entrances.</p> <p>The museum will go cashless until further notice and will rely on credit/debit card payments only.</p>	<p>Disinfecting wipes x 20 packs</p> <p>Gloves x 20 boxes of various sizes</p> <p>Facemasks x 20 boxes or reusable supplies to accommodate the staff.</p> <p>Plexiglass screen for gift store</p> <p>Hand sanitizer 10 gallons</p> <p>3 Hand sanitization stations</p> <p>Supplies should be considered to accommodate eight people for the year.</p> <p>Increase custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners.</p> <p>Temporary signage placed by all public entry doors explaining our new mask procedures and other directional information.</p> <p>Training for all staff members will be conducted by the Director of Historic Museums and Curatorial Staff to ensure compliance with all new directives.</p> <p>Credit card machines would need to be updated to accommodate touchless transactions as we rely on chip reading technology and pin entry at this point. All sales will be cashless until further notice.</p>	<p>Two weeks to prepare site for reopening.</p>



## SALLIE ELLIS DAVIS HOUSE REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
All normally scheduled full and part time staff can be present onsite as the offices allow for social distancing.	Tours limited to 2 visitors per group, a 20 percent reduction. Visitors will be charged reduced fees until full tours resume.  To encourage social distancing, the historic classroom will not be accessible and will only be viewed from the hallway.  Public building rentals will be suspended.  Cleaning of all public surfaces will be increased to hourly or following each public tour and at the start and end of each day.  All educational touch items will be removed until further notice.  Educational touch materials will be digitized and shown utilizing a handheld tablet by the site's docent.	Temporary signage on all public entrances.  The museum will go cashless until further notice and will rely on credit/debit card payments only.	Disinfecting wipes x 20 packs Gloves x 20 boxes of various sizes Facemasks x 20 boxes or enough reusable masks to accommodate the staff Plexiglass screen for gift store Hand sanitizer 1 Hand sanitization station  Supplies should be considered to accommodate five people for the year.  Increase custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners.  Temporary signage placed by all public entry doors explaining our new mask procedures and other directional information.  Training for all staff members will be conducted by the Director of Historic Museums and Curatorial Staff to ensure compliance with all new directives.  An iPad with a square reading for transactions is utilized at this museum and staff will be directed to clean the device after each use.	Two weeks to prepare site for reopening.



---

## SPECIAL COLLECTIONS GALLERIES, HERITAGE HALL REOPENING PLAN

---

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
One student worker at a time. The length of the student worker shifts changes daily and is dependent on the student's schedule. Occasionally professional staff give tours.	Will abide by CDC/campus recommendations as to the number of people allowed at any one time.  The Galleries exhibit's materials are all enclosed in cases with no educational materials that can be handled.  Touch surfaces include 3 interactive monitors in the Galleries and 3 interactive monitors/tables in Heritage Hall.  A cleaning schedule will be developed supported by library staff and custodial staff. The interactive monitors and tables should be wiped after each visit and at the beginning and end of each day. Student workers will be able to monitor the usage of the space's technology and perform a wipe down after use. Signage will be added to close exhibits if necessary.  Directional signage will be installed in the Galleries to have traffic flow in one direction to prevent path crossing.  Digital programming may be developed.  An acrylic/plexiglass screen will be needed for the service point. Service point will need masks, gloves, and cleaning supplies for daily use. The space would also need a hand sanitizer station.		Direction signage.  Signage will be added to close exhibits if necessary.  Disinfecting wipes  Gloves  Facemasks  Plexiglass screen for service point.  Hand sanitizer  Hand sanitization stations	Open Monday – Friday, 9am – 5pm.  The normal operating schedule of the Galleries may be modified.  One to two days to reopen.



## SPECIAL COLLECTIONS REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
<p>ALL Special Collections staff will be present during open hours.</p> <p>Gloves and masks will be required for all Special Collections staff and researchers.</p>	<p>We will provide onsite research/reference services to no more than 4 researchers at a time. All research will be by appointment.</p> <p>Special Collections does provide instruction sessions for classes (both GC and other institutions).</p> <p>Four research tables and chairs will be cleaned at the end of each session and day by Special Collections staff.</p> <p>The Special Collections Reference Desk area will be cleaned at the end of each day by Special Collections staff.</p> <p>Audiovisual equipment will be cleaned after each use.</p> <p>The department door handles and immediately adjacent door areas will be cleaned at noon and 4PM each day by Special Collections staff.</p> <p>Special Collections will not be providing anything for research other than audiovisual materials, manuscripts, and books until "normal" operations resume.</p> <p>Cleaning procedures of materials will be those recommended by professional associations.</p> <p>Special Collections can use social media to provide information regarding our collections.</p>		<p>Gloves</p> <p>Facemasks</p> <p>Hand sanitizer</p> <p>Hand sanitization stations</p>	<p>One to two days.</p>



## NATURAL HISTORY MUSEUM REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
<p>One FT staff member and two PT staff members. The fossil preparator works in a separate workspace, so overlap with other employees will not be an issue. The FT collections manager and PT museum interpreter work in the same space. However, the museum interpreter will not need to come into the museum unless public school and other groups resume museum visits. The museum interpreter is the only frontline staff member (when the museum is open a staff member is not on hand unless there is a group visit).</p>	<p>The museum is a single room. Rarely are there more than ten people visiting at one time unless there is a group visit.</p> <p>Staff are not in the display area when the museum is open, so the only way to control access would be via signage stating the number allowed in at one time. Similarly, there wouldn't be anyone on site to hand out masks or take temperatures.</p> <p>It would be possible to direct traffic in one direction through the museum, via signage and/or arrows on the floor. There are no touch areas in the museum.</p> <p>Items requiring touch (brochure rack and visitor logbook) will be removed.</p> <p>The museum is cleaned quarterly by museum staff, with regular spot cleaning of glass cases etc. on a daily basis (this is a relatively quick process). Janitorial staff clean the floors.</p> <p>Collections are behind glass. There are also stuffed animal mounts in the museum but these should not be touched by visitors (there is signage stating this). There are several fabric chairs and a bench for visitors, which will be removed.</p> <p>If school and other visiting groups don't return in fall digital content will be expanded.</p> <p>Hand sanitizing/cleaning station needed.</p>	<p>Preparation would involve cleaning the space, removing furniture, and placing signage to direct traffic flow.</p>	<p>Signage for traffic flow.</p> <p>Removal and storage of furniture</p> <p>Masks</p> <p>Hand sanitizer</p> <p>Hand sanitization station</p> <p>Training for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc.</p>	<p>The museum schedule is flexible if need be.</p> <p>Preparation to open will take a few days.</p>



## MUSEUM OF FINE ART AND LELAND GALLERIES REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
	<p>Administration of these two galleries recommends NOT reopening for Fall semester.</p> <p>The gallery will provide virtual programming.</p>			



## PLANETARIUM REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
	<p>The planetarium recommends NOT reopening for Fall semester.</p> <p>The planetarium will provide virtual programming.</p>			



# CONTINUING AND PROFESSIONAL EDUCATION REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
CPE office staff as well as GC student assistants will follow GC guidelines which may include staggering schedules and working from home.  Kids University will utilize only 2 teachers per class.  Instructors will wear masks/gloves as appropriate.	Registration will be offered only by phone, e-mail, and online. Check payments will be made via drop box in Chappell Hall. CPE program costs may need to increase to cover additional expenses and smaller group sizes.  <b>Learning in Retirement</b> will be cancelled until CDC and government guidelines deem activities for this high-risk group are safe.  <b>Kids University</b> (After school program) will follow the CDC Interim Guidance for Administrations of US K-12 Schools and Child Care programs along with the Georgia DPH guidelines for childcare facilities. While exempt from GA DECAL Bright from the Start requirements, KU will reference and implement suggested practices when possible.  Limit class size to 8 children. Groups will not combine on low enrolled days or for joined programs. Groups will take advantage of outdoor play space as much as possible. Student activities will be organized to maintain social distancing measures as possible and appropriate for the age group.  Nonessential visitor presence will not be allowed including volunteers, college student observers, and parents. Only program administrators and KUAS teachers will be present in the classroom.  Signage and pick-up/drop off procedures will be clearly marked and communicated for parents, staff, and children.  Water fountains will not be used.  Afterschool program utilizes academic classrooms when not in use by college classes. Custodial services will be needed to clean high touch areas in the classroom, Chappell Hall entrances/exits, and restrooms before and after academic classes share the classroom space with KUAS. In addition, shared water	Ingress and egress plans should be made to keep small groups of participants separated.  Group size and registration fee of each CPE program will be decided on based on confirmed space reservations. Timing of space confirmations will be needed further in advance to properly prepare for the program.	Custodial services will be needed to clean high touch areas in the classroom, Chappell Hall entrances/exits, and restrooms before and after academic classes share the classroom space with any Continuing and Professional Education program.  A temperature check will be required for any CPE student prior to being allowed to participate in the class.  No contact Digital Thermometer (Qty. 2)  Disinfecting wipes (Qty. 12 containers)  Face Masks (Qty. 20 reusable masks for CPE Staff and Instructors)  Area for monitored isolation of minors that exhibit symptoms or fever until guardian arrives for pick-up.  Training for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc.	Begin programming in the Fall.  Two weeks notice to implement and prepare for program reopening. Programs involving more complicated arrangements may need additional notice to properly prepare for opening.
	fountains will not be allowed to be used. Bottled water will need to be provided.  Additional hand sanitizer and cleaning supplies will be needed. Masks use is dependent on government guidelines.  Handwashing will be done immediately upon entering and repeated hourly.  <b>Real Estate Professional Development</b> Classes are online. Tests are administered to one individual at a time. No changes needed except additional sanitization of test station.		The staff and course instructors will need the proper cleaning materials and instructions to effectively disinfect course materials used (Piano keys, yoga mats, recreational equipment, etc.)	



## CONTINUING AND PROFESSIONAL EDUCATION REOPENING PLAN (CONT.)

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
	<p>fountains will not be allowed to be used. Bottled water will need to be provided.</p> <p>Additional hand sanitizer and cleaning supplies will be needed. Masks use is dependent on government guidelines.</p> <p>Handwashing will be done immediately upon entering and repeated hourly.</p> <p><b>Real Estate Professional Development</b> Classes are online. Tests are administered to one individual at a time. No changes needed except additional sanitization of test station.</p> <p><b>Road Scholar (Travel Programs)</b> All programs are cancelled through July. Outside vendor (Road Scholar) will make decisions on future programming based on CDC and government guidelines. GC participation will be decided at that time.</p> <p><b>Private Swim Lessons</b></p> <p><b>Parent/Child Fitness Classes</b></p> <p><b>Athletic Camps</b> These programs will be discontinued until social distancing guidelines are no longer in place or arrangements can be put into place to ensure the safety of the participants.</p> <p><b>Private Music Lessons</b> Student and instructor will wear masks.</p> <p>Hands washed before and after lessons.</p> <p>Piano and high touch areas will be wiped down before and after each session.</p> <p>Parents will be required to be present but wait outside of the room the lesson is being conducted. This is a requirement of the Minors on Campus policy. If parents are not allowed to be in the waiting area, we will need to postpone offering this in-person program.</p> <p><b>Yoga</b> Because this class is primarily for retirement-aged participants it will be cancelled until CDC and government guidelines deem activities for this high-risk group are safe.</p> <p>Due to the physical nature of this program, masks would not be possible.</p>			
	<p>Once classes resume, participants must bring Yoga mats and wash hands before entering the studio.</p> <p>Anyone with symptoms must not attend or instruct the class.</p> <p>Move class to the studio space in Miller Hall due to the limited ability to provide appropriate spacing between participants in the smaller studio (Chappell Hall).</p>			



## COMMUNITY DANCE PROGRAM REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
<p>Staff will be limited to one instructor and an assistant per class.</p> <p>Miller studio will move to 15-person classes to enable distancing.</p> <p>Chappell Hall will move to 8-person classes to enable distancing.</p> <p>Programs in the Baldwin County and Putnam County schools will follow BOE guidelines. The program at St. Stephen's Day School will follow their guidelines unless Georgia College's guidelines are more stringent. In that case, Georgia College guidelines will be followed.</p> <p>Classes in the Baldwin and Putnam County schools are located in large gyms, and the St. Stephen's class is located in a large Parish Hall, so those students will be able to social distance. Each class in the public schools generally has no more than ten students, allowing plenty of room for social distancing. St. Stephen's classes generally are in the 15 student range, which should be acceptable for the large Parish Hall.</p> <p>Temperature of participants will be taken when they arrive. Parents will accompany students to the door but will not be allowed inside. Students will not be allowed to congregate.</p> <p>Participants and instructors will wear masks when appropriate.</p> <p>Studios will require hand sanitizing stations.</p> <p>Studios will need to be cleaned at least twice per day, and an antiseptic floor cleaner will be necessary. Barres will be wiped down with antiseptic wipes prior to the first class daily and after each class.</p> <p>Group and pairs work would only be related to rehearsals for performances, which may not even be allowed. Such work will be greatly curtailed or eliminated. Heavy floor work will be limited. There are no barres at off campus locations. There are eight barres in Miller Studio and several in the Chappell studio, allowing for each student to appropriately social distance from other students. Since the barres will be sanitized prior to each class, this should inhibit infection potential. Prop use will be limited and could be eliminated if large-scale performances are not allowed.</p>	<p>Classes will resume in July with small evening offerings.</p> <p>Miller studio will move to 15-person classes to enable distancing.</p> <p>Chappell Hall will move to 8-person classes to enable distancing.</p> <p>Programs in the Baldwin County and Putnam County schools will follow BOE guidelines. The program at St. Stephen's Day School will follow their guidelines unless Georgia College's guidelines are more stringent. In that case, Georgia College guidelines will be followed.</p> <p>Classes in the Baldwin and Putnam County schools are located in large gyms, and the St. Stephen's class is located in a large Parish Hall, so those students will be able to social distance. Each class in the public schools generally has no more than ten students, allowing plenty of room for social distancing. St. Stephen's classes generally are in the 15 student range, which should be acceptable for the large Parish Hall.</p> <p>Temperature of participants will be taken when they arrive. Parents will accompany students to the door but will not be allowed inside. Students will not be allowed to congregate.</p> <p>Participants and instructors will wear masks when appropriate.</p> <p>Studios will require hand sanitizing stations.</p> <p>Studios will need to be cleaned at least twice per day, and an antiseptic floor cleaner will be necessary. Barres will be wiped down with antiseptic wipes prior to the first class daily and after each class.</p> <p>Group and pairs work would only be related to rehearsals for performances, which may not even be allowed. Such work will be greatly curtailed or eliminated. Heavy floor work will be limited. There are no barres at off campus locations. There are eight barres in Miller Studio and several in the Chappell studio, allowing for each student to appropriately social distance from other students. Since the barres will be sanitized prior to each class, this should inhibit infection potential. Prop use will be limited and could be eliminated if large-scale performances are not allowed.</p>	<p>It would greatly facilitate social distancing if the dance program could be allowed to use the Health Sciences Movement Lab at night—when it is normally rarely used. This will allow for more classes to be offered with smaller class sizes.</p>	<p>Disinfecting wipes (Qty. 12 containers)</p> <p>Gloves (10 boxes)</p> <p>Facemasks (Qty. 20 reusable)</p> <p>Hand sanitizer (Qty. 12 small bottles for off-campus locations)</p> <p>Hand sanitization (Qty. 3 stations for Miller Gym Lobby and Dance Studio, and Chappell 111)</p> <p>Thermometers (Qty. 6)</p> <p>Increase custodial services</p> <p>Training for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc.</p>	<p>July classes will be delivered online.</p> <p>Return to full in-person programming in fall.</p>



---

## COMMUNITIES IN SCHOOLS MILLEDGEVILLE/BALDWIN COUNTY REOPENING PLAN

---

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
<p>Office staff located in Chappell Hall will follow the Georgia College guidelines which may include staggering schedules for working on site and at home.</p> <p>Communities In Schools site coordinators and tutors, who work in the public schools, will follow the safety directives adopted by the Baldwin County School District.</p> <p>.</p>	<p>Plan is to continue all programs (tutoring, case-management) and to coordinate services with community/civic/service organizations inside the Baldwin School District as soon as schools re-open.</p> <p>The school district may provide a July program to replace the "summer programming" they normally hold in June – if it is deemed safe to return to school. CISMBC/GC has grant funding to provide summer education/enrichment to an additional 132 Pre-k through 3rd grade students in collaboration with BCSD's regular summer education/enrichment programs. If schools go forward with late summer programming, the program will begin then. If not, the program will return to the schools when they re-open.</p> <p>The work will be greatly impacted if the schools do not re-open. Directs will work with school administration to determine how to safely support students/families and teachers.</p>		<p>Rubbing alcohol and mini spray bottles (Qty. 12, one for each of four staff desks in CIS Chappell and 8 in Baldwin County Schools)</p> <p>Disinfecting wipes (Qty. 12)</p> <p>Gloves (Qty. 9 boxes, which is 1 for Chappell and 1 for each school site)</p> <p>Facemasks (Qty. 62 reusable, which includes 12 masks for staff and 50 masks for volunteers.)</p> <p>Hand sanitizer (Qty. 12 small bottles)</p> <p>Hand sanitization stations (Qty. 3—for the 3 Chappell Hall entrance doors)</p> <p>Thermometers (Qty 9, which is 1 for Chappell and one for each site coordinator).</p>	<p>Follow Baldwin School District Timeline.</p> <p>July camp program will be offered online or cancelled.</p>



## ACADEMIC OUTREACH REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
<p>Staffing consists of one staff member and GC students.</p> <p>Attempt to limit individual exposure (hours) per week with groups</p>	<p>Online programming may be offered in place of in person programming. When in person programming is allowed the following measures will be in place.</p> <p>Field trips will be limited to less than 40 and divided into groups of 10 or less.</p> <p>Participants and leaders will have temperature checks before leaving their site (group responsible for check).</p> <p>Areas will be sanitized upon departure including classrooms, restrooms, hallways, stairwells, and entrances.</p> <p>Supplies to be easily sanitized, disposable, or students will bring personal items.</p> <p>Academic Outreach will provide masks for AO employees that meet CDC guidelines. Participants in on-campus AO programs will be required to bring and wear their own face masks. Participants in off-campus programs in schools will follow the guidelines of the appropriate BOE.</p> <p>Hand sanitizer and/or soap and water will be readily available at all sites.</p> <p>Programming may be limited for high risk groups (Life Enrichment Center) and high contact (Teambuilding).</p> <p>For off-site programs if the protocol of the site is stricter than GC guidelines the host protocol will be followed.</p>	<p>Classroom spaces sufficient for social distancing will be utilized.</p> <p>Create ingress and egress plans so that groups larger than 10 do not congregate in hallways or entrances and exits.</p>	<p>Sanitizing stations (Qty. 3— which is one each for Lake Laurel Lodge (and outdoor areas), Herty Hall, and Kilpatrick.)</p> <p>Disinfecting wipes (Qty. Either 1-2 large containers or 10 smaller containers)</p> <p>Gloves (Qty. 10 boxes of medium nitrile or vinyl)</p> <p>Facemasks (Qty. 15 reusable masks for paid staff, 60 one-time use masks for students coming in to do service hours/volunteer, and 100 single use masks for students who arrive at GC without masks.)</p> <p>Hand sanitizer (Qty. 5-6 large bottles)</p> <p>Thermometers (Qty. 4 no touch thermometers.)</p> <p>Training for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc.</p> <p>Bins where used supplies can be deposited and immediately disinfected.</p> <p>Signage to display information in that building and to use social distancing, face mask use, etc.</p>	<p>No programming in the summer. If guidelines lighten programming will be on a per instance basis if safe.</p> <p>Programming to begin again in Fall.</p>
			<p>No contact digital thermometers will be required as temperature checks of all students will be performed by field trip leaders before departing on field trips to GC.</p>	



## OFFICE OF AFTERSCHOOL ACHIEVEMENT REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
1 staff member for 10 students  2 FT Staff up to 3 PT Group Leaders  Staff will require protective masks	Programs are offered at Georgia College (High Achievers), Lakeview Academy, and Oakhill Middle school (YES Program).  The High Achievers program will follow Georgia College guidelines. The YES Program, which is offered in Baldwin County schools, will follow the guidelines of the Baldwin County Board of Education.  <b>High Achievers</b> will utilize masks, gloves (if indicated) and practice social distancing. As many as 30 High Achievers will be served in groups of ten, with 1 staff member for each group.  On Tuesdays and Thursdays, the High Achievers will engage in STEAM activities in Chappell 113. Masks, sanitizer, and rubbing alcohol for spray bottles will be needed.  On Wednesdays, the High Achievers will be in the Centennial Center. Masks and spray bottles with alcohol will be needed.	The High Achievers utilize the Centennial Center gym, 203 and 113 Chappell, as well as Chappell restrooms and breakroom.  As with all classroom areas that have multiple uses/classes, sanitization is needed. Restrooms and breakrooms will also need to be sanitized.  Staff will take student temperatures daily upon arrival.  High Achievers will be instructed on proper ways to enter/exit the buildings to avoid other groups.	High Achievers Program:  Rubbing alcohol and mini spray bottles (Qty. 50 mini bottles/10 bottles of alcohol)  Disinfecting wipes (Qty. 16 packs)  Facemasks (Qty. 50 reusable)  Thermometers (Qty. 2 no touch)  YES Program:  Rubbing alcohol and mini spray bottles (Qty. 300 mini spray bottles, 50 bottles of alcohol)  Disinfecting wipes (Qty. 64 packs)  Facemasks (Qty. 350 reusable for all staff and students)  Thermometers (Qty. 4 no touch)  Increase custodial services  Training for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc.	Summer programming will be provided online July 6-23 <sup>rd</sup> on approval of Baldwin County School District.  Fall programming will be offered beginning soon after the start of the public school year in August.



## SCIENCE EDUCATION CENTER REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
Professional staff and volunteers.	<p>Transitioning many programs to an online platform for the fall 2020. Preparing video workshops to provide professional development opportunities for educators instead of on-campus workshops.</p> <p>Preparing video tutorials for kids focusing on different "hot topic science" every month with at-home experiments that kids can do with supplies from their kitchen.</p> <p>Working with the American Chemical Society (ACS) to find ways to host virtual National Chemistry Week events.</p> <p>For K-12 school events, we will abide by the hosting school's guidelines in addition to science center plan for interactions with community members including kids, teachers, and parents.</p> <p>All GC volunteers will be provided gloves, safety glasses, masks, and hand sanitizer.</p> <p>There will not be demos or hands-on experiments that require the public to touch equipment. All common surfaces will be wiped down frequently and in between each show.</p> <p>If hosting institutions or local/state guidelines require additional safety protocols, they will be followed.</p>		<p>Disinfecting wipes</p> <p>Gloves</p> <p>Facemasks</p> <p>Hand sanitizer</p> <p>Hand sanitization stations</p> <p>Increase custodial services</p> <p>Thermometers</p> <p>Training for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc.</p>	Fall semester if possible.



## UNIVERSITY ADVANCEMENT REOPENING PLAN

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
<p>Allow flexible work schedules, stagger hours, most work from home if able.</p> <p>Ensure everyone has their own work space/office.</p>	<p>Continue virtual meetings with donors and alumni.</p> <p>Visit in person when appropriate following safety guidelines. Alumni donors in a listening group stated they would take personal visits from staff wearing masks and social distancing in outdoor spaces.</p> <p>Continue creating and expanding on-line events such as book clubs and other life-long learning opportunities.</p> <p>Staff will wear masks when interacting with the public.</p> <p>External visitors to Smith and Summerlin Houses would call and set an appointment. Create dropbox option for checks and other paperwork. External visitors will undergo temperature check.</p> <p>Plan for Foundation treasurer and president to safely review and sign checks and documents.</p> <p>For external Foundation audit, send all documents electronically. Auditors will work from their offices, as well as holding Zoom and WebEx meetings with staff.</p> <p>Printers/copier in both houses will be wiped down before and after each use.</p> <p>Hold small events for donors, within safety guidelines.</p>	<p>Will need plexiglass at two reception area desks at Summerlin and one at Smith.</p> <p>Only front entrance to Summerlin House open for visitors, while following safety guidelines.</p> <p>Move two employees at Smith House to separate office space in the lower level Phonathon room.</p>	<p>Masks – 100 — reusable cloth, 150 disposable</p> <p>Large hand sanitizers - 25</p> <p>Hand sanitization stations - 3</p> <p>Plexiglass reception areas - 3</p> <p>Signage indicating entrances/traffic flow - 4</p> <p>Phone/Computer support for moving employees to separate office space - 1 additional phone line</p> <p>Dropbox for checks and paperwork at Smith House - 1</p> <p>No contact Digital Thermometer - 3</p>	Fall



---

## PRESIDENTIAL AND OTHER EVENTS REOPENING PLAN

---

Staffing Considerations	Operating Considerations	Infrastructure Considerations	Needed Support from University	Timeline
University Event Office staff staggers schedules as needed and manages event volunteer schedules	The University Events Office will be involved in the planning and execution of (non-academic) campus events with more than 25 ppl in attendance, or events involving donors, alumni, and external constituents.	Group size restricted by the official Georgia College policies and restrictions.	Additional cleaning support from Building Services and supply sanitation from Moving Crew.	Events begin in the Fall.
Catering staff operates per Sodexo's approved policy	<p>Annual events should be scheduled as normal, but now <u>planned</u> per the new Georgia College policies and CDC guidelines. The Events Office to provide guidance, as needed.</p> <p>Essential meetings and events will be allowed per Georgia College's policy and CDC guidelines. This includes Presidential events, campus engagement (to maintain a sense of campus community), continuity of business meetings, donor and alumni engagement. Department, committee, and planning meetings should continue to be held virtually, unless proper social distancing guidelines can be met.</p> <p><b>See addendum for detailed event requirements.</b></p> <p>Until further notice, no outside social events should be contracted for Fall 2020. Community events that directly affects the resiliency and recovery of Georgia College, Milledgeville, Baldwin County, or the State will be considered on a case by case basis.</p> <p>When Georgia College entities hold events off campus, venues must provide documentation of compliance to State rules and regulations. Documentation should be shared with the Office of University Events and Protocol.</p>	<p>Updated CDC recommendations and event industry recommendations may be brought to Executive Cabinet.</p> <p>Event attendee count restricted by Georgia College's agreed upon square footage restrictions</p> <p><b>Industry Example:</b> <b>10 ppl per 500 sq ft</b></p> <ul style="list-style-type: none"><li>• The Magnolia Ballroom is 3705 sq ft (per 25Live)</li><li>• New attendee maximum will be 75 ppl</li></ul>	<p>Masks / Hand sanitizer / Disinfecting wipes</p> <p>10 – cloth / reusable masks for staff</p> <p>500 – disposable masks to have on hand at events for guests who do not bring their own</p> <p>Hand sanitizer stations (# tbd based on event location)</p> <p>2 – portable stations for Events Office to have available for events in venues without permanent stations.</p> <p>4 - No touch digital thermometers</p> <p>Informational signage for ingress and egress points.</p> <p>10 – durable acrylic signs and poster boards (cost tbd, est \$80 each)</p> <p>Signage with CDC recommended sanitation and hygiene information. (cost est. above)</p> <p>Additional support from University Communications with social media and website content to provide attendee information and expectations prior to events.</p> <p>4 - iPads to be used for check-in at the entrance of each event</p> <p>In depth training for University Event Office staff to better provide infection mitigation.</p> <p>Possibly additional set-up supplies for Presidential events to</p>	<p>Non-essential events moved to Spring.</p> <p>Events can be added to the calendar as CDC recommendations are updated.</p>





---

## NARRATIVE ADDENDUMS

---

### DEPARTMENT OF HISTORIC MUSEUMS

The Department of Historic Museums presents the following plan to resume operations during the COVID-19 Pandemic. The following bullet points assume that the campus will resume operations, with in person classes or on a limited basis. These options allow for the earned revenue and the recall of our part-time student staff. Should operations remain virtual through the Fall, the museum will reengage in virtual programming and focus on engaging stakeholders through web videos, social media engagement, virtual tours, and virtual exhibitions. Staff will be allowed on staff sporadically to monitor collections, climate control systems, and to maintain the museum's live collections. Student staff would be furloughed in this scenario and site operations will be maintained by the full-time staff.

#### ESSENTIAL QUESTIONS ON THE REOPENING OF THE DEPARTMENT OF HISTORIC MUSEUMS

#### ANDALUSIA

- **Who needs to be here? Does everyone? Can you stagger shifts?**
  - Curatorial staff in office upstairs. Can socially distant with secondary work at other desk or side table. Docents and gift store staff should be limited to one each for summer working months to encourage social distancing.
- **How long will we need to prepare the space for reopening?**
  - Two weeks. New temporary signage (three signs) will need to be created to explain social distancing guidelines and rules. Will construct a barrier screen in front of the desk in the gift store for added protection. Will also go cashless and will focus on utilizing cc payments until further notice. Teach docents on new routing plan and use of ppe.
- **What supplies (cleaning supplies, PPE, signage, etc) will need to be in place?**
  - For the safety of our staff, disinfecting wipes, gloves, facemasks, plexiglass screen for gift store, hand sanitizer, hand sanitization stations (2 are recommended for Andalusia), increase custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners.
- **Are renovations necessary to protect frontline staff?**
  - Screen in Gift Store to protect visitor services workers. Installation of new signage and assembly new hand sanitization stations.

- Will your frontline staff be willing to work? If not, what is your plan? What happens if any docent doesn't feel willing to work? Would we go to digital tours? Self-guided experiences?
  - If for any reason guided tours do not prove feasible, recorded tours would be provided to supplement the tours along with videos provided via the site's social media sites.
- Group sizes? Access? Educational Materials use? Touch Areas? What rooms will need to be temporarily closed? New Routing Plan? Use grounds for orientation versus gift store?
  - Take tour tickets in museum store. The museum will go cashless until further notice for all tours and programs. Tour orientation will begin on Andalusia's front porch and then move to stair landing (also discuss history of Regina's office), move to dining room (and have door open to show kitchen through this area), move to Flannery's room. Conclude. (Close the Louis Cline Parlor and Bedroom until further notice.) Note: 20% of normal group size of 15 is 3 people.
  - All visitors will only be charged the senior rate (\$6.00) and the student rate (\$2.00) until we can resume our full tour routing plan.
- Cleaning Procedure? How often? Who is responsible? Hourly, daily, weekly needs?
  - Clean all high touch areas hourly (gift store counter, entry doorknobs, bathroom)
  - Clean all doorknobs and rails daily.
  - Maintain normal intensive quarterly cleaning schedule.
- Collections: Cleaning and care procedures. Does anything need to be removed from the space (textiles, etc)? Is this necessary? Any textiles, etc.
  - Remove all touch items- Educational pass materials and the typewriter display within the gift store.
  - The metal bench in the entrance foyer will also be removed to encourage further social distancing.
- Operational Hours? Do you need your full schedule initially? Can it be modified?
  - The museum will operate on its normal schedule.
- Digital programming? Can this be used to augment your operations or showcase areas that you cannot reopen?
  - Educational touch materials will be digitized and shown to visitors utilizing a handheld tablet that will be shown by the site's docent. Virtual tours of the third floor will be developed to accommodate information and view of this closed area.



## GEORGIA'S OLD GOVERNOR'S MANSION

- **Who needs to be here?** All normally scheduled full-time staff can be present onsite as the offices allow for social distancing. Gift store and docent staff will distance themselves within the museum store and education building workspaces.
- **Can you stagger shifts?** The staff agreed that staggered shifts are not needed at this time.
- **How long will you need to prepare the space for reopening?** We estimate it would take two weeks to prepare the site to clean the site, complete construction and install new directional/informational signage, and ensure acquisition of ppe and their use with our staff.
- **What supplies (cleaning supplies, PPE, signage, etc) will need to be in place?** For the safety of our staff, disinfecting wipes, gloves, facemasks, plexiglass screen for gift store, hand sanitizer, hand sanitization stations (3 recommended for the OGM), increase custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners.
- **Are renovations necessary to protect frontline staff?** At this time, the museum is recommending the construction of a plexiglass screen at the gift store counter to protect staff and visitors. Temporary signage will need to be placed by all public entry doors explaining our new mask procedures and other directional information. No other renovations are recommended at this time.

- **Group size? Access? New visitor routing plan? Touch/education materials and/or collections removal? What rooms need to be temporarily closed to encourage social distancing?**
  - We recommend beginning tour operations at 20% capacity for our normal tour groups. As we generally allow 35 visitors per docent, we will begin operations by limiting our tour sizes to 7 visitors per group.
  - The site's elevator will be limited to the use of one person at a time.
  - To encourage social distancing, the bedroom level will be closed for public tours initially and will be brought back online as health conditions dictate. Additionally, the benches in the Mansion's breezeway will be removed until further notice. Finally, the seating arrangements in the Mansion's educational building will be reconfigured to encourage as much space between guests as possible.
  - As a result of a reduction in public rooms, we will temporarily suspend our \$10.00 tour prices for adults and offer our \$7.00 senior rate of admission and \$2.00 student rate of admission. All GC faculty, staff, and students will remain free.
  - The museum will go cashless until further notice and will rely on credit/debit card payments only.
  - Public building rentals will be initially suspended. Resumption of this program will occur as health dictates allow. Campus rentals will be limited to 30 people on the grounds and 10 people within the education building.
- **Cleaning procedures? How often? Who is responsible? Hourly, daily, weekly needs?** Cleaning of all public surfaces (doorknobs, counters, bathrooms) will be increased. Gift Store and Docent staff will be charged with cleaning these surfaces hourly or following each public tour and at the start and end of each day. Mondays will be used for an in-depth cleaning of the building and we would recommend increasing custodial services from two to three days per week at the museum.
- **Collections: Cleaning and care procedures. Does anything need to be removed from the space (textiles, etc)?** All educational touch items (reproductions, pictures, etc) will be removed until further notice. Otherwise, all collections materials will remain at this time.
- **Operational Hours? Do you need your full schedule initially? Can it be modified?** The museum staff will continue to monitor this situation, but we recommend beginning our operations with our normal schedule of operations.
- **Digital programming?** Educational touch materials will be digitized and shown to visitors utilizing a handheld tablet that will be shown by the site's docent. Virtual tours of the third floor will be developed to accommodate information and view of this closed area.

## SALLIE ELLIS DAVIS HOUSE

- **Who needs to be here?** All normally scheduled full- and part-time staff can be present onsite as the office allows for social distancing
- **Can you stagger shifts?** The staff agreed that staggered shifts are not needed at this time.
- **How long will you need to prepare the space for reopening?** We estimate it would take two weeks to prepare the site to clean the site, complete construction and install new directional/informational signage, and ensure acquisition of ppes and their use with our staff.
- **What supplies (cleaning supplies, PPE, signage, etc) will need to be in place?** For the safety of our staff, disinfecting wipes, gloves, facemasks, plexiglass screen for gift store, hand sanitizer, hand sanitization stations (1 is recommended for the Davis House), increase custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners.
- **Are renovations necessary to protect frontline staff?** Temporary signage will need to be placed by all public entry doors explaining our new mask procedures and other directional information. No other renovations are recommended at this time.
- **Group size? Access? New visitor routing plan? Touch/education materials and/or collections removal? What rooms need to be temporarily closed to encourage social distancing?**
  - We recommend beginning tour operations at 20% capacity for our normal tour groups. As we generally allow 10 visitors per docent, we will begin operations by limiting our tour sizes to 2 visitors per group.
  - To encourage social distancing, the historic classroom will not be accessible and will only be viewed from the hallway.
  - As a result of a reduction in public rooms, we will temporarily suspend our adult admission fees. All visitors will be allowed access at the rate of \$2.00 per person.
  - The museum will go cashless until further notice and will rely on credit/debit card payments only.
  - Public building rentals will be initially suspended. Resumption of this program will occur as health dictates allow. Campus rentals will be limited to 10 people within the modern classroom.

- **Cleaning procedures? How often? Who is responsible? Hourly, daily, weekly needs?**
  - Cleaning of all public surfaces (doorknobs, counters, bathrooms) will be increased. Docent staff will be charged with cleaning these surfaces hourly or following every public tour and at the start and end of each day. Mondays will be used for an in-depth cleaning of the building and we would recommend increasing custodial services from two to three days per week at the museum.
- **Collections: Cleaning and care procedures. Does anything need to be removed from the space (textiles, etc)?** All educational touch items (reproductions, pictures, etc) will be removed until further notice. Otherwise, all collections materials will remain at this time.
- **Operational Hours? Do you need your full schedule initially? Can it be modified?** The museum staff will continue to monitor this situation, but we recommend beginning our operations with our normal schedule of operations.
- **Digital programming?** Educational touch materials will be digitized and shown to visitors utilizing a handheld tablet that will be shown by the site's docent. Virtual tours of the third floor will be developed to accommodate information and view of this closed area.

## HERITAGE HALL SPECIAL COLLECTIONS GALLERIES

### PERSONNEL:

- **Who needs to be here? Does everyone? Can you stagger shifts? Will your frontline staff be willing to work? If not, what is your plan?**
  - Face-to-face: The standard staffing of the Special Collections Galleries/Heritage Hall is between 9 a.m. – 5 p.m. (M-F) and consists of one student worker at a time. The length of the student worker shifts changes daily and is dependent on the student's schedule. On average we have 5 students who share desk duty for Heritage Hall. Special Collections staff and I will occasionally be asked to give tours of the Galleries to GC classes, visitors, and public organizations. If students are not available to work, our standard operating procedure has been to close the Galleries and the Special Collections staff provides access to visitors upon request.
  - Virtual: Currently we do not have the current gallery exhibits in a virtual format.

## **OPERATIONAL HOURS:**

- **Do you need your full schedule initially? Can it be modified?**
  - Face-to-face: The Special Collections Galleries/Heritage Hall are open Monday – Friday, 9 a.m. – 5 p.m. Events prior to 9 a.m. and after 5 p.m. require an oversight fee paid by the requestor and the event must be approved by the Manager of Facility Operations and Planning (Presidential/Advancement/Provost events excluded) and is dependent on the library having the capability to provide space oversight via a student worker or staff member. The normal operating schedule of the Galleries may be modified. The doors to the Galleries can remain locked and accessible upon request through the Special Collections staff. If the Galleries doors are locked, it is possible to forgo staffing the desk in Heritage Hall without preventing the flow of traffic through the area between the hours of 9 a.m. – 5 p.m., Monday - Friday. The Special Collection Galleries/Heritage Hall are closed weekends.

## **UPON OPENING FACE-FACE:**

- **Will access to bathrooms be limited? Will you restrict access to certain entrances/exits?**
  - This will be decided by our Library Management Council or on the advisement of University leadership. Access to Heritage Hall and the Clarke St. entrance can be closed if necessary, without disrupting facility access.
- **Group sizes? Access? Educational Materials use? Touch Areas? What rooms will need to be temporarily closed? New Routing Plan? Use grounds or other spaces for orientation versus traditional areas?**
  - Special Collections provides tours of the Galleries section of Heritage Hall. We will abide by CDC/campus recommendations as to the number of people allowed at any one time. The Galleries exhibit's materials are all enclosed in cases with no educational materials that can be handled. Touch surfaces include 3 interactive monitors in the Galleries and 3 interactive monitors/tables in Heritage Hall. We can arrange directional signage in the Galleries to have traffic flow in one direction to prevent path crossing.
  - The Pat Peterson Museum Education Room may need to be closed to prevent events in the space. The seating is not as mobile, and we can configure the space to accommodate social distancing. We can eliminate the amount of seating within the spaces and designate the location of tables and chairs with floor markings, but there is no guarantee that patrons will not reconfigure the space with a disregard to social distancing.
- **Note:** 20% of normal capacity is the current recommendation from the American Alliance of Museums at initial reopening and can be geared forward as information becomes available.

- **Cleaning Procedure? How often? Who is responsible? Hourly, daily, weekly needs?**
  - Working in conjunction with Building Services, the Galleries can develop a cleaning schedule supported by library staff and custodial staff. The interactive monitors and tables present the biggest risk and, if possible, should be wiped after each visit and at the beginning and end of each day. If Heritage Hall is staffed with student workers, they will be able to monitor the usage of the space's technology and perform a wipe down after use. The library staff will need to be provided with the recommended cleaning supplies.
- **Collections: Cleaning and care procedures. Does anything need to be removed from the space (e.g., textiles)?**
  - No items require removal.
- **Digital programming? Can this be used to augment your operations or showcase areas that you cannot reopen?**
  - Potentially. This summer I will be working with Keely Hopkins (University Communications) in experimenting with several platforms to host virtual exhibits. A new exhibit is under development, which was projected to be installed and opened in September 2020. This timeline is in question now. It is my hope that a virtual companion to the exhibit can be developed to provide the capability to make content accessible if the closing of the space is necessitated.

#### PREPARING TO RE-OPEN FACE-TO-FACE:

- **How long will we need to prepare the space for reopening? Are renovations necessary to protect frontline staff? Screen in Gift Store, etc.?**
  - One to two days will be needed to prepare the space for reopening. If the space is staffed with student workers, an acrylic/plexiglass screen will be needed for the service point.
- **What supplies need to be in place (e.g., cleaning supplies, PPE, signage, gloves, masks, sanitation supplies, hand cleaning stations, etc.)**
  - If the space is staffed, the service point will need to be stocked with masks, gloves, and cleaning supplies for daily use. The space would also need a hand sanitizer station. Signage will be necessary to direct the flow of traffic through the Galleries space.

# NATURAL HISTORY MUSEUM

Essential Questions to Consider on Reopening-GC Campus Museums

Note: All decisions to be based on guidance from health authorities and authorized by campus administration.

## PERSONNEL:

- **Who needs to be here? Does everyone? Can you stagger shifts? Will your frontline staff be willing to work? If not, what is your plan?**
- Face-to-face: There is currently one full time staff member and two part time staff members. The fossil preparator works in a separate workspace, so overlap with other employees will not be an issue. The full-time collections manager and part time museum interpreter work in the same space. However, the museum interpreter will not need to come into the museum unless public school and other groups resume museum visits. The museum interpreter is the only frontline staff member (when the museum is open a staff member is not on hand unless there is a group visit).
- Virtual: The staff members are currently working virtually and can presumably continue to do so for certain tasks

## OPERATIONAL HOURS:

- **Do you need your full schedule initially? Can it be modified?**
  - Face-to-face: The museum schedule is flexible if need be.
- **Upon Opening Face-Face: Will access to bathrooms be limited? Will you restrict access to certain entrances/exits?**
  - The Natural History Museum does not have its own bathroom facilities. Visitors have access to bathrooms in Herty Hall (where the museum is located).
- **Group sizes? Access? Educational Materials use? Touch Areas? What rooms will need to be temporarily closed? New Routing Plan? Use grounds or other spaces for orientation versus traditional areas?**
  - **Note:** 20% of normal capacity is the current recommendation from the American Alliance of Museums at initial reopening and can be geared forward as information becomes available.
  - The museum is a single room. Rarely are there more than ten people visiting at one time unless there is a group visit. It would be possible to direct traffic in one direction through the museum, via signage and/or arrows on the floor. There are no touch areas in the museum. There is a rack with various brochures etc. outside the entrance that can be removed. A visitor logbook at the entrance may also need to be removed for the time being.

- **Cleaning Procedure? How often? Who is responsible? Hourly, daily, weekly needs?**
  - The museum is cleaned quarterly by museum staff, with regular spot cleaning of glass cases etc. on a daily basis (this is a relatively quick process). Janitorial staff clean the floors.
- **Collections: Cleaning and care procedures. Does anything need to be removed from the space (e.g., textiles)?**
  - Collections are behind glass, so cleaning primarily consists of cleaning cases with glass cleaner and a cloth. There are also stuffed animal mounts in the museum but these should not be touched by visitors (there is signage stating this). There are several fabric chairs and a bench for visitors, which could be removed if need be.
- **Digital programming? Can this be used to augment your operations or showcase areas that you cannot reopen?**
  - Up until now digital content has consisted of social media posts. Expanding our digital content is something that we could consider, particularly if school and other visiting groups don't return in the fall.

#### PREPARING TO RE-OPEN FACE-TO-FACE:

- **How long will we need to prepare the space for reopening? Are renovations necessary to protect frontline staff? Screen in Gift Store, etc.?**
  - No renovations are required. Preparation would involve cleaning the space, perhaps removing furniture, and perhaps placing signage to direct traffic flow (one or two days)
- **What supplies need to be in place (e.g., cleaning supplies, PPE, signage, gloves, masks, sanitation supplies, hand cleaning stations, etc.)**
  - A hand cleaning station must be placed near the museum entrance.

## CONTINUING AND PROFESSIONAL EDUCATION

### **FALL 2020 PROGRAMS:**

1. Registration Office
2. Learning in Retirement (Off campus)
3. Kids' University After School (Faculty and Staff) (at Chappell Hall)
4. Real Estate (online), Exam Proctoring (in person, Chappell Hall)
5. Road Scholar (18 programs, Jekyll Island and Hilton Head Island)
6. Private Music Lessons
7. Yoga
8. Private Swim Lessons (at Wellness Center)
9. Parent/Child Fitness Classes (at Wellness Center)
  - Active Milly Moms (Pre and Post-natal mothers – children present)
  - Mini Millys (18 months-5 years old)
  - Impact (Women's Kickboxing)
  - Kids' Swimming (Member program)
  - Kids' Move
10. Athletics Prospect/Elite Day Camps (Soccer, Basketball, Softball, Baseball)

All programs listed above are programs in which employees initiate in-person outreach during the Fall 2020 semester. Some of these areas are not affected by transitioning into no contact services, such as registration which can easily be done by phone and online. As for the programs that require in-person attendance, each program will need to be looked at individually as they contain many different age groups, activities, and specialized program needs and resources.

The CDC breaks down suggestions of best practices by the intensity of community transmission. At the time the program begins, the CDC recommendations will be assessed based on the current status of community transmission and by the rules and regulations the State of Georgia and USG.

For all programs, taking temperatures, wearing masks, and other measures will be implemented based on the severity of community transmission at the time. If proper social distancing is not possible due to the nature of a program, the department will delay offering the program until allowed.

Continuing and Professional Education is responsible for generating the revenue associated with covering all direct and indirect expenses associated with the services the department provides, including program coordinator and instructor salaries and benefits, supplies, and all program related costs. With that in mind, program fees may need to be increased in order to provide programs at lower student/instructor ratios in order to adhere to proper social distancing guidelines. That is, unless that difference is supplemented from funding elsewhere.

Below is a list of programs and services that are scheduled to begin in Fall 2020.

- **PROGRAM: REGISTRATION OFFICE**

Date: Ongoing (M-F, 8 a.m. – 5 p.m.)

Location: 100 Chappell Hall

# of Attendees: Average of 2-5 people per day (Most customers are served by phone, e-mail, online, or via drop box)

**Action:** The registration office could easily continue to provide exceptional service in fall 2020 by handling registration office needs via phone, e-mail, and online registrations. (The CDC recommends encouraging touchless payment options (minimize, handling cash, credit cards, etc.) and limiting in person service.

To provide flexibility for those who are unable to pay with a credit/debit card over the phone or online, payments by check can be made via drop box located in Chappell Hall. The size of the registration office limits our ability to distance six feet apart from the customers.

Based on the very small number of in-person customers, the necessity of providing in person registration services is very low. The cost and effectiveness of mounting a plexiglass barrier in the registration office would not be necessary based on the low rate of foot traffic in this office. Currently 90-95% of the registration services we provide are already online, by email, phone, and/or drop box payments.

- **PROGRAM: LEARNING IN RETIREMENT**

Location: Primary Off-Campus (Restaurants, field trips, etc.)

Date: Membership/ongoing course

# Attendees: Varies per meeting (Average 10-15)

**Action:** Cancel this program until CDC and Federal/State Guidelines suggest reopening is safe.

Learning in Retirement is a membership group composed of retired individuals that meet for educational lunches, field trips, and lectures. These meetings are held in a variety of off-campus locations. Members are the facilitators and organizers of their own programs. The age and condition of most members would be in the high risk category (65 and older and many with underlying medication conditions). We suggest this group does not meet until the Federal/State recommendations suggest it is safe to do so. (CDC recommendation: Cancel gatherings of more than 10 people for organizations that serve higher-risk populations).

Once restriction guidelines are reduced for high risk people, they could begin to meet in groups of less than 10, use proper social distancing measures, and wear face masks if recommended by the CDC at that time. If the time period suggested for closure of programs that serve this population is prolonged for an extended period of time we will consult with the group to see if online meetings might be a possible option for this group.

- **PROGRAM: GC FACULTY/STAFF KIDS' UNIVERSITY AFTER SCHOOL (KUAS)**

Location: Chappell Hall (Room 102, 105, and occasionally 111)

Dates: Aug. 2020 – May 2021 (Schedule follows Baldwin County School District calendar)

# Attendees: Average 15-20 but previous enrollment has been as high as 30

**Action:** Kids' University provides child care for the children/grandchildren of faculty and staff of Georgia College who are in Kindergarten (5 years old) through 5th grade. This program will reference the CDC Interim Guidance for Administrations of US K-12 Schools and Child Care programs for operation procedures. In addition to the Federal and State guidelines, this program will need to consider and follow institutional guidelines and reference school district measures. The following CDC guidelines (link below) utilize different strategies based on the community transmission level at the time.

[www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html)

Although GC Minors on Campus programs are exempt from "GA Bright from the Start" rules and regulations, KUAS will use their COVID-19 directives as a guideline to implement best practices for the safety and well being of all involved.

**KUAS in-person reopening plan:**

- Limit class size:
- 2 classes (8 Children and 2 teachers per class) – Divided by age group (K-2nd and 3rd – 5th)
- In order to provide smaller class sizes, program cost may need to be increased in order to cover expenses associated with offering the program.
- Groups will not combine on low enrolled days.
- Groups will stay separated and will not interact for joined programs.
- Groups will take advantage of outdoor play space as much as possible.
- Nonessential visitor presence will not be allowed. Nonessential visitors include, volunteers, college student observers, and parents). Only program administrators (CPE staff) and KUAS teachers will be allowed to be present in the classroom.
- Signage and pick-up/drop off procedures will be clearly marked and communicated for parents, staff, and children.
- Kids' U Afterschool utilizes academic classrooms when not in use by college classes. Custodial services will be needed to clean high touch areas in the classroom, Chappell Hall entrances/exits, and restrooms before and after academic classes share the classroom space with KUAS. In addition, shared water fountains will not be allowed to be used. Bottled water will possibly need to be provided.
- Additional hand sanitizer and cleaning supplies will be needed. At this time, it is unknown if masks will be required by anyone involved in the program. If Federal/State/USG/School District guidelines enforce the use of face masks in these types of childcare programs, they will need to be provided/purchased.
- Handwashing will be done immediately upon entering program and repeated every hour.
- Student activities will be organized to maintain the best social distancing measures as possible and appropriate for the age group.

- **PROGRAM: REAL ESTATE PROFESSIONAL DEVELOPMENT**

Location: Online Classes, In-person test proctoring (205 Chappell Hall)

Date: Ongoing (Individually scheduled)

# Attendees: 1

**Action:** Tests are administered to one person at a time. The only actions needed to safely continue offering this service is to adhere to proper social distancing guidelines and sanitize test taking station/computers between use. If needed, these tests can be transitioned into online proctoring.

- **PROGRAM: ROAD SCHOLAR (TRAVEL PROGRAMS)**

Location: Jekyll Island Club (Jekyll Island, GA) and Omni Resort/Palmetto Dunes (Hilton Head Island, SC)

**Dates:**

- Intermediate Bridge (Jekyll)
  - Sept. 13-18, 2020
  - Oct. 11-16, 2020
  - Nov. 15-20, 2020
- New Year's Jazz Program (Jekyll)
  - Dec. 27, 2020 – Jan. 1, 2021
- Golf on Jekyll Island
  - Sept. 20-25, 2020
  - Oct. 4-9, 2020
  - Oct. 18-23, 2020
  - Nov. 8-13, 2020
- Pickleball (Hilton Head Island)
  - Oct. 18-23, 2020
  - Nov. 1-6, 2020
  - Nov. 8-13, 2020
  - Nov. 15-20, 220
- Jazz (Jekyll Island)
  - October 25-30, 2020
  - November 1-6, 2020
- Christmas on Jekyll Island
  - Dec. 21-26, 2020
- Advancing Bridge (Jekyll)
  - Sept. 27 – Oct. 2, 2020
- Watercolor (Jekyll)
  - Oct. 18-23, 2020
  - Nov. 8-13, 2020

# of Attendees: Varies per program (Minimums are 10-15, Maximum of 50)

Road Scholar (Elderhostel Inc.) has cancelled all programs through July 2020. Road Scholar will continue to monitor the situation and reopen programs when the CDC and WHO advise that reopening is safe and manageable for program participants. Start dates, program requirements, and additional necessary precautions will be determined by Road Scholar. At that time, all involved with hosting our programs will be consulted.

- **PROGRAM: PRIVATE MUSIC LESSONS (PIANO ONLY AT THIS TIME)**

Potential additions are guitar and voice.

Date: Begins August 2020 (1 lesson per week, schedule determined by instructor and student)

Location: The Depot or Chappell Hall, depending on availability.

# Attendees: 1 Student, 1 Teacher

**Action:**

- If necessary (based on current requirements), student and teacher will wear a mask due to close proximity necessary to guide student with piano instruction at the piano.
- Require hand-washing prior to and after lessons.
- Piano and high touch areas should be wiped down before and after each session.
- Parents will be required to be present but wait outside of the room the lesson is being conducted. The presence of a parent/guardian is a requirement that is enforced due to Minors on Campus requirements. If campus restrictions don't allow parents to be present in the waiting area, we will need to postpone offering this in-person program.

- **PROGRAM: YOGA**

Location: Miller Dance Studio and Chappell Hall 111

Dates: Mondays and Wednesday, beginning August 2020

# Attendees: Average 8-10 per class

**Action:** Although there is not an age requirement, this class is geared towards providing Yoga instruction to participants 65 years and older, and many with underlying medical conditions.

We will approach offering this course the same way we will with the Learning in Retirement program.

When conditions are favorable the following procedures would be in place:

- Due to the physical nature of this program, masks would probably not be possible due to the increased heart and breathing rate when exercising.
- Participants must bring their own Yoga mats.
- Participants must wash hands before entering the studio.
- Anyone with symptoms must not attend or instruct the class.
- Only use the studio space in Miller Hall due to the limited ability to provide appropriate spacing between participants in the smaller studio (Chappell Hall).

- **PROGRAM: PRIVATE SWIM LESSONS**

Location: GC Wellness Center Indoor Pool

Dates: Ongoing individual lessons

# Attendees: 1 Student, 1 Teacher, 1 Guardian

**Action:** Swim Lessons will follow the protocol set forth by the GC Wellness Center.

However, swim lessons will not resume until the social distancing measures are cancelled due to the inability to teach this content from a distance of 6 ft. away from the student.

- **PROGRAM: PARENT/CHILD FITNESS CLASSES (NEW PROGRAM)**

Location: GC Wellness Center

Dates: August 2020

Attendees: 10-15 (Estimate)

**Action:** Due to the nature of the program, we would suggest delaying the beginning of this program until further notice. Additional information is needed in order to properly prepare a physical/wellness program for parents and children of the community in a student shared gym space. Also, this is a new program that has not been implemented before, therefore some of the logistics will need to be discussed with the Wellness Center staff regarding cleaning of the shared spaces and accessibility.

- **PROGRAM: ATHLETIC CAMPS (PROSPECT/ELITE CAMPS)**

Baseball, Softball, Basketball, Soccer

Location: GC Athletic facilities specific to sport

Dates: Undecided (Earliest possible date will be in August 2020)

# Attendees: 30 (Average)

**Action:** Athletic camps will resume when participation is possible following school districts, GHSA (Georgia High School Association) and Independent Schools. The procedures put into place by these organizations for participation in these sports will be followed. Once that guidance is released, we will provide an update with program needs.

## COMMUNITY DANCE PROGRAM

- **What programs are you hoping to offer from late summer through the next academic year?**
  - The Department of Theatre and Dance Community Dance Program plans to offer summer dance classes the last three weeks in July. This involves two-to-three classes on three evenings a week at Miller Dance Studio with Amelia Pelton as instructor. Typically, these classes are small in enrollment, allowing sufficient room for appropriate social distancing.
  - In the fall (first week in August) we hope to offer our community dance program for ages 3 – adult, in its 26th year at GC. This is a 10-month long program ending in May. This involves seven levels of ballet, creative movement, three levels of jazz, four levels of tap dance, hip hop, beginning pointe, and musical theatre. Approximately 175 – 200 students are enrolled on campus and at St. Stephen's Day School, where we also teach creative movement. We also have programs in several Baldwin County public schools and in Putnam County Primary with 2 – 3 classes offered after school at each location. Approximately 30 students are enrolled in these classes at off-campus locations. We also teach a large class (25) of hip-hop students in the GC Early College program once a week on the Georgia College campus.
- **When are these programs scheduled to occur?**
  - Most community dance programs occur in the afternoons starting about 5 p.m. and ending at 9 p.m. on the GC campus. At St. Stephen's Episcopal Church, creative movement is 2:30 – 3:15 p.m. on Wednesdays, and in the Baldwin and Putnam county schools, dance is taught from 3:30 – 5:30 p.m. Hip-hop dance for GC Early College is scheduled for Fridays from 2 – 3 p.m. in Miller Dance Studio.
- **How many participants do you anticipate attending each program?**
  - As many as 25 students are enrolled in each class. Some classes have fewer students, with the smallest enrollment about 10.
- **As we plan these programs, what policies, guidelines and practices would you recommend we implement for on-campus programs to ensure the safety of participants and GC faculty, staff, and students?**
  - We can handle about 15 students in Miller Studio on campus with proper social distancing. The smaller dance studio in Chappell Hall (which is really a converted classroom) will allow for only about eight students with proper social distancing. It would greatly help if we were able to utilize the Movement Lab in the Health Sciences Building in place of the Chappell Hall studio as the much larger space would enable us to serve more students while maintaining safety. If we do not have access to the Movement Lab, then we will have to split larger classes into two sections by hiring additional instructors or giving current instructors more class sections. Currently the schedule at Miller Studio is packed, thus another space is greatly needed to do this. In lieu of an additional space such as the Movement Lab, we may have to add weekend classes—which will be difficult since the studios are already being used for weekend rehearsals.

- The Community Dance Program will adhere to all guidelines provided by Georgia College far as sanitizers (stations were placed in the lobby areas years ago), masks, social distancing, cleanliness, etc. It is important for the GC custodial staff to clean the studios more thoroughly and frequently than in the past. This will probably require more staff to be hired.
- **Will you follow institutional guidelines or state/city/region/school district guidelines for programs located at off-campus locations?**
  - As noted above, the Community Dance Program will adhere to all guidelines provided by Georgia College. All dance instructors will follow the guidelines which will be thoroughly discussed in the training we provide when hiring our instructors.
- **Are there programs that you plan to offer through video conferencing or other means to limit on-campus/in-person activities?**
  - It is difficult to teach dance online, as we have already experienced this spring. You cannot adequately instruct when you cannot see the entire bodies of students. Students, likewise, cannot see dance teachers delivering instruction and demonstrating movement very well online, so the learning experience is significantly inferior to in-person instruction. Then there are connectivity issues and the fact that most student homes have poor dance surfaces and inadequate dance space. Given these many issues, we would prefer not to teach online, if at all possible.
- **Are there certain programs/activities that you normally offer that you suggest not be offered in the next semester/year due to our inability to ensure the safety of participants and others?**
  - We hope to offer our full program of dance in all locations just as we have before in previous years using social distancing, masks, hand sanitizers, and extra cleaning precautions. We can also take the temperature of students and instructors. Parents can wait in their cars instead of overcrowding the waiting rooms, and pick up their children on the front steps. We can make this work!

## ACADEMIC OUTREACH

- **What programs are you hoping to offer from late summer through the next academic year?**
  - Due to the pandemic, we will offer no programs this summer. If there is a request, we can offer online programming similar to the online programming offered to teachers at the end of spring semester. If regulations lighten and it is safe, and there is interest in Academic Outreach (AO) programming, then the director alone will travel to off campus sites making sure to adhere to the current safety guidelines that are in place at the time (social distancing as possible, gloves, masks, etc.). Supplies that can be easily sanitized will be the only supplies utilized in AO programs. However, it is unlikely that we will have any such event this summer.
  - Programs for the next academic year are yet to be decided. Several teachers have contacted Academic Outreach to book dates—some before the shut-down and some during. AO is continuing to book programs as requested, but adjustments may need to be made as time goes by. Some trips may get canceled by the schools, some may move to classroom visits instead of field trips, and some may need to be spread over more days to limit group sizes. As a list, here are some programs that are currently either on the schedule or that we have talked to group leaders about:
    - High Achievers Program
      - Meet weekly, probably in Chappell Hall if the university allows outside groups on campus
      - 25-35 students
    - Life Enrichment Center (they are currently offering online programming, we may do that if we cannot offer in-person programs)
      - If in person, we will meet on campus weekly
      - 6 adult students
    - GC Early College
      - Meet approximately once a month rotating between 7th and 8th grades and high school.
      - 20-22 students in each class. Instruction will be provided to one class at a time over the course of the day with three classes total each day.
    - Clifton Ridge Middle School 7th grade
      - Meet twice each month, seeing one class at a time for an entire day.
      - 22-26 students in a class, one class at a time, four classes in a day.

- John Milledge Academy 6th and 7th grade
    - Two scheduled field trip dates with JMA students coming to campus.
    - Around 70 students will participate in each visit.
  - A homeschool group
    - This will be a small group of approximately 20 visiting campus.
  - Oak Hill Middle School 6th and possibly 7th grades
    - This program is still in the planning stages, so no dates have been set. AO will either visit OHMS or OHMS will take field trips to GC. This will be a very large group of students as it will include the entire 6th grade and 7th grades.
- **As we plan these programs, what policies, guidelines and practices would you recommend we implement for on-campus programs to ensure the safety of participants and GC faculty, staff, and students?**
- We will adhere to guidelines placed by Georgia College and/or the schools/programs that we visit, whichever are most stringent. Below are a few suggestions:
    - ON CAMPUS (should we decide to open campus to outside groups)
      - Small group size. For field trips, we may have to limit the group size to <40 per day. That would allow us to make four groups of less than 10 that could be kept separate for the day. Guidelines would be in place with teachers to have them in groups prior to unloading and to remain in those small groups throughout the day.
      - There would be a requirement that groups check temperatures of participants and leaders BEFORE leaving from their site. Perhaps a call-in or email confirming number of participants at that time and a check-in on site before they unload to assure that they have done this.
      - Limit the use of supplies that cannot be easily sanitized—so no items that cannot either be sprayed with disinfectant, heat-treated, or thoroughly washed with soap and water.
      - Use disposable items or have students bring their own (water bottles, pencils, paper, etc.).
      - Provide classroom spaces sufficient for social distancing will be utilized. Many of our programs involve group work, so we would have to modify that work so that each student could be spaced from others within the classroom or in an outdoor setting.
      - Masks: These should be worn by all facilitators for certain. The use of participant (student) masks would be left to the discretion of the school/organization unless GC is willing to provide masks for them. Academic Outreach may not have funds to provide masks for all students. The CDC says that simple cloth masks

made from cotton material are sufficient. If this is the case, and they can be laundered easily, it may be that one of the first jobs of AO employees will be to use cotton fabric (a bleach-safe color) and make a number of masks that we can have on hand for groups. We can have a trash can dedicated to “disposal” at the end of a program and then they can be laundered in the washing machine in Chappell Hall.

- Gloves: Academic Outreach staff will use gloves where appropriate when handing out supplies, etc. Participating students would not be required to wear gloves unless the activity warranted it.
- Sanitation of areas used: This will add an extra burden to the custodial staff in an area, or it will be the responsibility of Academic Outreach to sanitize thoroughly all areas accessed by a group as soon as possible upon their departure. This would include classroom spaces, restrooms, hallways, stairwells, and entrances. This will require purchasing of sanitation supplies (gloves, sanitizing wipes, sanitizing spray and cloths, mopping cleansers, etc.)
- Hand sanitizer will need to be available in all classrooms.
- Ample soap will be needed in restrooms for frequent handwashing. If sinks are present in classrooms, they need to be equipped with soap and paper towels.
- Training for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc.
- After a program ends, have bins where supplies used can immediately be cleaned and disinfected.
- Perhaps as a courtesy, in places where groups are gathered, display information on entrances, alerting other visitors to the fact that an increased number of people are in that building.
- Reminders on entrances of all buildings about social distancing, face mask use, etc.
- Sometimes when we have groups we are in various buildings all over campus and may enter and exit from a variety of ways to avoid running into other groups, etc. During this time, we should limit the buildings we enter and limit the areas we are in within those buildings (i.e. all groups enter and exit through the same doors, all groups use the same restrooms, etc.)
- Social Distancing: No handshakes, hugs, high fives, fist bumps, etc., will be allowed.

- It may be necessary to limit programming to online for high risk groups (elderly, respiratory illnesses, etc.).
- **Will you follow institutional guidelines or state/city/region/school district guidelines for programs located at off-campus locations?**
  - AO will follow the guidelines of GC. If a school/program that we are visiting has more stringent guidelines, we will adhere to those, but since GC staff and students will be attending all programming, we will make sure that the guidelines in place for GC are adhered to as a minimum.
- **Are there programs that you plan to offer through video conferencing or other means to limit on-campus/in-person activities?**
  - Perhaps. We tested out programming of this type at the end of the spring semester. Georgia College students assisting with AO programs got a lot out of the planning process, but limited feedback has been received from the school teachers we served. It is possible that we could offer programming that is preplanned for them, or that we could offer video conferencing if possible. There are many possibilities with this type of programming that could be educational and rewarding for all involved.
- **Are there certain programs/activities that you normally offer that you suggest not be offered in the next semester/year due to our inability to ensure the safety of participants and others?**
  - Large groups: Academic Outreach should also think about limiting the amount of people that we are in contact with in a given week...if we see a multitude of small groups, we have limited exposure only in that pocket. Facilitators will still potentially have been exposed to hundreds of people in a week, and in turn sharing those exposures with other groups. There may not be a “magic number” here. One possibility is to limit individual exposure (hours) per week with groups? Then once that number is decided, it would be possible to determine the number of programs that could be offered in a week based on employee availability.
  - Life Enrichment Center Program: This is a high-risk population, so the LEC program might be postponed until the pandemic subsides.
  - Teambuilding programming: This requires groups to work together, often in close quarters and probably should be postponed until times are safer.

## COMMUNITIES IN SCHOOLS

- **What programs are you hoping to offer from late summer through the next academic year?**
  - Our plan is to continue all of our programs (tutoring, case-management) and to coordinate services with community/civic/service organizations inside the Baldwin School District as soon as schools re-open.
- **When are these programs scheduled to occur?**
  - The school district has mentioned that they would like to provide a July program to replace the summer programming they normally hold in June – if it is deemed safe to return to school. CISMBC/GC has grant funding to provide summer education/enrichment to an additional 132 Pre-k through 3rd grade students in collaboration with BCSD's regular summer education/enrichment programs. If schools go forward with late summer programming, we will begin then. If not, we will return to the schools when they re-open.
- **How many participants do you anticipate attending each program?**
  - If the schools are serving students, the summer program mentioned above would serve 132 students. When the schools open for the regular school year, our Site Coordinators will work with a caseload of around 10% of students – over 500. We will also help coordinate whole school programs that reach over 5,000 students.
- **As we plan these programs, what policies, guidelines and practices would you recommend we implement for on-campus programs to ensure the safety of participants and GC faculty, staff, and students? For example, do we restrict the number of participants based on the nature of the activities or size of facilities, require that participants wear masks, check the temperature of participants and staff, require participants to maintain a six-foot distance from each other, provide hand sanitizer, frequently clean/sanitize surfaces that are touched, etc.? Please feel free to consult the guidance of the GDPH, CDC, and Governor's office as you consider this question.**
  - All of the above-mentioned safety measures should be considered. Communities In Schools office staff in Chappell Hall will follow the mandates of Georgia College, that surely will be based on CDC and other guidelines. We have one full-time and three part-time staff that regularly work in Chappell Hall. I believe we can limit the number of people in our offices by staggering schedules for working on site and at home.
- **Will you follow institutional guidelines or state/city/region/school district guidelines for programs located at off-campus locations?**
  - Office staff will follow the Georgia College guidelines. Communities In Schools site coordinators and tutors will follow the safety directives adopted by the Baldwin County School District.

- **Are there programs that you plan to offer through video conferencing or other means to limit on-campus/in-person activities?**
  - We are able to do some work with students in virtual classrooms, but our work will be greatly impacted if the schools do not re-open. We are flexible and will work with the school administration to determine how we can best safely support students/families and teachers. We will also consult our Board of Directors, Grantors, and Georgia College to ensure services are approved.
- **Are there certain programs/activities that you normally offer that you suggest not be offered in the next semester/year due to our inability to ensure the safety of participants and others?**
  - We could suspend all services if we are unable to ensure safety. I believe the BCSD will determine the safety of students/staff/volunteers prior to re-opening the schools. We will make decisions based on the best information we have at the time. The CISMBC Board of Directors, Georgia College, Grantors, and the BCSD will assist in any determination for our organization. Furloughs and/or lay-offs will be a last resort option.

## OFFICE OF AFTERSCHOOL ACHIEVEMENT

- **What programs are you hoping to offer from late summer through the next academic year?**
  - Academic Outreach is planning to offer summer camps at Lakeview Academy and Oakhill Middle School and the regular Afterschool Program at Georgia College, Lakeview Academy, and Oakhill Middle school in the fall beginning August, 2020.
- **When are these programs scheduled to occur?**
  - If the Baldwin County schools approve summer programming, the summer camps will be held July 6th-23rd, 2020. The regular Afterschool Program is slated to begin soon after the public schools open in August, 2020 and will continue through the entire school year.
- **How many participants do you anticipate attending each program?**
  - The summer camp programs will serve 280 participants.
  - During the academic year, the High Achievers Program will serve 30+ participants and the Oakhill Middle School and Lakeview Academy YES Programs will serve 140 youth each.

- As we plan these programs, what policies, guidelines and practices would you recommend we implement for on-campus programs to ensure the safety of participants and GC faculty, staff, and students? For example, do we restrict the number of participants based on the nature of the activities or size of facilities, require that participants wear masks, check the temperature of participants and staff, require participants to maintain a six-foot distance from each other, provide hand sanitizer, frequently clean/sanitize surfaces that are touched, etc.? Please feel free to consult the guidance of the GDPH, CDC, and Governor's office as you consider this question.
  - The High Achievers Program is the only on-campus program provided by Afterschool Achievement given that the YES Program is offered in the Baldwin County public schools. On campus, the High Achievers Program would provide gloves, masks, and sanitizer to the High Achievers and would comply with social distancing policies.
- Will you follow institutional guidelines or state/city/region/school district guidelines for programs located at off-campus locations?
  - For on-campus programs (the High Achievers), Afterschool Achievement will follow Georgia College guidelines. For the YES Program, which is offered in Baldwin County schools, the department will follow the guidelines of the Baldwin County Board of Education.
- Are there programs that you plan to offer through video conferencing or other means to limit on-campus/in-person activities?
  - Virtual instruction for the YES and High Achievers programs will continue through the end of the current school year on May 21st. Virtual instruction will not be utilized for the summer camps. Academic Outreach will follow Baldwin County BOE guidelines for all fall programs.
- Are there certain programs/activities that you normally offer that you suggest not be offered in the next semester/year due to our inability to ensure the safety of participants and others?
  - At this time, there are not. However, Afterschool Achievement receives guidance from its funding agencies (GaDOE for the YES Program and DHS for the High Achievers Program) concerning programs and activities offered. The dictates of these entities will be followed should they decide to cancel programs.

## SCIENCE EDUCATION CENTER

- **What programs are you hoping to offer from late summer through the next academic year? How many participants do you anticipate sending each program?**
  - All of our programs occur between August 2020 - July 2021. Below is a breakdown of our 12 most popular events and the anticipated participants.
  - We do expect our numbers to be different based on how the community transitions back to some level of normalcy. These are the max number of participants we anticipate.
  - STEMing into the Community programs - science demonstrations and hands-on STEM marketplace held in community centers, public parks, and
  - other universities (August 2020-July 2021) We usually host around 1000 participants for the entire year.
  - Science Parent Nights at local K-12 schools (August 2020-May 2021) We usually see about 500 participants including parents, teachers and
  - students throughout the year.
  - STEAM Days at local K-12 schools (August 2020-May 2021) Last year we saw almost 600 students and teachers throughout the year.
  - Career Days at local K-12 schools (August 2020-May 2021) We usually average about 200 students at our Career Day events.
  - Science Fair Bootcamp - teacher professional development workshop hosted on our campus for K-12 state-wide educators (September 2020) - Last year we welcomed 75 teachers and academic coaches from around the state to our workshop.
  - National Chemistry Week - weeklong festivities on campus and around Milledgeville (October 2020) National Chemistry Week is a collaboration between the Science Education Center, the Middle GA local section of the American Chemical Society, and the GC Chemistry Club. Last year, our events welcomed over 3000 participants throughout the week.
  - Regional Science and Engineering Fair - held on our campus for 12 counties in central Georgia (February 2021) In February 2020, we hosted almost 500 students, teachers, parents and community members at our regional competition.
  - Primary and Elementary State Science Fair - held on our campus for all K-5 students in the state of Georgia (March 2021) This is the state-wide competition for all grades K-5 and in March 2020 we welcomed over 650 students, teachers, parents, school administrators, and community members to our campus.
  - Young Scientists Academy - applications and interviews (April and May 2021) This process only sees about 30 students, teachers and GC faculty and staff in the months of April and May.
  - Young Scientists Academy and Project SEED (8 weeklong program runs through June 2021 until July 2021) — high school internship program hosted at Georgia College for financially disadvantaged, minority students. Last summer we hosted 10 students with 2 GC undergraduates serving as mentors and 2 faculty members.
  - Science Camp, JR. (June 2021) - we host up to 15 participants with 2-3 GC undergraduates working as camp counselors and 1-2 faculty/staff members.
  - Science Camp (July 2021) - we host up to 30 participants with 2-3 GC undergraduates working as camp counselors and 1-2 faculty/staff members

- As we plan these programs, what policies, guidelines and practices would you recommend we implement for on-campus programs to ensure the safety of participants and GC faculty, staff, and students? For example, do we restrict the number of participants based on the nature of the activities or size of facilities, require that participants wear masks, check the temperature of participants and staff, require participants to maintain a six-foot distance from each other, provide hand sanitizer, frequently clean/sanitize surfaces that are touched, etc.? Please feel free to consult the guidance of the GDPH, CDC, and Governor's office as you consider this question.
  - During the month of March, we were planning to host the State Science Fair on campus when the pandemic was in its infancy. There is a contingency plan the Science Education Center used for that event. We practiced social distancing, supplies extra hand sanitizers stations, encouraged hand-washing and hung posters about proper techniques for the kids to observe, we had volunteers wipe down all common surfaces during the event, and we asked anyone sick to please stay home.

**POST-PANDEMIC PLAN:** Provided all of the current information from the CDC, the Science Education Center will need to implement more changes than our original contingency plan offered.

- We are working to transition as many of our programs to an online platform for the fall 2020.
- Dr. Lisse is preparing video workshops to still provide professional development opportunities for educators instead of on-campus workshops. She is also preparing video tutorials for kids focusing on different “hot topic science” every month with at-home experiments that kids can do with supplies from their kitchen.
- We are working with the American Chemical Society (ACS) to find ways to host virtual National Chemistry Week events. We will follow all ACS guidelines for nationally sponsored events.
- For all K-12 school events, we will abide by the hosting school’s guidelines in addition to our own plan for interactions with community members including kids, teachers, and parents: all GC volunteers will be provided gloves, safety glasses, masks, and their own hand sanitizer. We will not have demos or hands-on experiments that require the public to touch equipment. We will wipe-down all common surfaces frequently and in between each show.
- **Will you follow institutional guidelines or state/city/region/school district guidelines for programs located at off-campus locations?**
  - (I’m assuming that CIS and Afterschool Achievement will follow the guidelines of the Baldwin County School System and Academic Outreach will follow the guidelines of the various school systems AO travels to, and Georgia College’s guidelines if the events are on campus. CPE will undoubtedly follow the guidelines

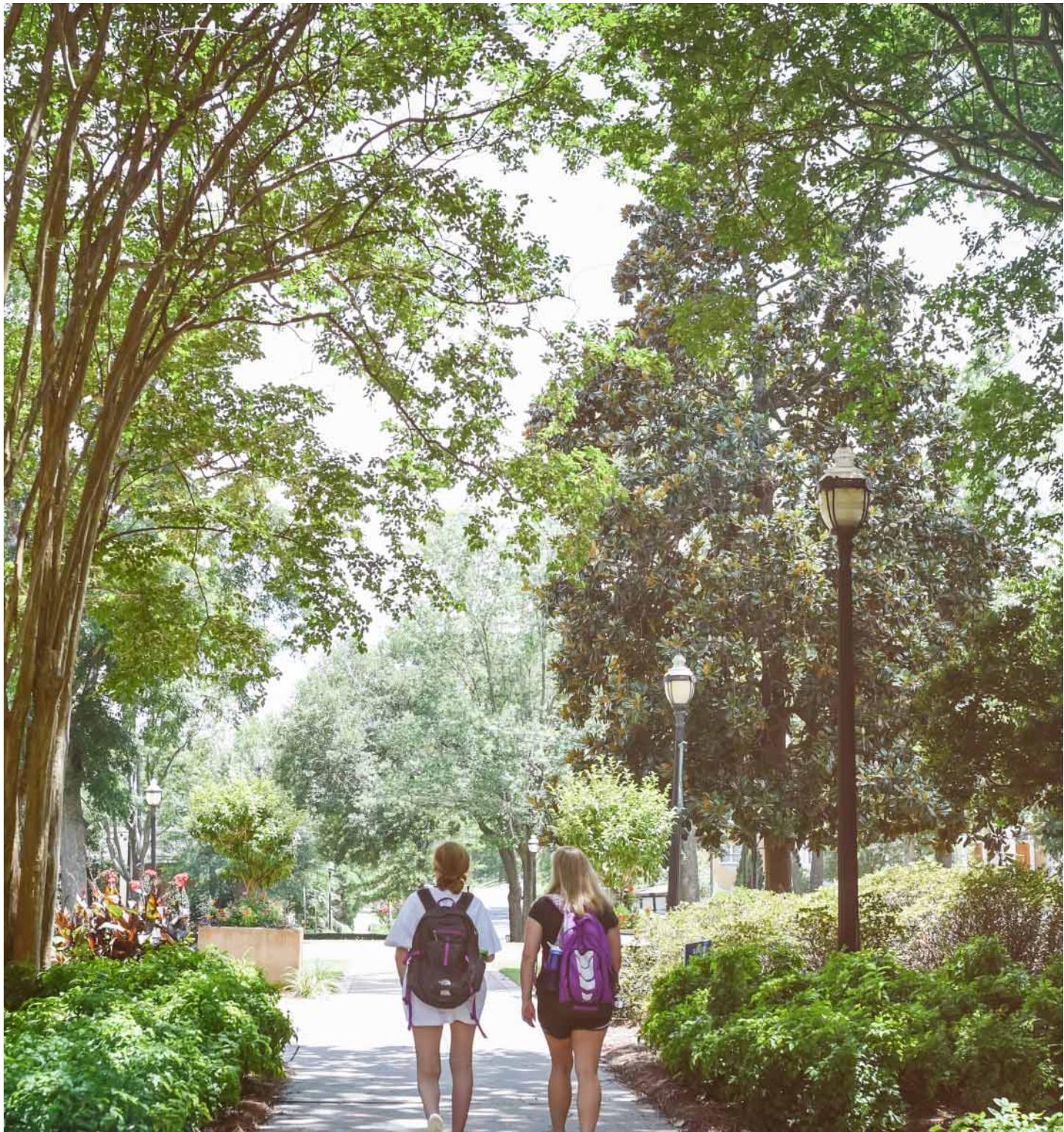
of the national Road Scholar office should those programs resume.) For all off-campus interactions with community members including kids, teachers, and parents: all GC volunteers will follow institutional and local/state guidelines (which ever will provide the most safety for our GC volunteers). We will provide gloves, safety glasses, masks, and hand sanitizer for all GC volunteers. We will not have demos or hands-on experiments that require the public to touch equipment. We will wipedown all common surfaces frequently and in between each show. If the institution or local/state guidelines require additional safety protocols, then we will abide by them.

- **Are there programs that you plan to offer through video conferencing or other means to limit on-campus/in-person activities?**
  - As previously stated, Dr. Lisse is preparing all teacher workshops to be hosted online as well as some Fall 2020 events. In the spring, we can host online Young Scientists Academy interviews.
- **Are there certain programs/activities that you normally offer that you suggest not be offered in the next semester/year due to our inability to ensure the safety of participants and others?**
  - We are slightly hesitant to open some of our Herty Hall labs and the Planetarium up for the community. We may have to postpone or cancel our National Chemistry Week on-campus events because of the sheer numbers of participants that attend Herty Hall. It would be impossible to social distance inside the planetarium or even in a crowded hallway. For our larger spring events (regional and state science competitions), we will need to possibly plan a two-day event in February for the regional and two-day event in March for the State fair. This would allow us to spread the kids out inside Centennial Center and stager/rotate the projects with judges to ensure social distancing.

# PRESIDENTIAL AND OTHER EVENTS

## EVENT POLICIES AND PROCEDURES:

- Informational signage with CDC hygiene recommendations will be posted at each event entrance.
- Staff, volunteers, and event attendees are required to sign in prior to entrance to each event or breakout session. Sign in may be conducted digitally by staff.
- All attendees must apply hand sanitizer before entering an event. Sanitizer stations should be available at each event venue.
- Temperature screenings will take place prior to entrance at each event.
- CDC recommended social distancing policies to be adhered to at all times. Official policy for floorplan development and approval to be determined.
- All food and beverage must be provided by Sodexo, under the guidance of their Georgia College approved policy.
- Additional support from Building Services is required at all events (not academic events or meetings during business hours). Support should be provided by the University, or at a discounted hourly rate (usually \$25 per hour). 25Live confirmations will state the new requirements and fees, and Building Services supervisors will discuss event details with each planner.
- All audio visual needs to be requested through 25Live (even non-academic event space that has existing AV). Production Services will have procedures for correctly sanitizing mics, batteries, and sound boards.
- A policy will be enacted for the sanitization of campus event resources. Moving Crew, Building Services, and each planner will be responsible for some aspect of chair/table/podium disinfecting. Official policy details tbd.
- When possible, each attendee will receive an email prior to the event with information regarding Georgia College event policies. College will post policies on its social media and website prior to campus or public events that do not have a confirmed guest list.
- Campus events will require rsvps in advance. Waitlists and RSVP cutoff dates will be implemented.
- All ticket sales or onsite payment collection will be handled via credit card no cash will be accepted onsite.
- When and if possible, paper tickets to events should be eliminated.



REOPENING DOCUMENT FOR GEORGIA COLLEGE

# STUDENT LIFE

REOPENING DOCUMENT FOR GEORGIA COLLEGE

# **GEORGIA COLLEGE STUDENT INVOLVEMENT**

## **Committee Members:**

Emily Jarvis  
Jennifer Graham  
Kristy Johnson  
Stacey Milner  
Diana Young, Faculty Senate Representative

**T**he Division of Student Life is committed to providing a co-curricular experience, aligned with the mission of the University, that promotes belonging, engagement, and support for all students. Each reopening contingency plan centers those values while prioritizing the safety of our students, staff, faculty, and community.

This working group was tasked with considering seven areas of student involvement and programming: (1) Student orientation to online learning and engagement, (2) Fraternity and Sorority Life recruitment and engagement, (3) Large group activities, (4) Campus-wide activities, (5) Weekend of Welcome, (6) Club and organization meetings and events, and (7) Continued student engagement. The following report lists guiding principles for modifying each general area of programming. Modifications to specific programs and events can be found in Appendix A: Event Conversion Planning.



---

## ACADEMIC YEAR 2020-2021 START

Fall classes begin with limited social distancing expectation

---

A fully residential reopening would not be a return to business-as-usual, given the unknowns of the evolving health situation. In the event of a full reopening we will plan to have some degree of social distancing (in accordance with CDC, DPH, and USG guidelines) in place for all programs moving forward. The most immediate high-density events are sorority recruitment and Weekend of Welcome. Modifications to promote distancing would include using remote alternatives, use of outdoor space, smaller rotating groups, and postponement of programs that cannot be replicated virtually.

## CONTINGENCY PLAN 1

Fall classes begin with social distancing expectations  
Priorities: Minimizing spread and preventing resurgence

### PROTOCOLS AND INITIATIVES

- Social distancing: Campus events, RSO events, and meetings must follow campus guidelines for social distancing (6 feet of personal distance, no more than 10 individuals in a 500-sq ft area). Gatherings that cannot ensure proper distancing should be provided virtually or postponed.
- Facilitate contact tracing: All student groups must maintain rosters of attendees at every gathering to allow for contact tracing by DPH if necessary. Attendance rosters should be submitted to the Administrative Manager for Student Involvement within 48 hours of each gathering.
- Student training: A minimum of two executive student leaders from each registered student organization (RSO) must undergo training before activities resume in August. Training topics will include social distancing, limiting physical touch, contact tracing, reporting suspected or confirmed infection, caring for vulnerable populations (particularly service groups in contact with vulnerable populations), sanitization of meeting and event spaces, and accessibility (captioning virtual meetings, microphone use when masks are worn, etc.) All RSO advisors (both on and off-campus advisors) will undergo similar training.

- Student travel: Travel sponsored by student organizations must gain approval from the Director of Student Activities and Organizations and Executive Director of Student Engagement. Non-essential sponsored travel will be strongly discouraged. Sponsored travel to areas considered high-risk (level 3-4) will be prohibited.
- Student program review committee: A committee will form to review RSO program and event proposals to ensure compliance with distancing, sanitization, and other protocols for health and safety. (Specific guidelines for applicable criteria and guidelines are forthcoming.)

## MODIFICATIONS

(SEE APPENDIX A FOR INDIVIDUAL PROGRAM MODIFICATIONS)

- **Student orientation to online learning and engagement**
  - All organizations, programs, and services should accommodate voluntary distancing and isolation whenever possible. Students who feel unsafe attending in-person programs should be provided a web option.
  - GC Connect survey will be deployed to capture new student engagement. Virtual Bobcat Marketplaces and RSO interest sessions will be provided during the summer to connect students with organizations.
  - Campus Connection Coaching through the Division of Student Life will assign new students a “coach” to facilitate connection with organizations and to promote and monitor engagement of new students during the summer
- **Fraternity and Sorority Life (FSL) engagement and recruitment**
  - Greek organizations will proceed with recruitment in the fall, altering recruitment activities, schedules, and spaces to comply with guidelines for distancing (6 feet personal distance and no more than 10 individuals in a 500 sq. ft. area). FSL will make modifications in accordance with USG and GC guidelines on reopening, including the possibility of virtual or hybrid recruitment.
  - Greek organizations will comply with all protocols listed above when conducting meetings, events, activities, or any gathering.
- **Large group activities**
  - Activities will take place in outdoor spaces whenever possible.
  - Activities may be duplicated to accommodate smaller waves of people.
  - Large events may be simulcast to satellite locations on campus to promote distancing (residence hall common spaces, Magnolia Ballroom, MSU, A&S Auditorium, etc.)

- **Campus-wide activities**
  - Where possible, modifications to large group activities (above) will be implemented. If proper distancing cannot be achieved, campus-wide events (e.g. Family Weekend) will be postponed to spring.
  - Homecoming planning (mid-February) will continue with distancing considerations in mind. Contracts will be held until a determination for Spring 2021 residency is made.
- **Weekend of Welcome**
  - Convert some educational program to online modules to be completed during summer.
  - Split breakout sessions into smaller groups over multiple waves (e.g. GC Reads).
  - Convert large group sessions to remote simulcasts to satellite locations on campus.
  - Provide boxed meals to reduce congregating in The Max.
- **Club and organization meetings/events**
  - Implement enhanced student leader and advisor training (see above).
  - Work with Facilities to use spaces at one-half or one-fourth capacity to comply with distancing guidelines, which may involve modifying 25Live capacities and removing furniture from spaces.
  - Use outdoor spaces when possible.
  - Provide remote options.
  - Require event and meeting rosters to facilitate contact tracing by DPH if necessary.
  - Liaise with Public Safety on local ordinances regarding outside venues and enforcement plan.
  - All organizations must register their events through the GC Connect event registration module (exempting Chapter meetings for FSL organizations).
- **Continued student engagement**
  - Communicate with faculty, staff, and student leaders about use of CARE Report to track absenteeism and other signs of illness or isolation.
  - Implement after-hours virtual services where possible to reduce in-office density during business hours and to accommodate individuals voluntarily isolating.

# **CONTINGENCY PLAN 2**

## **Fall classes begin fully online**

### **Priorities: Maintaining student engagement**

#### **PROTOCOLS AND INITIATIVES**

- No nonessential activities will be conducted on campus, including campus events, RSO events, and meetings.
- Student Life Connections Coaches: Student Life staff members will coach a cohort of incoming freshmen beginning in May to support the transition to college and connection to the University.
- RSO engagement: RSOs will be encouraged to make monthly contact (minimally) with members.
- Student travel: Travel sponsored by student organizations must gain approval from the Director of Student Activities and Organizations and Executive Director of Student Engagement. Non-essential sponsored travel will be strongly discouraged. Sponsored travel to areas considered high-risk (level 3-4) will be prohibited.

#### **MODIFICATIONS**

- **Student orientation to online learning and engagement**
  - All organizations, programs, and services should utilize virtual options for online learning and engagement.
  - GC Connect survey will be deployed to capture new student engagement.
  - RSO leaders, on-campus, and off-campus advisors will be provided training on keeping students engaged as well as GC and USG policies and procedures.
- **Fraternity and Sorority Life engagement and recruitment**
  - Greek organizations may proceed with recruitment in the fall, using virtual recruitment. Greek organizations will comply with all protocols listed above when conducting meetings, events, activities, or any gathering.
- **Large group activities**
  - See Program Risk Assessment Table (Appendix A) for modifications to specific programs
- **Campus-wide activities**
  - See Program Risk Assessment Table (Appendix A) for modifications to Weekend of Welcome programming
  - Homecoming planning (mid-February) will continue with distancing considerations in mind. Contracts will be held for as long as possible

- **Weekend of Welcome**
  - Specific program modifications can be found in Appendix A.
- **Club and organization meetings**
  - Implement enhanced student leader and advisor training (see above).
  - Provide remote options.
- **Continued student engagement**
  - Communicate with faculty, staff, and student leaders about use of CARE Report to track absenteeism and other signs of illness or isolation.
  - Implement after-hours virtual services where possible to better align student access to Student Life staff with non-class hours.

## **CONTINGENCY PLAN 3 CLASSES AND OPERATIONS MUST GO TO A FULLY ONLINE FORMAT FOR A PERIOD OF TIME DURING THE SEMESTER**

Priorities: Maintaining student engagement and minimizing disruption to learning

### **PROTOCOLS AND INITIATIVES**

- No nonessential activities will be conducted on campus, including campus events, RSO events, and meetings.
- Bobcat Callouts: Student Life staff will resume Bobcat Callouts throughout the remainder of the term to keep open communication lines with current students.
- RSO engagement: RSOs will be encouraged to make monthly contact (minimally) with members.
- Student travel: Travel sponsored by student organizations must gain approval from the Director of Student Activities and Organizations and Executive Director of Student Engagement. Non-essential sponsored travel will be strongly discouraged. Sponsored travel to areas considered high-risk (level 3-4) will be prohibited.

### **MODIFICATIONS**

- Modifications would include a blend of Contingencies 1 and 2 depending on whether GC is currently operating in-person or fully online.
- See Program Risk Assessment Table (Appendix A) for specific program modifications.

## **APPENDIX A: PROGRAM RISK ASSESSMENT**

[https://docs.google.com/spreadsheets/d/1yLWX61SBh1E8YH07xgyjQsiqi  
Tncyxzpa9C6zmIHaX8/edit#gid=307633415](https://docs.google.com/spreadsheets/d/1yLWX61SBh1E8YH07xgyjQsiqiTncyxzpa9C6zmIHaX8/edit#gid=307633415)

(In Progress)

REOPENING DOCUMENT FOR GEORGIA COLLEGE

# **STUDENT HEALTH SERVICES**



---

## OPERATIONAL PLAN

---

### STUDENT HEALTH CENTERS

1. **Number of full-time providers:**  
3 FTE 12 month, 2 FTE 10 month
2. **Number of part-time providers:**  
0
3. **Number of support staff:**  
1 FTE LPN, 1 FTE Office Coordinator, 1 FTE Office Assistant
4. **Number of staff who will be able to continue to serve students in their current physical space?**  
5
5. **Number of staff who will need either different physical space or will need to engage in alternate arrangements (tele-counseling)**  
1: FTE Office Coordinator. Her work area may need to be altered by providing plexiglass barriers for interaction with patients.
6. **Needs for alternate physical spaces:** None
7. **Practices to be implemented for face-to-face patient visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment.**
  - Only a limited number of students will be able to engage in in-person appointments at any given hour due to the social distancing recommendations by CDC and ACHA. This will limit the number of people in the Student Health Center.
  - All appointments will be made by calling the Student Health Center and discussing with office staff.
  - All persons entering the Student Health Center will be provided a facial mask if they are not already wearing one.
  - We can consider distance markers being placed in front of the check in desk to maintain spacing for students checking in for appointments.
  - Intake lobby computers will not be in use during this time. Students will be encouraged to complete check in forms remotely using Unify and Medicat.
  - Chairs in the waiting room will be spaced to ensure that there is at least 6 feet of space between those sitting at any given time. The main waiting area will be for those who are well and those not exhibiting upper respiratory symptoms and/or fever.

**7. Practices to be implemented for face-to-face patient visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment.**

- Our sick waiting area will be located in an area that is not adjacent to other frequented areas. Chairs will be spaced six feet apart to maintain social distancing as recommended by CDC.
- Providers will stagger picking their patients up from the waiting room to ensure traffic in the halls is limited. Where permitted, patients will be escorted to an exam room quickly upon arrival to the health center.
- Use of nebulizers will be avoided due to aerosolization of respiratory droplets.
- There will be no accompanying guests or visitors who are not receiving care or services.
- Providers will discharge the patient from the exam room, eliminating interaction and traffic in halls.
- Waiting room furniture and frequently touched surfaces will be sprayed with disinfectant after the start of each hour.
- Telemedicine visits will continue when appropriate as deemed by providers.

**8. Resources needed to stand up a fully operational Student Health Center for fall with the alternate delivery options.**

<b>RESOURCES</b>	<b>PURPOSE</b>
Hand sanitizer dispensers and hand sanitizer	Self-explanatory
Face masks for providers and each patient	Per American College Health Association guidance
Disinfectant spray for chairs, frequently touched surfaces and objects, exam rooms	Per American College Health Association guidance
Possible air purifiers	To ensure the exam room is appropriately and effectively sanitized prior to introduction of another patient to the room
Possible plexiglass barriers for front desk areas	To provide protection for front desk workers who come into contact with students as they check-in
Face shields	Per American College Health Association guidance
Barrier gowns	Per American College Health Association guidance

- 9. What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**
- There are multiple websites, including the American Telehealth Association that will continue to provide resources for remote medical visits.
- 10. What is your department's plan for communicating your services and any necessary change in services to students?**

CONTENT TOPIC	TIMELINE	CONTENT OWNER	CRITICAL POINTS	METHOD OF COMMUNICATION
Change in service delivery	2 weeks prior to semester start	Executive Director: will be added to social media pages, FrontPage and to the SHS website	<ul style="list-style-type: none"> <li>• Services offered</li> <li>• How to schedule appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Front Page announcement</li> <li>• Email to student list</li> <li>• Social media</li> <li>• SHS website</li> </ul>
Mid- semester change in service delivery	ASAP	SAA	SAA	SAA

- 11. What, if any, of your office policies and procedures need to be reviewed/ amended to provide for a remote work environment, including expectations for new Hires?**  
We need to provide guidance on how to stagger work schedules, telemedicine.
- 12. Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**  
All staff are able to work remotely.
- 13. What additional equipment is necessary, if any, to move staff to telework?** None.
- 14. Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?**  
See above. Provider schedules can be created so that they rotate on-site versus remote work, thus maintaining social distancing recommendations.
- 15. Will your department require personnel on campus for operations during specific times of the semester? If yes, a. In the weeks leading up to the beginning of Fall? Plan for social distancing? No, all planning can be done via virtual staff meetings b. At the beginning of the semester? Plan for social distancing? No c. At any other distinguishable time during the semester? Please indicate timing and plan for social distancing.** No
- 16. What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** SHS staff schedule 40 hours/week Mon-Friday between 8 a.m. and 5 p.m. Staff can rotate through the center, and can work remotely when seeing telehealth patients, or completing administrative work.



---

## CONTINGENCY PLAN 1

Fall classes begin on-campus, students reside on-campus,  
with social distancing expectations.

---

### CLINICAL SERVICES

In compliance w/ the recommendations of the American College Health Association, health services will continue to be offered via telehealth throughout the fall semester, where providers deem appropriate. In-person sessions (limited due to social distancing and sanitization requirements) will be prioritized and dependent on the provider's assessment of patient needs.

There will be no walk-in services: students wanting to be seen immediately will be directed to either schedule an appointment or to speak with a provider.

At the time their appointment is scheduled, students will be reminded of procedures including, but not limited to, wearing a face mask before entering the building and, utilizing hand sanitizer, maintaining social distancing. The student would present to Student Health Services for their appointment, be given/have a face mask and asked to use hand sanitizer, and be brought to a private office if available. If the student has fever and/or upper respiratory symptoms and a private exam room is not available, then the student will be directed to the designated sick room. If the patient is not exhibiting signs/symptoms of COVID-19, then he/she will be directed to the well waiting area.

- Following each appointment, the exam room will be sanitized following CDC guidelines.
- All waiting areas will be sanitized every hour utilizing CDC guidelines.
- All staff meetings and committee meetings will be held via telehealth.
- Because staff are able to safely self-distance in their individual offices, staff will primarily complete their duties from within the Student Health Center.



---

## CONTINGENCY PLAN 2

Fall classes begin fully online, students live on campus

---

### CLINICAL SERVICES

Clinical services will continue to be delivered 100% remotely as they have been since Spring semester. Once classes move to on-site format, the plan for clinical services outlined in Contingency 1 will be enacted.

Staff will continue to work on-site in rotation until classes are moved to an on-site format.



---

## CONTINGENCY PLAN 3

Classes and operations must go to an online format  
for a period of time during the semester.

---

### CLINICAL SERVICES

During periods of on-site classes, the delivery of clinical services will occur as outlined in Contingency 1. During periods of online only classes, clinical services will be delivered 100% remotely with staff rotating through the center for coverage.

REOPENING DOCUMENT FOR GEORGIA COLLEGE

# DINING OPERATIONS CONTIGENCY PLANS FOR FALL 2020

**Committee Members:**

Dr. Shawn Brooks, Vice President for Student Life

Kyle Cullars, Assistant Vice President for Auxiliary Services (chair)

Greg Brown, Director of Auxiliary Services

Dr. Lee Gillis, Psychology Chair (faculty representative)

Charles Cruey, Interim Retail Dining Manager

Cindy McClanahan, Director of Marketing and Communications for Auxiliary Services

Brian Losonsky, General Manager of Dining Services

Michael Gumbert, Executive Chef

**Committee Charge**

Develop contingency plans for on-campus dining (residential, retail, and catering) to address three possible scenarios for Fall 2020:

**Contingency Plan 1:** Fall classes begin with social distancing expectations

**Contingency Plan 2:** Fall classes begin fully online

**Contingency Plan 3:** Fall classes begin with social distancing expectations and operations must go to an online format after the semester begins



---

## STATE GUIDANCE

---

### STATE GUIDANCE

In an Executive Order issued by Governor Kemp on May 12, 2020, and effective May 14, 2020 the following guidelines were provided for “Restaurants and Dining Services” (highlights, not comprehensive).

- For restaurants, no more than ten (10) patrons should be allowed in the facility per 300 square feet of public space.
- Employees must be screened and evaluated for signs of illness, such as a fever over 100.4 degrees Fahrenheit, cough, or shortness of breath.
- Employees are required to wear face coverings at all times.
- When possible, stagger workstations to avoid employees standing adjacent to one another or next to each other.
- Limit contact between wait staff and patrons.
- Discontinue use of salad bars and buffets.
- Between diners, clean and sanitize table condiments, digital ordering devices, check presenters, self-service areas, tabletops and commonly touched areas, and discarding single-use items.
- Remove items from self-service drink, condiment, utensil, and tableware stations and have workers provide such items to patrons directly whenever practicable.
- Update floor plans for common dining areas, redesigning seating arrangements to ensure at least six (6) feet of separation from seating to seating. Use physical barriers on booth seating when available.
- Limit party size at table to no more than ten (10).
- Where practicable, physical barriers such as partitions or Plexiglas at registers should be used.
- If possible, use an exit from the facility separate from the entrance.
- Wherever practicable, take-out and curbside pick-up services should be prioritized over dine-in services.

## STATE GUIDANCE APPLIED TO GEORGIA COLLEGE

Levied restriction on dining space require 300 square feet per 10 patrons (30 s.f./patron) for all dining in operations. This would reduce the capacity of The MAX facility by more than 50%, if all dining space was allocated. Below is the breakdown of current dining space and seating capacity:

<b>SECTION</b>	<b>Square Footage</b>	<b>Current Capacity</b>	<b>COVID-19 Capacity (EO 0514)</b>
Hoke*	960	92	32
441 Diner	672	44	22
Magellans	168	18	6
Main Section (Windows)	1632	162	54
Sinclairs/Greene St	560	58	19
UBR-A	1584	91	53
UBR-B	2080	105	69
<b>TOTAL</b>	<b>7656</b>	<b>570</b>	<b>255</b>
<b>Ratio</b>		13.5 s.f./person	30 s.f./person

Given the mandated restriction, it would take a four hour lunch period to accommodate the typical student lunch flow, if a standard one-hour lunch break were implemented. A possibility of reducing lunch periods to 30 minutes would allow for some relief, but only if the patrons flowed in at the regulated 255 max capacity rate. This would necessitate a flow control monitor at the point of swiping in for a meal and possibly a hostess/host setup whereby the student is shown where their table is located.

These numbers would become even more critical if any section of the dining hall were cordoned off for pickup. Due to the existing layout of The MAX, the most probable point allowing for grab-and-go lunches to be picked up would be in the Hoke section. This allows for grab-and-go to be taken directly from the kitchen to the Hoke dining area and students could easily enter and exit without adding to the occupancy of the other parts of the dining hall.

Additional consideration not accounted for in this calculation is the sanitation time factor. The tables could not be immediately turned to the next student as a significant wipe down would have to be conducted each time. Also, the cleaning of public restrooms will need to be coordinated with custodial services.



---

## CONTINGENCY PLAN 1

---

Fall classes begin with social distancing expectations: Face-to-face instruction at GC where students will attend classes within the physical facilities of the university and where a number of students would reside in the residence halls

### THE MAX OPERATIONS MODIFICATIONS:

#### Employees

- Additional coronavirus specific training during August employee orientation
- Screen workers
  - Employees use loading dock entrance
  - Limits customer contact
  - Allows monitoring of safety protocol
  - 100.4 degree limit prior to clock in
  - 7 day self-isolate if known or suspected COVID-19 infection
- Face coverings and gloves required

#### Customers/Building

- Cashier registers
  - Implement cashless policy
  - Utilize current touchless proximity chip readers whenever possible
  - Install sneeze guards
  - Gloves
  - Customer hand sanitizing station at entrance after register transaction (currently located at fruit stand)
- University Banquet Room
  - Dedicated seating space for The MAX at all times, no use for other events/meetings
  - UBR exterior doors dedicated for separate exit for dine in customers
- Seating/Capacity
  - 10 patrons per 300 square ft:
    - The MAX 6696 square ft: 223 customer limit
    - Hoke not included
  - Update seating floor plan w/ 6 ft. separation
  - Limit table size to 10 people maximum
  - Utilize counting tracker app at entrance/exit to limit capacity
- Schedule customer meal periods?
  - Possible scheduling assistance from University Housing or Registrar's Office

- Sanitizing procedures
  - Clean and sanitize tables between diners
  - Frequent and visible front of house practices
  - Enhanced back of house procedures
- Drink machine frequency increased
- Adjusted hours
  - Weekdays
    - Breakfast 7 - 10 a.m.
    - Lunch 11 a.m. – 2 p.m.
    - Dinner 4:30 – 7:30 p.m.
    - Weekend same

### **Menu/Service**

- Hoke To Go
  - Dedicated cashier at second register
  - Controlled access limiting customers
  - Eliminate seating
  - Fountain and tea
    - To-go cups w/ lids
    - Currently Pepsi fountain; add Coke?
- Breakfast offerings ideas
  - Breakfast sandwich
  - Parfait cups
  - Fruit cups
  - Cereal cups/individual milk
- Lunch/Dinner Offerings
  - Entrée (variety based on volume)
    - Hot entrée
    - Vegan entrée
    - Burger
    - Entrée salad
    - Sandwich
    - Stir fry
  - Three sides
    - Side salad
    - Cut fruit
    - Hot veggie
    - Hot starch
    - Dessert
- Service stations
  - Limit based on business volume
  - Eliminate self-serve
    - Served or individual portions prepared
  - Floor foot(paw) prints identifying 6' spacing
  - Prepared to order (longer times but lower volume)
  - Attendant controls condiments, hands out cutlery, and fills drinks
  - Create plate landing areas to limit staff/patron contact

## RETAIL DINING MODIFICATIONS:

### **Employees**

- Additional coronavirus specific training during August employee orientation
- Screen Workers
  - Employees use separate entrance from customers (when possible)
  - Supervisor or manager to screen prior to clock in; 100.4 degree limit
  - 7 day self-isolate if known or suspected COVID-19 infection
- Face coverings and gloves required

### **Customers/Building**

- Cashier registers
  - Suspend meal equivalency throughout retail until further notice
  - Implement cashless policy
  - Utilize current touchless proximity chip readers whenever possible
  - Credit card terminals sanitized periodically
  - Install sneeze guards
  - Gloves
  - Customer hand sanitizing station available after register transaction
- Seating/Capacity
  - 10 patrons per 300 square ft.
    - Food Court
      - 750 square ft. = 25 patrons
      - Einstein does not have dedicated seating.
      - Books & Brew does not have dedicated seating.
    - Social distancing floor stickers at all locations
    - Update Food Court seating floor plan w/ 6 ft. separation
    - Limit Food Court table size to 10 people maximum
    - Food Court dedicated entrance (campus side) and exit (Hancock St side); employee at entrance to limit maximum capacity
    - Books & Brew to remove bench seating in lower level and utilize stanchions and floor stickers to control spacing
    - Due to limited size and shared space with bank and Bobcat Card office, for Einstein to open, we must eliminate lounge seats and queue customers there
- Sanitizing procedures
  - Clean and sanitize tables between diners
    - Currently, Chick-Fil-A (CFA) is not allowing seating, though this may change
  - Frequent and visible front of house practices
  - Enhanced back of house procedures
  - Drink machine frequency increased (remains self-serve)



- **MENU/SERVICE**

- Food Court
  - To effectively manage social distancing, Subway will close to allow CFA to maximize sales/satisfaction for campus
  - Two CFA registers operational only
  - Full menu options
  - Eliminate self-serve condiments and fountain (if Subway closed)
    - Condiments bagged with order
- Einstein Brothers Bagels
  - Eliminate self-serve; grab-n-go coolers still operational with limited stocking
  - Coffee served with either condiment packets or made to order
  - Bottled beverages replace fountain machine
- Books & Brew
  - Eliminate self-serve (coffee, condiments)
  - Lunch Box still utilized
    - Limit stock
    - Cutlery packets and condiments provided by cashier
- Adjusted hours
  - Weekdays: Breakfast and lunch only (specific hours TBD per location)
  - Weekends: Closed

## CATERING OPERATIONS MODIFICATIONS:

### **Employees**

- Additional coronavirus specific training during August employee orientation
- Screen workers
  - Employees use loading dock entrance
    - Limits customer contact
    - Allows monitoring of safety protocol
  - 100.4 degree limit prior to clock in
  - 7 day self-isolate if known or suspected COVID-19 infection
- Face coverings and gloves required

### **Menu/Service**

- Adjusted hours
  - Weekdays only
  - PM cutoff
    - Pickup 7:30 p.m. (same as The MAX close)
    - Delivery 6 p.m.
  - Weekends closed
- Boxed meal service only
  - Complete meals packaged for individual servings
  - Disposable service only
  - Pickup or delivery offered
  - Dedicated menu will be created and published



---

## CONTINGENCY PLAN 2

---

Fall classes begin fully online: Virtual instruction where students would take classes via the internet and online. However, there may be some students who would reside in residence halls (i.e. international or out-of-state).

### THE MAX OPERATIONS MODIFICATIONS:

- Takeout only; no in-house seating
- Service boxed directly at station
- Similar (or stricter) cashier entry controls
- Exit through UBR

### RETAIL DINING MODIFICATIONS:

- Online format will necessitate the closure of retail units.
- If campus population exceeds capacity of MAX takeout plan, Food Court and Books & Brew could operate a Lunch Box style takeout menu bagged by staff.



---

## CONTINGENCY PLAN 3

---

Fall classes begin with social distancing expectations and operations must go to an online format after the semester begins: Face-to-face instruction as mentioned above but a mid-term change would require students to go into a virtual mode due to a resurgence of the COVID-19 virus and students would be required to quarantine or go into shelter-in-place mode.

### THE MAX OPERATIONS MODIFICATIONS:

- Takeout only; no in-house seating
- Service boxed directly at station
- Similar (or stricter) cashier entry controls
- Exit through UBR

### RETAIL DINING MODIFICATIONS:

- Online format will necessitate the closure of retail units.
- If campus population exceeds capacity of MAX takeout plan, Food Court and Books & Brew could operate a Lunch Box style takeout menu bagged by staff.

REOPENING DOCUMENT FOR GEORGIA COLLEGE

# HOUSING

**Committee Members:**

Larry Christenson  
Lori Burns



---

## CONTINGENCY PLAN 1

### Fall classes begin with social distancing expectations

---

The Housing and Residence Life experience is a critical component to the first-year experience at Georgia College, however, normal policies and programmatic practices will be amended based on the progression of the COVID-19 pandemic.

- Per USG guidelines, “Residence hall rooms will be viewed as a shared residence within each room or suite, similar to a family’s shared residence in that social distancing practices are not expected within the room or suite. As such, it is the responsibility of the residential students to adhere to appropriate behaviors related to the prevention of COVID-19, including the cleaning of their room or suite.”
- A fully residential reopening would not be a return to business-as-usual, given the unknowns of the evolving health situation. In the event of a full reopening we would develop a plan to stagger the move-in process in a similar fashion to the move out process in the spring. For health and safety reasons, we will not have Cat Crew (assisted move-in process) this year. Accordingly, we will ask students to be prudent about the amount of personal belongings they bring with them.
- An acknowledgement form for students listing best practices known at the time of move in will be developed for and used for all residence hall students. Residential requirements will be reconsidered as we cannot safely house/accommodate students with COVID-19 risk factors. Students will be responsible for providing their own PPE.
- In addition, we would plan to have some degree of social distancing (in accordance with CDC, DPH, and USG guidelines) in place for use of the common spaces within the residence halls like study lounges, laundry rooms and floor lounges. Modifications to promote distancing for residence hall programming would include using virtual and/or remote alternatives that could accommodate the appropriate number of residents and possible use of outdoor space.
- Individual residents are responsible for the cleaning and disinfection of their individual room. In addition to the regular daily cleaning of the halls, housekeeping staff will pay extra attention to cleaning high-touch areas like hand rails, door handles and elevator buttons. Within the laundry rooms, additional cleaning will be provided for handles and controls on the washers and dryers. Use of elevators will be restricted to students who need to use them.

- Students will be discouraged from entering residence halls other than their own and off-campus guests will not be permitted access to any residence hall. Staff should avoid entering residents' rooms unless it is necessary. Community Assistants and Community Directors will use virtual communications and check-ins, as appropriate.
- If a residential student were to become ill and/or test positive for COVID-19, they will be advised to go home. If students are unable to return home, we have planned for a limited number of alternate secluded locations within the residential facilities. The Baldwin County Department of Health will engage in contact tracing.



---

## **CONTINGENCY PLAN 2**

Fall classes begin fully online

---

Residence Halls will remain closed.



---

## **CONTINGENCY PLAN 3**

Classes and operations must go to a fully online format for a period of time during the semester

---

Residential move out will follow a similar format as in the Spring 2020 semester.

REOPENING DOCUMENT FOR GEORGIA COLLEGE

# **WELLNESS, RECREATION, AND OUTDOOR PLAN**



---

## WELLNESS AND RECREATION CENTER

---

### PLAN 1 - BACK ON CAMPUS WITH SOCIAL DISTANCING

Upon return to campus, we are planning on making several changes throughout our programs and facilities in order to be able to comply with any sanitation and social distancing standards for fitness centers as set by the CDC, the Georgia Governor's office and the University System of Georgia. As we can't know exactly what those recommendations will be, below is our recommendations for the Wellness and Recreation facility at Georgia College. Please note that we are also aware of the current financial situation and understand that a reduction in facility hours and reallocation of professional staff time to cover student employee responsibilities are possible options to reduce our costs.

#### OPERATIONAL HOURS

Ideally we would keep our current fall operational hours with a potential mid-day closure for cleaning.

- Monday through Thursday 6:30am to 10:00pm
- Friday 6:30 a.m. to 8 p.m.
- Saturday 10 a.m. to 5 p.m.
- Sunday 1 p.m. to 1 p.m.

#### STAFFING

Staffing levels will likely have to increase during operational hours to compensate for additional sanitation practices, safety, and enforcement of policies. Anywhere from 3-5 additional staff members may need to be added to daily operations. Examples of where additional staff are needed are as follows.

- An additional staff member may need to be positioned at the entrance of the facility to take temperatures and ensure that participants who are displaying any symptoms of illness do not enter.
- Additional staff will be needed on the fitness floor to accommodate additional cleaning responsibilities. These staff will also monitor patrons and ensure that they are keeping appropriate social distancing protocols while they are in the facility.
- Additional custodial staff will be needed to increase level and frequency of cleaning in the building.

## SANITATION PLAN

The sanitation plan also includes increased accountability for participants and staff members to clean each piece of equipment after every use.

- All patrons and staff would enter and leave through the front main doors (designated and labeled entrance and exits) of the WRC so that this screening can take place.
- A red/green card system will be created in which participants will turn over a red card on equipment after they have used it and then once a staff member has cleaned the equipment, or verified that it was properly cleaned, they will turn the red card to the green side to indicate that it is ready for use. This gives the participant information on which pieces of equipment they can use. Participants will still be required to clean equipment after their usage, but this system allows for a staff member to ensure that a thorough job was done.
- Students who are seeking the Student Health Services should be entering through the doors that lead directly to the Health Center rather than walking through the WRC.
- “Healthy Practices” signage will be added to the doors and throughout the building to remind patrons of these rules but the staff member will be another layer of protection.
- Patrons will also be highly encouraged to bring personal water bottles to the WRC and water fountains will be used for refilling bottles only (not direct personal hydration).
- Increase the number of hand sanitizing stations.
- Increase our orientation educational briefings with all patrons in order to encourage healthy behaviors that reinforce policies.
- Temporarily close different areas down throughout the day for deep cleanings. Examples of this might include having locker rooms and bathrooms cleaned every two hours throughout the day.

## PROGRAMMING

The total number of patrons and staff inside the facility will ideally be a maximum of 100. This does not include Health Services or the Counseling Center. Patrons would be counted by the front desk staff as they check in. Check-ins will be contactless. Each specific programming area will have their own maximum numbers.

- Fitness Area and Classes:
  - The fitness area will have a maximum of 35-40 stations (this is reduced 50% from current numbers for social distancing purposes).
  - Fitness classes could be limited to a maximum of 10 in the fitness studio to ensure social distancing (reduced from 20-30).
- Track:
  - Cones could be placed on the center lane of the walking track to aid in social distancing with runners potentially limited to the inside track and walkers limited to the outside track.
  - All passing would have to occur away from other patrons.

- Courts:
  - If the courts are being used for basketball, we could allow two players per half court.
  - Courts could also be repurposed to hold fitness classes so that the fitness studio can be sanitized between each class or to create additional fitness stations.
  - The courts could potentially hold 15 patrons for fitness classes as they are larger than the fitness studio.
- Climbing Wall:
  - The climbing wall could have a maximum of five climbers in the climbing area at a time.
  - The wall could also have alternating climbing and bouldering days to reduce interference of climbers on the wall and increase time to sanitize harnesses between uses.
- Intramural Fields:
  - Intramural fields could have maximum numbers according to current gathering recommendations per field (i.e. 10 per field for a total of 40) with little or no spectators for events to aid with social distancing.
  - Intramural activities will be determined based on the ability of the players to be socially distanced including activities such as tennis or cornhole.
- Pools and Locker Rooms:
  - Maximum numbers for the pools could be 15 in the main pool and five in the leisure pool.
  - No more than eight may be in the locker room at a time. If patrons use a shower, they will be instructed to use the disinfectant spray after their use of the shower.
- Equipment:
  - All shared equipment (e.g. basketballs, harnesses, weight belts) that is used in any of these program areas would be sanitized at the end of their use and patrons will be encouraged to use hand sanitizer before equipment is issued and once they have returned equipment.

Our goal is to provide a clean and safe environment for the Georgia College community to exercise. There will have to be some changes made, and it will take some time for our participants to get used to the new normal. However, we feel confident that they will come back and feel safer than ever in doing so.

## **PLAN 2 - ALL ONLINE**

- All programming at the WRC will be virtual and will include the following:
  - virtual fitness classes
  - virtual fitness challenges
  - at home workouts
  - online wellness coaching
  - e-sports gaming
  - virtual team building exercises for club teams in order to teach them how to stay engaged with each other

## **PLAN 3 - TRANSITIONING TO ONLINE AFTER RE-OPENING**

In the event that Georgia College or the University System required a transition to an online environment after a face-to-face start of the semester, the Wellness and Recreation Center would simply close the doors and move to Plan 2.



---

## OUTDOOR CENTER

---

### PLAN 1 - BACK ON CAMPUS WITH SOCIAL DISTANCING

The Outdoor Center (OC) is located at Georgia College's East Campus and is a separate area of programming from the Wellness and Recreation Center. The OC provides group development/team building programs as requested by clients (internal and external) and student trips on weekends.

#### OPERATIONAL HOURS

There are no “facility hours” to be changed though we may consider continuing the use of barriers or installing a gate at the main entrance to the lodge to reduce unofficial gatherings on site.

#### STAFFING

There is currently one Director and one Assistant Director in terms of professional staff. Student staff only work when there are programs; they don't have any regular “office hours”. We may need to add a half hour to an hour after programs for staff to do additional sanitation with equipment. At this time student staff are paid from the revenue of programs so this would not indicate any additional cost for the university.

#### SANITATION PLAN

The main building (indoor space) that is used for OC programming is the Lodge at East Campus. Officially this is a classroom and would fall under the guidance of recommendations made for all classrooms at Georgia College and sanitation would be provided by custodial services.

- Under normal circumstances, custodial services is a little different at East Campus (not daily) but would have to be managed to ensure that cleaning is happening after all classes and programs that are held at the Lodge. This would have to be scheduled in accordance to scheduling in 25Live.
- Signage that encourages healthy behaviors and reinforces current policies should be posted inside the lodge, the log cabin, the craft shack and the cottage at East Campus.
- At present there are no hand sanitation stations at the lodge or anywhere at East Campus. At a minimum, each building should have a station with 1-2 portable stations that could be brought to areas around the facility when outdoor programming is happening (with the Outdoor Center, CATS programming, or biology classes).

## PROGRAMMING

- An advantage of working outdoors is that we can maintain social distancing much easier but any mandated maximum group sizes/gatherings will be incorporated into program planning and client contracts.

### Teambuilding Programs:

- Low challenge course elements will not be able to be used while social distancing parameters are in place as the nature of these activities incorporates teams physically working together to solve a problem.
- The high challenge course can be used though social distancing may have to be broken for safety considerations or in an emergency.
- There are many team building activities that can be selected to maintain social distancing with minimal equipment usage.
- Prior to any equipment usage and upon completion of the equipment usage, participants will be asked to sanitize their hands.
- Where possible, equipment will be issued to individuals (harnesses and helmets) so that this equipment is not shared; this is our current practice already.
- Where common touch areas might be a part of the experience (i.e. climbing) we will focus on sanitizing the hands of the person rather than the facility. At present all outdoor climbing surfaces have enough time between groups to be sanitized by nature.

### Student Trips:

- We will start the year with local experiences so that students can drive their own vehicles to the location (i.e. Bartram, Greenway) and reduce or avoid overnight experiences.
- Any equipment issued to participants would be theirs to use throughout the experience without sharing and cleaned at the end of the experience.
- We could both minimize the need for communal meals (i.e. start after breakfast, end before dinner) and have participants bring their own lunches and snacks with them for use throughout the program.
- Hand sanitation is always a part of any of our programs so that will be continued as well.

Ideally the Outdoor Center will still be able to provide programming for both Georgia College students and community groups. Now more than ever it is critical to help groups talk through the challenges that they are facing, anxieties they are feeling and be able to come out stronger on the other side. The Outdoor Center provides a unique opportunity and novel space for groups and individuals to build community which is much needed at this time.

## **PLAN 2 – ALL ONLINE**

All programming at the OC will be virtual and will include the following:

- virtual team building sessions
- virtual tips and tricks for outdoor experiences
- information about engaging outside/in nature in a safe manner

## **PLAN 3 - TRANSITIONING TO ONLINE AFTER RE-OPENING**

In the event that Georgia College or the University System required a transition to an online environment after a face-to-face start of the semester, the Outdoor Center would simply cancel any upcoming trips and reach out to groups who were planning to do some team building programming to negotiate if they would be willing to move to an online event. If not, these programs would be cancelled.

REOPENING DOCUMENT FOR GEORGIA COLLEGE

# ATHLETICS

**Committee Members:**

Wendell Staton - Athletics' Director  
Steve Barsby - Assistant Athletics' Director  
Sarah Fuller - Athletic Trainer  
Dr. Stephen Niergarth - Team Physician  
Jamie Grodecki - Senior Women's Administrator  
Dr. JJ. Arias – Faculty Athletics Representative  
Gretchen Krumdieck - Coach Representative  
Dr. Jake Grazer - Director of Strength and Conditioning  
Dr. Steve Wilson - Director of Counseling Services  
Britt McCrae - Director of Student Health Services

This document will provide a detailed plan of how the Department of Athletics will handle the transition process back to campus for the Fall of 2020 in accordance with the University System of Georgia as well as all other applicable state and local agencies. Our student-athletes and staff are part of the greater Georgia College community and will align with all campus initiatives regarding everyday campus life.

All guidelines put forth in the Reopening Procedural Document for Georgia College Workplace and Health Safety will be followed as well as the recommendations from the American College Health Association.

[https://www.acha.org/documents/resources/guidelines/ACHA\\_Considerations\\_for\\_Reopening\\_IHEs\\_in\\_the\\_COVID-19\\_Era\\_May2020.pdf](https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)

<https://www.peachbelt.com>

<https://www.ncaa.org>

The multiple scenarios for the fall semester to be addressed will include:

- Academic Year 2020-2021 Start – Fall classes begin with limited social distancing expectations.
- Contingency Plan 1 – Fall classes begin with social distancing expectations.
- Contingency Plan 2 – Fall classes begin fully online.
- Contingency Plan 3 – Classes and operations must go to an online format for a period of time during the semester.



---

## SCENARIO #1

---

Scenario #1 would be a return to normalcy for athletics and changes would be made to enhance the cleanliness and hygiene of all areas moving forward.

Scenario #1 entails a return to the new normal where operations will run with all programming moving forward with enhanced sanitation protocols.

### ATHLETIC FACILITIES:

All athletic facilities are maintained by Georgia College Plant Operations as part of their regular maintenance schedule. Issues that will be addressed moving forward will include the following:

- Deep cleaning of all common areas in facilities before they are utilized by students, staff, and the general public coordinated through Plant Operations.
- Deep cleaning of all non common areas in facilities before they are utilized by students and staff coordinated through Plant Operations. (Areas include- concessions stands, weight room, testing room, locker rooms, athletic training rooms).
- Facility and common areas will be thoroughly cleaned on game days when the facilities are open to the public and then cleaned once the venue is vacated or first thing the following day.
- Hand sanitizing stations will be placed throughout the facility in critical areas for attendees to utilize.
- Signage will be placed throughout all athletic facilities reminding attendees about social distancing norms to be followed.

### WEIGHT / FITNESS ROOM UTILIZED BY STUDENT ATHLETES AND STAFF:

- Room to be cleaned thoroughly once a day scheduled through Plant Operations.
- Equipment and apparatus to be wiped down after each group workout.
- Increased hand sanitizing stations and cleaning supplies to maintain an appropriate level of cleanliness.
- Rearrange equipment where practical to include limited social distancing.
- Signage to include social distancing norms.



## SPORTS MEDICINE / ATHLETIC TRAINING FACILITIES:

- Athletic training room (ATR) will remain closed until deep cleaning has been completed.
- Athletic training staff will utilize PPE for treatment of student-athletes.
- Student-athletes (SAs) will schedule appointments with athletic training staff.
- A limited number of student-athletes will be allowed in ATR at one time for treatment/evaluation.
- SAs will adhere to scheduled appointments outside of emergency situations.
- Social distancing guidelines will be instilled to allow adequate space between treatment areas.
- Treatment areas will be disinfected after each use.
- ATR will be disinfected entirely before opening and before closing.
- Designated handwashing and hand sanitizer stations will be set in multiple locations for SAs and employees to use pre- and post-treatment.
- Educational materials will be provided to SAs and coaches and posted around the athletic training room concerning proper COVID-19 health and safety measures.

## SPORTS MEDICINE / ATHLETIC TRAINING GAME DAY PROTOCOL:

- ATR treatment areas will be disinfected prior to home and visiting team arrival.
- Treatment areas will be disinfected after each use.
- Teams not traveling with an athletic trainer will travel with designated kit (and game towels if needed).
- Game day towels will be designated to single person use to limit cross-contamination.
- Visiting teams traveling without an athletic trainer will be required to complete a treatment form for SAs needing taping or pre-game treatment.
- ATR, team benches, and coolers will be disinfected after game

## **RETURN TO CAMPUS PHYSICALS:**

- Teams will report to physicals at staggered times on dates which are approved by University System of Georgia guidelines.
- Limited number of SAs allowed in Centennial at certain times.
- Exam tables will be disinfected after each use.
- An added COVID-19 questionnaire will be included in physical forms.
- SAs have the option to complete a pre-participation physical with a home physician before returning to campus.
- All international students will follow travel guidelines set forth by the Centers for Disease Control.

[www.cdc.gov/coronavirus/2019-nCoV/index.html](http://www.cdc.gov/coronavirus/2019-nCoV/index.html)

[www.nata.org/sites/default/files/icsm\\_return\\_to\\_campus\\_packet\\_covid19.pdf](http://www.nata.org/sites/default/files/icsm_return_to_campus_packet_covid19.pdf)

[www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport](http://www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport)

[www.acha.org/documents/resources/guidelines/ACHA\\_Considerations\\_for\\_Reopening\\_IHEs\\_in\\_the\\_COVID-19\\_Era\\_May2020.pdf](http://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)

## **CONCESSION AREAS:**

- Area to be cleaned thoroughly before and after game day events.
- Gloves / facemasks to be worn by concession staff.
- Non-cash payment process.



---

## SCENARIO #2

---

Scenario #2 consists of Contingency Plan 1 which is Fall classes begin with social distancing expectations.

The Athletic department Covid-19 Committee recommends there be no athletic competition and traveling if social distancing measures are in place. To allow competition would be unfair to our student-athletes since it exposes them to greater risk than the general student population. Adequate social distancing during athletic competition is either impossible or extremely difficult, depending on the sport. An effective social distancing policy should be consistent and comprehensive. Requiring student athletes to sit six feet apart in the classroom and then allowing them compete at close quarter a few hours later fails this standard. One argument for allowing competition under social distancing guidelines is that athletics departments can employ extra resources to mitigate risk. This approach would involve frequent testing and health screening of athletes, coaches and staff, as well as more extensive cleaning and disinfecting. However, Georgia College does not have these extra resources given the current fiscal environment.

### ROLES OF ATHLETIC STAFF

Athletics staff members are in a high touch role for the institution. Recruiting and promoting Georgia College on a daily basis is part of their job. They understand the mission of the University and are glad to contribute and work towards the goals of the campus every day. In a non-competition, non-travel world where students are still on campus, athletic staff will continue to work with and mentor student-athletes individually. Additionally, athletics staff should be utilized to coach / mentor the general student population as well as recruit for the general campus as admissions counselors for the Department of Admissions / Enrollment Management. The relationships that coaches develop with their student-athletes last for a lifetime and this same relationship can be brought to the general student population that could build loyalty and trust for many years to come.

These coaching relationships have been very productive over the years for the student-athletes and would be a tremendous asset to the general student population as they navigate through their college journey.

- Georgia College student-athletes are #1 in the USG in the most recent class measurement, and #1 in the USG with the most recent four-class average.
- Georgia College student-athletes earned a 3.31 GPA last year, once again higher than the student body.
- Georgia College student-athletes have had six GC Valedictorians over the last six years.
- Georgia College Athletics:
  - Has NO formal academic support program (many large institutions spend millions on this)
  - Our student-athletes have access to the same support services as all GC students
  - Has ZERO “admissions exceptions”
  - Has the same characteristics as the student body from an admissions standpoint
  - Are active in the same majors as the regular student body
  - Has higher graduation rates as it relates to the regular student body
- Student-athletes are the exact same as the student body, but they do graduate at a higher rate and have a higher GPA. They practice 20 hours per week and travel throughout the southeast during their seasons (which averages closer to 40 hours per week of contact with their Head Coach and teammates during the busy season). As an institution, we pride ourselves on “High Impact” practices and our student-athletes participate in the highest impact program on campus and participate in the best “leadership lab” on campus each day at practice. Georgia College Athletics, in compliance with social distancing standards set by state, local, and the USG could maintain a productive course of training and interaction with student-athletes. In eliminating all competition we would utilize creative solutions to continue training and meeting regularly with our student-athletes, training mentally and physically without having physical contact with one another and without use of sport specific equipment.
  - Coaches continue a conditioning regimen for the student-athletes that does not require equipment to be shared and meet in smaller groups.
  - Weight Room will be utilized with proper cleaning strategies in place. We would minimize group size allowed in the weight room at one time and clean equipment between each group entering the weightroom.
  - Coaches can meet with student-athletes to discuss game strategy, personal development, etc. on an individual / small group basis.
  - Coaches can conduct team building/leadership development/mental training sessions with the team in a classroom setting in accordance with campus meeting space protocols.
  - Student-athletes will be able to utilize the athletic training room for rehabilitation and treatment keeping all CDC and social distancing procedures in place.
  - A student-athlete's team is their family at GC. It is important they have the ability to connect with their teammates and coaches in a safe environment and continue to grow as athletes, students, and individuals.



---

## SCENARIO #3

---

Scenario #3 consists of Contingency Plan 2 where classes begin and meet fully online for the semester.

In this scenario, the department of athletics would utilize what is outlined in Scenario #2 in regard to departmental staff serving as mentors / life coaches / advisors to the student-athletes as well as the general student population. The role adjustment to working as part of the Enrollment Management staff would be implemented in Scenario #3 and all face-to-face interaction with student-athletes would cease



---

## SCENARIO #3

---

Scenario #4 consists of Contingency Plan 3 where classes and operations must go to an online format for a period of time during the semester.

The athletic department would defer to all Georgia College, University System of Georgia, local health authorities as well as the CDC if there is a format change midstream during the semester and fall in line immediately to all applicable standards.

The department would operate with the standards outlined in Scenario #1 and immediately move to Scenario #3 in accordance with Student Life and University direction.

# GC STUDENT LIFE, ZFALL 2020 EVENT CONVERSION PLANNING ADDENDUM

## NEW POLICIES AND GUIDELINES NEEDED

Event Name or Type	Risk Level		Would/could this event happen On-Campus with:				No modification possible - canceled or postponed	Potential Modifications	Notes	
	Contact Intensity (Type & Duration)	# of Contacts	Less than 100 people	Less than 30 people	Less than 10 people	Could this event happen virtually:				
<b>Week of Welcome</b>										
Welcome Rally	High	High	FALSE	FALSE	FALSE	TRUE	FALSE	Recorded video, small group watch parties		
Block Party	High	High	FALSE	FALSE	FALSE	FALSE	TRUE			
Can I Kiss You	High	High	FALSE	FALSE	FALSE	TRUE	FALSE	Could be offered virtually by same speaker		Is this the best use of \$7500 this year?
Rotating Session - BRAVE	High	High						Shift to simulcast presentation, pre-record some pieces. Utilize kahoot or similar for interactions. Have a live facilitator to facilitate during simulcast OR have peer facilitators serve as guest presenter during connection coaching sessions. (with a combination of pre-recorded sessions, kahoot, and other virtual interactions.)		
Rotating Session - DPE	High	High	TRUE	FALSE	FALSE	TRUE	FALSE	Will need feedback from OIE and peer facilitators		
Rotating Session- Alcohol	High	High	TRUE	FALSE	FALSE	TRUE	FALSE	Fully online module and intro video, facilitated by Connections Coaches		
GC Reads	High	Medium	FALSE	TRUE	FALSE	TRUE	FALSE	Smaller groups, multiple shifts, virtual		
GC GIVES Day	High	Medium	FALSE	TRUE	FALSE	FALSE	FALSE	Move to late fall or spring; maybe in conjunction with MLK Day; series of Saturdays in fall		
RSA nightly events	High	Medium-High	TRUE	FALSE	FALSE	TRUE	FALSE	Move to virtual platforms		
Orientation Groups	Medium-High	Medium								by FYS, residence hall, or Student Life Coaching Groups? How many cohorts of students do we create?
Move-In	High	High	TRUE	FALSE	FALSE	FALSE	FALSE	Spread out over several days and by appointment, similar to March move-out		
<b>Student Trainings</b>										
RSO Training			FALSE	FALSE	TRUE	TRUE	FALSE			
Be BRAVE: Step Up	High	High	FALSE	TRUE	FALSE	TRUE	FALSE			
Alcohol - Rachel			FALSE	TRUE	FALSE	TRUE	FALSE			
Student Life Coaching	High	Low-Medium	FALSE	FALSE	TRUE	TRUE	FALSE			
RSO Advisor Training			FALSE	FALSE	TRUE	TRUE	FALSE	Preference to meet with advisors face-to-face, but virtual training possible.		
Orientation to Online Learning			FALSE	FALSE	FALSE	TRUE	FALSE			
COVID-19 Overview			FALSE	FALSE	FALSE	TRUE	FALSE			Would be new
<b>Fraternity &amp; Sorority Life</b>										
Panhellenic Recruitment	High	High						Panhellenic will allow campuses to modify using virtual, hybrid, and in-person methods.		Dependent on locations -- chapter house would have to be limited by distancing guidelines
Panhellenic Parent Orientation	High	Medium	TRUE	TRUE	FALSE	TRUE	FALSE			
IFC Recruitment	High	High	FALSE	TRUE	FALSE	TRUE	FALSE			
IFC Parent Orientation	High	Medium	FALSE	FALSE	FALSE	TRUE	FALSE			
NPHC Recruitment	High	High	FALSE	TRUE	FALSE	TRUE	FALSE			
UGC Recruitment	High	High	FALSE	TRUE	FALSE	TRUE	FALSE			
Chapter Meetings	High	High	FALSE	FALSE	FALSE	TRUE	FALSE			
Socials/Formals	High	High						Groups may propose social programs to be approved by a designated committee. Guidelines TBD.		
Pledgeship/New Membership Edu.	High	Medium-High	FALSE	TRUE	TRUE	TRUE	FALSE			
SLC Conclave/Workshops/Seminars	High	High								
Officer Training/Transition	High	Medium-High	FALSE	FALSE	FALSE	TRUE	FALSE			
Greek Weekend	High	High	FALSE	FALSE	FALSE	TRUE	TRUE			
<b>Large Group Activities</b>										
Family Weekend	High	Medium-High								Virtual options exist, but quality would be degraded.
Activities related to Deep Roots	High	High	FALSE	FALSE	FALSE	FALSE	TRUE	Move to spring		
Conferences	High	High								Some could be virtual; others would be difficult, might not make in a virtual environment.
Career Fair	Low-High	High	TRUE	TRUE	FALSE	TRUE	FALSE	Low density space (Centennial), limit number of attendees at one time, no physical contact		
MLK Day of Service	High	High	TRUE	FALSE	FALSE	FALSE	FALSE	Low density space (Centennial), limit number of attendees at one time		

Event Name or Type	Risk Level		Would/could this event happen On-Campus with:					No modification possible - canceled or postponed		Potential Modifications	Notes
	Contact Intensity (Type & Duration)	# of Contacts	Less than 100 people	Less than 30 people	Less than 10 people	Could this event happen virtually:	FALSE	FALSE	FALSE		
<b>Campus-wide Activities</b>											
Bobcat Marketplace (Fall)	High	Medium	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	Covert to a week of mini-marketplaces in category clusters		
RSO Meetings	Medium-High	Low-Medium	FALSE	TRUE	TRUE	TRUE	TRUE	FALSE	Physical Distancing, Virtual		
RSO events	Medium-High	Low-High	FALSE	TRUE	TRUE	TRUE	TRUE	FALSE	Physical Distancing, Virtual		
Tabling	Low-Medium	Medium	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	Physical Distancing, Virtual, Flipgrid		
Workshops	Medium-High	Low-Medium	FALSE	TRUE	TRUE	TRUE	TRUE	FALSE	Physical Distancing, Virtual, Flipgrid		
Retreats	High	Medium	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE			
<b>Homecoming</b>											
Concert	High	High		FALSE	FALSE	FALSE	FALSE	TRUE		Unable to modify, fiscal consideration	
Tailgate	High	High		FALSE	FALSE	FALSE	FALSE	TRUE		Difficult to modify and be the same event	
Game	High	High	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	Game occurs with no spectators, game broadcast over GCTV		
Service	Medium	Low-Medium	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	No-contact projects		
<b>Continued Departmental Student Engagement</b>											
Workshops	Medium-High	Low-High	FALSE	TRUE	TRUE	TRUE	TRUE	FALSE	Virtual, Small groups, Low density spaces, use of masks		
Retreats	High	Low-Medium	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	Virtual, Small groups, Low density spaces, use of masks	Difficult to modify and be the same	
Educational Programming	Low-High	Low-High	FALSE	TRUE	TRUE	TRUE	TRUE	FALSE	Virtual, Small groups, Low density spaces, use of masks		
Community Building	Low-High	Low-High	FALSE	TRUE	TRUE	TRUE	TRUE	FALSE	Virtual, Small groups, Low density spaces, use of masks		
One-on-One Coaching/Mentoring/Meeting /Support	Medium	Low		FALSE	FALSE	TRUE	TRUE	TRUE	Virtual meetings, use of masks		
Small Group Mentorship/Coaching/Meeting	Medium	Low		FALSE	FALSE	TRUE	TRUE	TRUE	Virtual meetings, use of masks.		
Conduct/Title IX	Medium	Low-Medium	FALSE	FALSE	TRUE	TRUE	TRUE	FALSE	Virtual hearings, Use of masks		
<b>Additional Considerations</b>											
Care of quarantined students (daily check-ins, food/medicine runs, etc)	Very High	Low									

Low = Less than 5 minute interaction or short term interaction at a distance (6ft+)  
 Medium = Less than 1 hr interaction or may not be able to occur at a distance (6ft+)  
 High= Greater than 1 hr interaction, does not provide for physical distancing (6ft+)

Low= less than 10 contacts  
 Medium= Less than 30 contacts  
 High = greater than 31 contacts

## NEW POLICIES AND GUIDELINES NEEDED

Guidelines Needed	Policy	Guideline	Enforceable By	Data/Trait
PPE	TRUE	In keeping with GC policy and guidelines		
Social Distancing	FALSE	In keeping with GC policy and guidelines		
RSO's	FALSE	In keeping with GC policy and guidelines		
General Student	FALSE	In keeping with GC policy and guidelines		
Housing	TRUE	Subsidies will be added to student organization handbook		
Residence Hall	TRUE	In keeping with GC policy and guidelines		
Student Athlete	TRUE	In keeping with GC policy and guidelines		
Development of Guidelines for Community Spaces	FALSE	Will need to be completed by any organization RSO, etc. Will need to include name of program, anticipated number of attendees, length of program, nature of activities, mechanism for symptom checks, mechanism for social distancing, mechanism for attendance, public health practices (PPE, hand sanitizer, room set up, etc), availability of remote options for attendance.		
Development of Guidelines for all events	TRUE	In keeping with GC policy and guidelines		
Student Activity Board	TRUE	In keeping with GC policy and guidelines		
Student Government Association	TRUE	In keeping with GC policy and guidelines		
Student Organization	TRUE	In keeping with GC policy and guidelines		
Student Organization Travel	TRUE	In keeping with GC policy and guidelines		
Orientation	TRUE	In keeping with GC policy and guidelines		
Connect/Training	TRUE	In keeping with GC policy and guidelines		

## NEEDS (PHYSICAL OR NEW TECHNOLOGY)

Item	Physical	Technology	Quantity	Priority	What is it needed for?	Notes
Masks	TRUE	FALSE	High	High	Staff, Students, Faculty, Interactions	
Plexiglass shields	TRUE	FALSE	High	High	Front Desks, where interactions need to occur with less than 6ft of distancing	
Hand sanitizer	TRUE	FALSE	High	High	With Zoom or WebEx	
Can Book Me, Microsoft Bookings, or	FALSE	TRUE	Medium	High quality virtual programs		
Various virtual one-time programs, events	FALSE	TRUE	Medium	High quality virtual programs		
Outdoor screens	TRUE	FALSE	Medium	Distanted, outdoor screenings		
Audio equipment	TRUE	FALSE	Medium	Speakers for outdoor screenings, microphones for distanced programs		

## COMMUNICATIONS STRATEGIES

Communication Strategy	Target Audience	Method of Communication	Substance of Communication	Frequency of Communication
Bobcat Callouts	Students	text (preferred), email	General Check-in, connect to resources	Mass send out in May, reminders...
GC Connect	First-Year Students	email/survey	Survey for interest, student orgs, connect to rso's and departments	Once - Early August/Late July?
Welcome Packets	First-Year Students	snail mail	Welcome items, we are excited to have you at GC, you belong here	Once/Twice a month
Social Media LIVE Chats	First-Year Students	Facebook/Instagram	Follow-up of the information previously received - connection to an actual person	
Connections Coaching	First-Year Students	e-mail, phone, text, video meetin	Weekly themed discussions, direction to virtual Bobcat Marketplaces and RSO video chats, Weekly from mid-May to early August	



REOPENING DOCUMENT FOR GEORGIA COLLEGE

# COMMUNICATIONS PLAN

REOPENING DOCUMENT FOR GEORGIA COLLEGE

# COMMUNICATIONS PLAN

**Committee Members:**

Associate Vice President for Strategic Communications – Omar Odeh  
Assistant Professor of Digital Media Production – Angela Criscoe  
Associate Provost for Transformative Learning Experiences – Jordan Cofer  
Director of Parent Outreach – Emily Jarvis  
Director of Marketing for Auxiliary Services – Cindy McClanahan  
Director of Public Affairs – Brittney Johnson  
Director of Marketing and Publications – Victoria Fowler  
Special Initiatives Coordinator – Eric Jones



---

## COMMUNICATIONS WORKING GROUP FOR GEORGIA COLLEGE

---

The following document presents a communications plan along with relevant messaging templates for the initial return of employees to campus. All final messages to various internal and external audiences will be developed once final decisions have been made by the University's leadership. Key messages will likely emerge from the following working groups, whose members have already been assembled for imminent deliberations:

1. Workplace and Health Safety
2. Academics, Research and Enrollment Management
3. Public Service, Outreach, Continuing Education and Cooperative Extension
4. Student Life and Athletics
5. Communications
6. Fiscal Impact

Currently, these working groups have identified key issues for consideration around various reopening scenarios. Recommendations that emerge from these groups, along with guidance and directives from the University System of Georgia, the CDC and the Georgia Department of Public Health will be incorporated into the various messages once reviewed by the university's leadership.

The communications strategy intends to provide clear information and guidance as they relate to preventative practices, mitigation and monitoring practices, sanitation standards, travel, and enforcement practices. Other messages may include topics related to budgeting and fiscal matters, in addition to guidance related to campus events, activities, campus dining, residential life and student athletics.

## COMMUNICATIONS APPROACH:

Wherever possible, all communications will reference decisions and guidance from the Governor, the Governor's Task Force, the Georgia Department of Public Health, CDC, and relevant local authorities. Messages will be communicated through a variety of platforms and mediums to ensure broad reach of their intended audience(s). Information will be clear, concise and widely circulated across relevant communications platforms. Communications will be integrated across all divisions of the university to ensure comprehensiveness, clarity and effectiveness.

A website with more information around the COVID-19 situation has already been created (<https://www.gcsu.edu/coronavirus>) and it is also accessible and visible from the Georgia College homepage. That website will host all relevant communications as well as provide relevant information, links and resources for the campus community.

## COMMUNICATIONS PLATFORMS:

Depending on the intended audience, any of the following platforms may be used to deliver messages:

1. Web communications to post current and prior messages as well as Q&A FAQs
2. Targeted social media accounts (primarily: Twitter, Facebook and Instagram)
3. Email messages to faculty, staff and students
4. Electronic newsletters and daily digests (Front Page)
5. Press statements and releases to external media
6. Digital and/or printed communications
7. Video messages and/or virtual town halls
8. Public Safety alerts (GC Alerts)

## TARGET AUDIENCE:

Depending on the subject matter, key messages may be directly targeted to certain target audiences. All communications strategy will be guided on the basis of (a) who this information is intended for, and (b) what platforms are best suited to reach them. The target audience will also help determine which platform(s) will be used to communicate (eg web, email, social media, daily digest, etc.).

Target audiences may include:

1. Employees (staff, faculty, student employees)
2. Current students (enrolled in undergraduate and graduate programs)
3. Students residing in residence halls on campus
4. Parents of Georgia College students
5. General public and local residents in and around Baldwin County
6. Prospective students (working closely with Admissions and enrollment management)
7. Alumni (working closely with University Advancement)

<b>Content Topic</b>	<b>Audience</b>	<b>Timeline</b>	<b>Content Owners</b>	<b>Critical Points</b>	<b>Method of Communications</b>
Return to Campus	Faculty Staff Students Local Community	As soon as a firm decision has been made and associated plans finalized	Cabinet  Reference USG guidance wherever relevant and integrate any narratives or templates.	Date/time for return.  Workplace arrangements for staff & faculty (ie spatial distancing, flex times, etc). Information & resources for faculty and teaching. Campus service schedules (ie dining, transportation, wellness operations, auxiliary functions. Expectations on residence life, student activities and athletics moving forward. Ways to stay safe (Health precautions), especially for those who may be health compromised. Perhaps add info for external continuing education or related programs.	Primary: Email  Secondary: Front Page, web communications, social media and press release
Updates from the President	All faculty, staff & students	Regular updates every week or two	Office of President	High level updates to inform campus, strengthen community, call to action, etc.	Primary: Email, Front Page, social media, web communications
Auxiliary Services	Faculty Staff Students	As soon as a firm decision has been made and associated plans finalized	Kyle Cullars – AVP for Auxiliary Services.  Cindy McClanahan – Director of Communications for Auxiliary	Operating schedules for Auxiliary services (ie Bobcat Cards, Dining, Bookstore, etc)  Safety measures and social distancing expectations	Primary: Email & Front Page Secondary: Website updates, relevant social media channels
Residence Hall Move-in	Residents Parents	As soon as a firm decision has been made and associated plans finalized	Larry – Executive Director Housing  Emily Jarvis - Parent and Family Programs	Date/time for move in  Social distancing expectations Where to arrive Dining Plans  Sanitation/health condition reassurances.	Primary: email Secondary: social media posts directing students to email. Possibly printed as postcards. Parent communications may follow via Director of Parent Outreach.

<b>Content Topic</b>	<b>Audience</b>	<b>Timeline</b>	<b>Content Owners</b>	<b>Critical Points</b>	<b>Method of Communications</b>
Faculty Welcome Message	Faculty Academic support staff	Early August (sooner if possible) Week to week messaging if possible	Provost Costas Spirou	Instructional expectations. Resources available, including IT, teaching support, and health/sanitation options. Distancing/spatial guidelines. Any messaging around research/mentored research and lab spaces. Study Abroad updates. Contingency plans for instruction-face-to-face with potential options of online courses.	Primary: Email Secondary: Provost Report, Front Page updates, possible updates to university senate.
Student Welcome Message	Students on campus Parents	As soon as a firm decision has been made and associated plans finalized	VP Student Affairs – Shawn Brooks Dean of Students – Tom Miles	Reassurances on campus health & safety measures. Expectations on social distancing. Info on how student activities & athletics might be handled. Confirming method of instruction (ie on-campus vs online/hybrid). Reference additional information for on-campus residents so a separate message can be sent to that group.	Primary: Email Secondary: Social Media, Front Page, Parent communications via Emily Jarvis (Parent Outreach Director).
Campus Life Message	All students	As soon as a firm decision has been made and associated plans finalized	VP Student Affairs – Shawn Brooks Dean of Students – Tom Miles	Addresses student-life specifics such as status of student activities, student organization meetings, fraternity and sorority recruitment, social distancing reminders. Leadership program updates or anything else related to student life resources and information.	Primary: Email Secondary: social media channels, Front Page and outreach directly to student club leaders and campus life influencers. Also: word of mouth & additional messaging from Stacey Milner.
Accepted Students Welcome Message	Newly accepted students & their parents	ASAP	AVP for Enrollment Management – Suzanne Pittman or Mike Augustine	Orientation messaging. Move in expectations and where to find more information regarding academic delivery and on-campus and residential life. Reassurances on campus health & safety.	Primary: Email Secondary: Admissions social media channels, recruiter engagement and video segments recorded for orientation sessions (in progress).

Content Topic	Audience	Timeline	Content Owners	Critical Points	Method of Communications
Prospective Student Messages	Prospective students and parents	ASAP	AVP for Enrollment Management – Suzanne Pittman or Mike Augustine	Information/status of campus tours. Ways to engage with admissions team (ie skype calls, social media interaction, scheduled appointments). Campus safety reassurances with alternative plans for virtual tours if on-campus tours are not possible. Information on resources and where to find them.	Primary: Website and social media Secondary: Recruiter engagement, digital communications.
Athletics Update	Current students	As soon as a firm decision has been made and associated plans finalized	Director of Athletics – Wendell Staton	Status of athletic programs and activities. Social distancing measures at events for spectators. Ways to support athletics at GC. Information on virtual attendance/engagement opportunities.	Primary: Athletics social media channels, emails. Also their website: GCBobcats.com Secondary: Front Page, website.
Wellness & Recreation Center (WRC) & Related Operations	Students/Faculty/ External WRC Members	As soon as a firm decision has been made and associated plans finalized	Director of Recreational Sports - Bert Rosenberger	Update on procedures regarding reopening of Wellness Center as well updated attendance regulations.	Primary: Student and Faculty email lists, in addition to the WRC Members list. Secondary: Front Page, Social Media
Alumni Updates & Supporter Outreach	Alumni, friends and supporters of Georgia College	As soon as a firm decision has been made and associated plans finalized	VP for Advancement – Monica Delisa	Updates on campus reopening plans, how GC is navigating these difficult times. Highlights of ways to stay connected (ie GC United, social media, etc). Ways to support and get involved.	Primary: e-Connection newsletter & social media Secondary: Connection alumni magazine, social media, donor engagement by development officers.

