From the President

Since the on-set of the Coronavirus crises Columbus State has been reminded of this institution’s flexibility and creativity, as well as energizing our resolve to put the safety of our campus community and student success at the forefront of all we do. Our faculty and staff are committed to implementing our Return to Campus Planning Document in both a thoughtful and collaborative manner.

Within this document you will find our best thinking from over sixty faculty and staff members who were assigned to nine workgroups. With guidance from the University System of Georgia, their efforts considered workplace safety and content delivery in each decision made. During this crisis, we have learned new technologies and techniques for the office and the classroom. We have taken this moment to revisit our recent Comprehensive Administrative Review and realize fresh opportunities of being efficient and effective.

As Columbus State University moves forward, we intend to maintain institutional traditions and proven pedagogies. We also intend to explore exciting and innovative opportunities in the lessons we have learned, such as:

- Faculty will be encouraged to utilize their new experience to integrate technology into their usual mix of instructional options including in classroom, online, and hybrid courses for the coming semester with physical distancing policies in place. While plans are being finalized for the return, the coming semester will likely include fewer students in classrooms, the use of extended classrooms, and the use of CSU’s award-winning distance learning programs.

- Exploring live stream opportunities for when a student must be away for personal or business purposes, thus reducing absences.

- Encouraging students involved in group-work and presentations to utilize teleconferencing. Some of this will be out of necessity for a student who may be joining remotely in an extended classroom setting, and sometimes for the purpose of the educational experience of our students.

- Technology will allow us to expand our pool of quality adjunct faculty through online learning.

- Improving the retention of quality employees by providing personal flexibility for faculty and staff in situations where they can be productive by teleworking.

- Becoming more efficient and effective by expanding our on-campus shared-services opportunities in administration, communications, and marketing.

Upon the approval of our Planning Document and with additional guidance from the System office, we will move forward with the implementation of our plan. The implementation phase will consist of creating detailed department manuals, preparing the physical campus, and executing the communication plan to our campus community.

Christopher L. Markwood
President
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SUBMITTED TO THE USG FALL 2020:

The following information was submitted to the University System Office by May 15, 2020 via email to chancellor@usg.edu and copy Stuart Rayfield at stuart.rayfield@usg.edu.

Institutions may submit the following information in whatever format is most convenient, except for Question #2. For that Question #2, use the excel spreadsheet sent as an attachment.

Workplace and Health Safety

<table>
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1. Please provide a list of Workplace and Health Safety guidance outlined above that will be impossible to implement on your campus, the reason for the inability to implement, and mitigation plans. Please indicate the type of equipment/products you currently are unable to access for purchase or that has been included on the GEMA supplies inventory that will be required for implementing the above Workplace and Health Safety guidance (e.g. cleaning products, hand sanitizer, etc.)

Answer: Columbus State University does not anticipate any concerns with implementing the guidance from the University System of Georgia, as outlined in the materials provided. In addition, see the attached spreadsheet for equipment and products needed.

2. Given the above referenced guidance, outline your institution’s plan for initially returning employees to work. Be sure to include the order in which your plan will be implemented. What types of arrangements will exist for your employees (e.g. rotating work schedules for on campus and teleworking)? Please note any exceptions you foresee that will be necessary to bring individuals back to campus (e.g. maintenance repairs that require more than one person present for safety reasons).

Included, please address the following:

• Preventative Practices
• Mitigation and Monitoring Practices
• Sanitation Practices
• Travel
• Enforcement Practices

Answer: See document below

3. Submit your communications plan for the initial return of employees to campus for review. Include timelines and draft communications as possible.

Answer: See document below
Columbus State University has adopted and modified documents and guidance provided by the University System of Georgia to serve as a reference for its institutional planning purposes.

The following represents the initial considerations for reopening Columbus State University in stages and by staggering employee repopulation to the physical campus.

The following assumptions were made in developing the initial plan for reopening:

1. All institutional plans for reopening will be informed by decisions and guidance from the Governor, the Governor’s Task Force, the Department of Public Health, CDC, and appropriate local situations.
2. All institutional plans will include contingency plans for adapting to the reemergence of COVID-19, peaks, etc.
3. Institutional plans should account for possible/probable decreases in state appropriations, tuition and fee revenue, and losses in auxiliary funds.
4. With twenty-six institutions, there will be variations of the recommendations below. Each institution should create a plan that is specifically targeted for its unique circumstances.
5. While attempting to plan for and mitigate issues related to COVID-19, institutions should also stay focused on their mission/purpose; using this crises/urgency to reinvent/innovate delivery models, operational efficiencies, employee flexibility (telework, flex schedules, etc...).

Workgroups and Members

Working within the existing leadership structure of the Columbus State University, the following work groups have been established:

Return to Campus Task Force

- **Chair 2020:** Dr. Chip Reese, Associate Vice President for Student Affairs, Emergency Management Coordinator
  - **Co-Chairs 2021:** Julio Llanos, Associate AD for Internal Operations
  - Department of Athletics & Shana Young, Assistant Vice President for Leadership Development, Executive Director, The Leadership Institute
- **Editors:** Dr. Rebecca Gerdes-McClain, Director of First-Year Composition, Assistant Professor of English, and Dr. Eliot Rendleman, Associate Dean, College of Letters and Sciences
  - Professor of English, Professional Writing
Workplace and Health Safety

- Kelly Wilson, Executive Director of Facilities Plant Operations
  - Vicki Roebuck, Director of Student Health Services
  - Asst. Chief Laura Bennett, University Police
  - Dean Earl Coleman, The College of the Arts
  - Dr. Janet Alexander, Director for the School of Nursing
  - Steve Morse, Executive Director University Support Services
  - Byron Harris, Director of Transportation & Environmental Safety
  - Carole Clerie, Director of Human Resources
  - Dr. Eliot Rendleman, Associate Dean College of Letters & Sciences
  - Bridget Downs, Assistant Dean College Letters and Sciences

Academics & Research

- Dr. Ron Williams, Associate Provost for Faculty Affairs & Academic Innovation (2020)
- Dr. Alicia Bryan, Associate Provost for Faculty Affairs & Academic Innovation (2021)
  - Dean Dee Greer, College of Education and Health Professionals
  - Dr. Ron Wirt, Associate Dean, The College of the Arts
  - Dr. John McElveen, Dean of Students
  - Ted Laskaris, Interim CIO
  - Dr. Kevin Burgess, Biology
  - Dr. Bryan Banks, History & Geography
  - Dr. Tesa Leonce, Associate Professor Accounting & Finance
  - Dr. Ianthe Marini, Director of Choral Activities
  - Lisa Shaw, Executive Director CSU Advise (2020)

Public Service, Outreach, Continuing Education & Cooperative Extension

- Shana Young, Assistant Vice President for Leadership Development, Executive Director, The Leadership Institute (2020)
- Dr. Shawn Cruzen, Executive Director, Coca-Cola Space Science Center (2021)
  - Dean Annice Yarber-Allen, College of Letters and Sciences
  - Jennifer Joyner, Assistant Vice President, Alumni Engagement & Special Events
  - Dr. Jan Burchan, Associate Dean for Education
  - Samantha Miller Gurski, Assistant Director Continuing Education & Staff Council Chair
  - Dr. Michael Dentzau, Director Oxbow Meadows

Student Life

- Dr. Gina Sheeks, Vice President for Student Affairs
  - Curtis Walker, President, Student Government Association
  - Dr. John Finley, College of Business
  - Sarah Secoy, Director for Residence Life
  - Dana Larkin, Assistant Dean of Students
  - Laura Pate, Assistant Director, Servant Leadership
o Dr. Sue Tomkiewicz, Associate Dean Honors College  
o Dr. Sharon Renner, Assistant Professor Kinesiology & Health Sciences  
o David Mitchell, Director of Enterprise Development  
o Dr. Melissa Dempsey, Director of Student Life and Development  
o Lashica Thomas, Assistant Director Campus Recreation

Enrollment Management

● Sallie McMullin, Associate Vice President for Enrollment Management  
  o Dean Cindy Ticknor, Honors College  
  o Gary Bush, Executive Director of Admissions  
  o Josh Becker, Publications Specialist  
  o Valerie Alexander, Executive Director for Operations & Infrastructure Services  
  o Dr. Jonathan Meyers, Chemistry  
  o Dawn Frazier, Associate Professor Teacher Education, Leadership & Counseling  
  o Dr. Rania Hodhod, Assistant Chair Computer Science

Athletics

● Todd Reeser, Director of Athletics  
  o Dr. Ellen Martin, Coordinator Kinesiology & Health Sciences  
  o Dr. Dorinda Dowis, Professor of Criminal Justice  
  o Julio Llanos, Assistant Athletic Director (2020)  
  o Erinn Bentley, Interim Assistant Director Center for Global Engagement  
  o Michelle Folta, Assistant Professor Schwob School of Music  
  o Johniqua Williams, LSAMP Program Coordinator  
  o Ryan Harris, Director of Campus Services  
  o Mike Speight, Coordinator for Intramural and Club Sports  
  o Jay Entlich, Soccer Coach

Communication

● Greg Hudgison, Director of University Relations  
  o Dean Alan Karass, Libraries  
  o Dr. Clint Barineau, Professor Earth and Space Sciences & Executive Officer of Faculty Senate  
  o Dr. Tamara Condrey, Assistant Director of Graduate Programs, SON  
  o Randall Bramlett, Director Printing Services (2020)  
  o Breana Jones, Leadership Institute  
  o Dr. Sarah Smith-Frigerio, Assistant Professor Communication  
  o Dr. Carrie Reif-Stice, Assistant Professor Communication
Fiscal Impact

● Jeff Davis, Vice President for Business and Finance (2020)
● Richard Sears, Interim Vice President for Business and Finance (2021)
   ○ Dr. Fonda Carter, Associate Dean College of Business
   ○ Melanie White, Budget Director
   ○ Gena Stone, CFO CSU Foundation
   ○ Brian Senior, Asst. Athletic Director for Business Operations
   ○ Dr. Hannah Israel, Gallery Director
   ○ Nicholas McMillan, Assistant Professor of Art & Faculty Senate Budget Chair (2020)
   ○ Thomas Rice, GIS/CAD Coordinator & Staff Council Budget Chair

University Advancement & Community Partnerships

● Rocky Kettering, Vice President of University Advancement
   ○ Dean Linda Hadley, College of Business
   ○ Rex Whiddon, Sr. Associate VP of Leadership Philanthropy and Strategic Initiatives
   ○ Cameron Bean, Assistant Vice President of Development
   ○ Dr. Kim Shaw, Professor & Director for UTeach
   ○ Mariko Izumi, QEP Director
   ○ Jimbo Davis, Assistant Athletic Director for Marketing
   ○ Eric Van Bibber, Library Acquisitions Assistant
General Instructions:

1. The Return to Campus Task Force will identify questions and issues for consideration and develop potential answers and solutions.

2. There will be overlap in the issues considered across working groups. Groups should work cooperatively, as needed, to develop comprehensive and cohesive plans that document fiscal impact.

3. The Return to Campus Task Force will make recommendations to the Executive Leadership Team for final decisions.
In anticipation of a resumption of in-person instruction in August, 2020, University System of Georgia (USG) institutions will begin to bring faculty and staff who have been in telework or flexible arrangements back to their campuses 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. We will continue to rely on these sources to establish the standards we should follow to help protect our faculty, staff and students and to help the state’s effort to contain the virus.

In order to ensure a smooth transition and to limit the spread of COVID-19, institutions must develop a plan for a staggered return of faculty and staff. The plan must promote a healthy and safe environment; comply with Executive Orders and directives from the Governor’s office; and reflect guidance from the Georgia Department of Public Health (GDPH) and the Centers for Disease Control and Prevention (CDC) recommendations. Everyone must understand that the COVID-19 situation is fluid, and therefore guidance will very likely change over time, even after plans are prepared and adopted. Please be aware of this and make sure you communicate this reality to your campuses.

In addition, 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.

Below is an outline of our best effort at this point in time of what your workplace health and safety plans should strive to address. At this point there is much we do not know about what state directives will be in place when the workforce starts to return and later when in-person instruction resumes. We will regularly seek guidance from GDPH throughout the coming weeks and months.

I. Guidelines - Individual Employee General Considerations

A. 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 hand 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.

1. Description of Implementation: Provide sanitizing stations in high traffic zones. Provide initial training on proper sanitizing techniques. Recommend washing and sanitizing before and after entering new locations. We do not recommend the propping open of any exterior or interior doors in campus buildings per fire code. Sanitizers will be available at all CSU buildings. Continue to apply USG, CDC and GDPH guidelines.

2. Supplies / Materials Needed: Wall mounted and pump hand sanitizers

3. Communication Points: Sanitizing stations available for public use
B. 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.

1. **Description of Implementation**: Continue to follow USG, CDC and GDPH guidelines on social distancing and prevention.
2. **Supplies / Materials Needed**: N/A
3. **Communication Points**: Employees should return to work as directed by the University.

C. While not required, it is encouraged that employees consider wearing a cloth face covering while on campus.

1. **Description of Implementation**: Obtain cloth face shields, either through purchase, volunteer or donation for use at work.
2. **Supplies / Materials Needed**: Cloth face shields
3. **Communication Points**: Employees are encouraged to wear a cloth face covering while on campus.

D. Cloth face coverings are important in preventing transmission from asymptomatic individuals who have COVID-19. Institutions are not expected to provide employees with cloth face coverings. Employees who are typically required to wear a face mask or other personal protective equipment should continue to do so.

1. **Description of Implementation**: Recommend employees provide their own masks or cloth face coverings. CSU will disseminate the safety policies and procedures employees are required to follow to adequately enforce the policy.
2. **Supplies / Materials Needed**: Signage: We recommend that all signage requests be submitted to University Support Services via the eQuest system. This will allow time for creation, delivery and proper installation of signage on both campuses. University Support Services will have several options on their website to select from.
3. **Communication Points**: Columbus State University will provide at least one cloth face covering for every faculty and staff member as they return to campus during the staggered approach in the Summer of 2020. If additional face coverings are available after Summer 2020 they may be requested via eQuest to University Support Services.

E. 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 (2 meters) from other people,
- Do not gather in groups, and
- Stay out of crowded places and avoid mass gatherings

1. **Description of Implementation**: Implement virtual meetings, email, and phone conversations as much as possible. Keep face-to-face meetings at a minimum (6ft apart). Utilize a Staggered Workforce Grid to schedule employee work hours, break times, lunch hours and work days. Recommend using stickers on floors, desks, or workstations to identify safe zones for social distancing. Continue to follow USG and GDPH guidelines and policies on social distancing.
2. **Supplies / Materials Needed**: Signage
3. **Communication Points:** Employees should exercise social distancing at all times.

F. 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 socially distancing is possible.

1. **Description of Implementation:** In order to ensure that employees are social distancing, CSU will continue to stagger work shifts for Essential Physically Present Employees (EPPE). Generally, this consists of Custodial Services and Maintenance that work 100% daily on campus throughout the Summer months. EPPE also includes University Police, Mail Services, and others who must be physically present to complete their assigned task. During this time of EPPE faculty members who must retrieve an item from their office for the purpose of teaching may do so by calling University Police for access. Custodial Services will also be alerted to sanitize the area, as necessary.

![Stage 1 - June 11](image)

**Stage 1: Flex Office Schedule:** During the first stage of return to work, Administrative Staff will work on a Flex Office Schedule (40% office and 60% telework) while Faculty will continue 100% teleworking [See Appendix D].

- Faculty members who must retrieve an item from their office for the purpose of teaching may do so by calling University Police for access, as they did when the university was in the period of EPPE.
- The physical campus will remain closed to the public.

**Stage 2: Rotating Office Schedules:** In the next stage of return to work, Administrative Staff and Administration Faculty will start rotating office schedules (Monday,
Wednesday, Friday or Tuesday, Thursday) while Faculty will continue to provide instruction 100% remotely.

- On-campus office hours for faculty may be established with the approval of their college’s dean, and with full consideration of rotating schedules. This may include lab and studio spaces.
- With the approval of the appropriate college dean, current research with previously involved graduate students may resume with appropriate safety precautions.
- Enrollment Services may have limited campus tours (1 family per tour) and limited face-to-face interaction for the purposes of enrollment.
- Visitors to campus should call and make an appointment.

**Stage 3: Regular Office Schedules:** During this stage of return to work, Administrative Staff and Faculty will return to their campus duties as directed by their supervisor. Faculty will continue to deliver summer courses course work 100% remotely.

- It is recommended that only one other person be in your office at the same time and look at re-arranging seating in the reception area for visitors 6ft. apart (where possible).
- The Task Force will place appropriate signage to establish recommended social distancing boundaries, install Sneeze shields where applicable on countertops and place line markings or x’s on floors to identify safe distancing zones.
- If you feel that additional signage or other measures need to be placed in your area, please let the Task Force know.
- It is recommended that visitors to campus should call and make an appointment.

**Stage 4:** This stage of the planning is still a work in progress, in conjunction with the University System of Georgia. As these discussions become actionable plans, this document will be edited to reflect that. The current thoughts are that face-to-face instruction will take place at Columbus State University and at the other USG institutions. It is expected that resident halls and other areas and activities will be available on campus with great attention and encouragement to observe social distancing, utilization of face coverings, and proper sanitization. Our discussions with the USG are also considering contingency options, as conditions may change.

2. **Supplies / Materials Needed:** Signage, Sneeze Shields, Stickers for floor ID.
3. **Communication Points:** Employees should exercise social distancing at all times. Department heads should proactively arrange office, groups, and meeting areas, and stagger time in the office for employees so that social distancing is possible.

**SPECIAL NOTE:** All meetings should continue to be conducted in virtual formats until further notice.

G. Supervisors should permit employees to take breaks and meals outside, in their office or person's workspace or in such other areas where proper social distancing is attainable.

1. **Description of Implementation:** Recommend staggering break times, lunch times or work days to maximize social distancing policies. Give options to employees to eat outside or other identified safe zones to socially distance themselves.
2. **Supplies / Materials Needed:** Signage
3. **Communication Points**: Department heads and supervisors should stagger employee break and meal times to encourage social distancing.

**H. 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 the USG and GDPH.**

1. **Description of Implementation**: Temperature checks for employees with a walk-through or temporal scanner will be made available each day before starting work. Temperatures of 100.4 or greater will be provided written instructions for reporting these results to Human Resources and that they should consult with their medical provider. Additionally, signs will be posted adjacent to temperature screenings areas and liberally posted around campus describing symptoms of Coronavirus such as: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, and other less common symptoms.¹ Employees may be sent home and may be required to submit a release to return to work from a licensed healthcare provider. Employees feeling sick or demonstrating any symptoms of COVID-19 should notify their supervisor and stay home.

2. **Supplies / Materials Needed**: Walk-through & Temporal Temperature Scanners, signage.

3. **Communication Points**: Temperature checks for employees are available prior to entering work areas at the beginning of work day.

**I. Meetings and conferences should initially be held virtually wherever possible.**

1. **Description of Implementation**: Zoom, Google Hangouts, or other videoconference methods for virtual meetings to avoid person-to-person contact. These actions will create social distancing.

2. **Supplies / Materials Needed**: N/A

3. **Communication Points**: All meetings should continue to be conducted in virtual formats until further notice.

**J. Intangible services should initially be delivered remotely whenever possible.**

1. **Description of Implementation**: Use of DocuSign, scanning, pictures and emailing documents to reduce face-to-face interaction.

2. **Supplies / Materials Needed**: N/A

3. **Communication Points**: All intangible services should be handled electronically.

**K. Employees should not use other employee’s phones, desks, offices, computers, or other tools and equipment.**

1. **Description of Implementation**: Recommend employees using their own equipment to limit the spread of contamination. If tools or office equipment are shared, employees will sanitize/disinfect all office equipment and tools before and after use.

2. **Supplies / Materials Needed**: Sanitizer or disinfectant

3. **Communication Points**: Employees should not share office equipment or work tools – sanitation of all work equipment after each use.

L. 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.

1. **Description of Implementation:** Suspend the use of Personal Identification Number (PIN) pads and other credit card receipt signature requirements to the extent such suspension is related to customer/employee health and wellness. Run every card as credit to prevent possible spread of virus. Suggest online payment to customers fearful of using in-person payment.

2. **Supplies / Materials Needed:** Point of sale equipment will be frequently cleaned and sanitized, with wipes and sprays. Temporary shields to limit face-to-face interaction whenever possible. Gloves will be requested to be worn by every employee taking payment.

3. **Communication Points:** All credit card usage on campus will be touchless for customers.

M. Person-to-person contact, including handshaking, is prohibited during the ongoing community transmission of COVID-19.

1. **Description of Implementation:** Recommend not shaking hands or anybody to body contact and practice social distancing guidelines by CDC and GDPH.

2. **Supplies / Materials Needed:** N/A

3. **Communication Points:** All persons on campus are not to shake hands or have body-to-body contact with another person.

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*Again, 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.*

II. Higher Risk Populations

A. 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. Employers who live with or care for an individual who is considered higher risk may exercise appropriate leave provisions. Based on what is known to date, the GDPH identifies higher risk as:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease
1. **Description of Implementation:** Coming semester plan: offer remote work to those able to do so; essential physical presence employees may be directed to apply for leave under FFCRA

2. **Supplies / Materials Needed:** Laptops/home computer workstations, hot spots, cell phones, internet, WI-FI, VPN access and other technology may be needed to support longer-term remote work

3. **Communication Points:** Higher risk employees should contact HR with all requests for working remotely

**B.** All employees outside of those who fall into the higher risk population are expected to return to a work schedule as outlined in the campus plan. Employees who care for or live with individuals at higher risk for severe illness with COVID-19 should plan to return to campus as scheduled and work with their direct supervisor to ensure that their work environment allows for social distancing and the ability to practice the behaviors known to reduce the spread of the COVID-19. Employees may utilize appropriate leave options as necessary. Employees should contact the campus human resource office to identify appropriate leave options.

Updated by USG, June 9, 2020

1. **Description of Implementation:** Follow established USG policy for FFCRA and/or FMLA; administered by HR department. Direct employees to work with their supervisor and the Office of Human Resources.

2. **Supplies / Materials Needed:** N/A

3. **Communication Points:** Affected employees should contact HR

### III. Sick Employees

**A.** 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 (Expires December 31, 2020). 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:

1. Fever
2. Cough
3. Shortness of breath or difficulty breathing
4. Chills
5. Repeated shaking with chills
6. Muscle pain
7. Headache
8. Sore throat
9. New loss of taste or smell

1. **Description of Implementation:** Employees should provide medical documentation from a licensed provider excusing them from work and allowing them to return to work when clear.

2. **Supplies / Materials Needed:** N/A

3. **Communication Points:** Employee is required to leave campus, and advised that they may return when they are released to do so by their medical provider.
B. 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.

1. **Description of Implementation:** HR will advise on case-by-case basis
2. **Supplies / Materials Needed:** N/A
3. **Communication Points:** Affected employees contact HR

C. 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 members. 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 (Expires December 31, 2020).

1. **Description of Implementation:** Follow established USG policy for FFCRA and/or FMLA; administered by HR department
2. **Supplies / Materials Needed:** N/A
3. **Communication Points:** Publish FFCRA guidelines in print and online (poster provided by USDOL) (Expires December 31, 2020).

D. Employees who are sick but not with COVID-19 symptoms should follow their normal medical care provider’s direction.

1. **Description of Implementation:** Follow established USG policy for FFCRA and/or FMLA; administered by HR department. Direct employees to medical provider, local testing site, Augusta Health screening app, and any other resources available.
2. **Supplies / Materials Needed:** N/A
3. **Communication Points:** Sick employees should contact HR

IV. Travel

A. Non-essential travel of any kind is currently prohibited for USG employees. As the circumstances change, any changes in travel restrictions will be sent to the institutions.

1. **Description of Implementation:** Until the USG prohibition has ended, no travel applications or travel funding will be approved by unit supervisors or the Provost’s office. Once the prohibition ends, supervisors will approve or deny travel applications on the basis of USG, CDC, and GDHP guidelines about travel locations to avoid. Travel for study abroad will follow USG, CDC, and Georgia DHP guidelines. Study abroad questions and concerns should be directed to the Director of Global Education.
2. **Supplies / Materials Needed:** No supplies or materials are needed.
3. **Communication Points**: Once prohibitions are lifted, CSU employees and students should be informed about the latest travel policies, based on the USG, CDC, and GDHP guidelines. All travel applications and study abroad arrangements will be approved by the Provost's office in consultation with the Director of Global Education. Communication modes or platforms used to communicate to CSU employees and students should include website, In the Know, CougarConnection, and social media.

V. Sanitation

A. USG distributed guidance on March 25, 2020 for custodial operations. That guidance is still in place and should be followed. The guidance is based on industry recommendations and is attached to this document as Appendix A.

1. **Description of Implementation**: The University Support Services team will evaluate all workplaces, offices, classroom, labs, lounge and lobbies areas to determine what kinds of surfaces and materials make up that area. Most surfaces and objects just need normal routine cleaning; however, attention will be given to disinfection of high touchpoint areas in heavily used buildings on a daily or more frequent basis. This includes surfaces like light switches and door knobs, which will need to be cleaned and disinfected.
   a. A thorough reset of all furniture in all rooms and buildings on both campuses has been completed. All hard surfaces will be sanitized in classrooms, labs, common areas, lobbies, etc. Our primary goal will be sanitizing the campus, but we will also be taking photos and notating any other projects or repairs that need to happen. Stickers to promote social distancing have been added. A secondary complete sanitization of all rooms and buildings on both campuses with use of the electrostatic backpacks to ensure all surfaces are sanitized, ensuring our students are in the safest environment possible for their return. Reopening guidance for cleaning and disinfecting our campus can be found within appendix A and B. University Support Services team will be adjusting our custodial services plan to follow federal, state, tribal, territorial, or local guidance for COVID-19.
   b. **Daily Tasks**
      i. Empty Trash, Dust Mop, and Vacuum All Areas, Clean, Disinfect, and Restock restrooms
      ii. Dust, Clean Glass, and Spot Clean Entrances, Lobbies, Hallways, and Elevators
      iii. Dust and Spot Clean Classrooms, Dust, Wipe Down, and Spot Clean Offices and Lounges
   c. **Weekly Tasks**
      i. Common handled areas sprayed with Lysol, door handles, elevators, stair-rails Clean Outside Walkways, Detail Clean Restroom Toilets, Showers, and Fixtures, Remove Graffiti, and Disinfect Floor Drains, Clean Dry Erase Boards and Desktops and Damp Mop Floors in Classrooms, Damp Mop or Vacuum Floors and Clean Waste Baskets, Tabletops, Desks, Appliances, and Countertops in Offices and Lounges, Sanitization of Space (Electrostatic)
   d. **Outdoor**
      i. Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an
efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public.

ii. University Services Support Services team will maintain existing cleaning and hygiene practices for outdoor areas. We will target use of disinfectants that can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people.

2. **Supplies/Materials Needed:** Materials and Supplies used will be determined by the availability of cleaning and disinfection products and appropriate cloth face coverings. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional cloth face coverings needs. In specific instances, personnel with specialized training and equipment may be required.

3. **Communication Points:** Guidelines will be added to the University Support Services website.

VI. When an Employee Tests Positive for or is Diagnosed with COVID-19

**What happens on campus?**

A. 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 (GDHP).

GDHP 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 GDHP to establish the most responsive plan for contact tracing on campuses. Additional guidance for institutions will be forthcoming.

1. **Description of Implementation:** Direct employees to medical provider, local testing site, Augusta Health COVID-19 screening app, and any other resources available. Supervisor notifies HR, employee may be placed on FFCRA leave if eligible (Expires December 31, 2020). HR will administer leave and coordinate return to work upon receipt of documentation of clearance by a licensed medical provider. CSU will follow GDHP guidance on contact tracing. For employees who are contacted by GDHP and notified that they should self-quarantine due to exposure to a co-worker who is COVID-19 positive, supervisor will work with HR on applying leave as appropriate. HR and/or supervisor should notify USS for sanitization of workspace as appropriate.

2. **Supplies / Materials Needed:** None

3. **Communication Points:** Employee resource FAQs on CSU’s Coronavirus site.

B. Based on guidelines, areas where an affected employee has been should be closed for 36 24 hours when possible. When a 24 36-hour closure is not feasible, the area will remain closed for as long as possible without disrupting campus operations.

1. **Description of Implementation:** Close off areas visited by ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 12 hours or as long as practical before beginning cleaning and disinfection. Custodial staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic
equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by ill persons, focusing especially on frequently touched surfaces.

2. **Supplies / Materials Needed**: Routine custodial sanitation equipment (gloves, sprays, wipes) with the added use of electrostatic technology. Electrostatic sprayers use positive and negative charges to make disinfecting solutions electromagnetically stick to targeted surfaces. For example, no matter which angle you disinfect a surface from, the charge created by the electrostatic sprayer makes the disinfectant wrap around and cling to the entire surface, creating a complete sterilization with little to no exposure to the employee.

3. **Communication Points**: Notify staff that they are entering a possible hazardous work space and to follow proper protocol.

C. Custodial services will clean and disinfect all areas used by the person who is sick using the prescribed protocols as outlined in the USG custodial operations guidance. See Appendix A.

   1. **Description of Implementation**: Expanding intensive cleaning routines by custodial staff to disinfect all of the employees work areas, counters, restrooms, doorknobs, and stair railings.

   a. **University Support Services Procedural Response to a Report of COVID-19**

      When the COVID-19 Response Team notifies University Support Services that an area needs to be sanitized due to COVID-19 exposure, the following procedures will take place.

      **Step 1 - Response**
      Our front-line teams will respond to the area immediately within 12 hours, if notified during regular business hours and within 4 hours if notified after regular business hours. The exposed area will be closed to entry while our teams work.

      **Step 2 - ULV Fogger**
      Our teams will disinfect the space using an ULV Fogger. This type of machine generates a fog or mist formed of Ultra Low Volume (ULV) droplets, much smaller than produced by your typical manual sprayers. Studies show they can significantly reduce the number of viable infectious pathogens by producing micro droplets that float in the air for around 10 minutes after application, reaching areas considered inaccessible by regular cleaning methods.

      **Step 3 - Disinfect Frequently Touched Surfaces**
      In addition to using the ULV Foggings to fully disinfect the space, our teams will use EPA-approved cleaners to further disinfect frequently used surfaces in the exposed area such as door handles and light switches.

      **Step 4 - Reopen the Space**
      After thoroughly disinfecting the space and after consultation with the Emergency Management Coordinator, our teams will remove the posted signage and reopen the area for use.

**Resources:**


2. **Supplies / Materials Needed:** Routine custodial sanitation equipment with the added use of electrostatic technology, Electrostatic sprayers use positive and negative charges to make disinfecting solutions electromagnetically stick to targeted surfaces. For example, no matter which angle you disinfect a surface from, the charge created by the electrostatic sprayer makes the disinfectant wrap around and cling to the entire surface, creating a complete sterilization with little to no exposure to the employee.

3. **Communication Points:** Notify staff that they are entering a possible hazardous work space and to follow proper protocol. For the safety of the employee

D. Institutional employees should take care to ensure an affected employee’s health information is protected.

1. **Description of Implementation:** CSU will continue to comply with US federal HIPAA guidelines and other applicable laws and regulations. Guidance will be provided on a case-by-case basis by HR and the Office of Legal Affairs.

2. **Supplies / Materials Needed:** N/A

3. **Communication Points:** HR and the Office of Legal Affairs will work with employees and supervisors on a case-by-case basis. Medical documentation will be stored in a confidential file.

Columbus State University will assist in educating employees on information related to COVID-19 by placing notices that encourage hand hygiene in areas where they are likely to be seen. The CDC website has many print resources available for institutions to download and distribute on campus.

*We will be following the current templates provided to create signage, posters, banners, etc to assist in educating our campus of social distancing as well as washing their hands and continue to follow the hygiene protocol.*

**VII. Protocols for Cleaning and Sanitizing**

A. **Definitions**

- Cleaning removes dust, debris and dirt from a surface by scrubbing, washing and rinsing.
- Sanitizing reduces the bacteria identified on the product’s label on surfaces and in laundry.
- Disinfecting destroys or inactivates both the bacteria and viruses on hard, nonporous surfaces.
B. Routine cleaning and disinfecting
   • Clean and disinfect at least daily (or more, depending on use patterns) frequently
touched surfaces and objects such as:
   • Door knobs and handles
   • Stair rails
   • Classroom desks and chairs
   • Lunchroom tables and chairs
   • Countertops
   • Handrails
   • Light switches
   • Handles on equipment (e.g., athletic equipment)
   • Push-buttons on vending machines and elevators
   • Shared toys
   • Shared remote controls
   • Shared telephones
   • Shared desktops
   • Shared computer keyboards and mice
   • Bus seats and handrails

C. Note: Computer keyboards are difficult to clean. Shared computers should have signs posted
   instructing proper hand hygiene before and after using them to minimize disease transmission.
   To facilitate cleaning, consider using covers that protect the keys but enable use of the keys.

D. It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-
   risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and
   drapes can be cleaned using soap and water or a cleaner appropriate for the material.

E. Sanitizing reduces the bacteria on surfaces. We will use our standard nightly cleaners to sanitize
   that campus. Doorknobs and handles, Stair rails, Classroom desks and chairs, Countertops,
   Handrails, Light switches, Handles on equipment (e.g., athletic equipment), Push-buttons on
   vending machines and elevators.

F. We will use our electrostatic backpack nightly to disinfect the following areas. Doorknobs and
   handles, Stair rails, Classroom desks and chairs, Countertops, Handrails, Light switches, Handles
   on equipment (e.g., athletic equipment), Push-buttons on vending machines and elevators.

VIII. Reconfiguring of workspaces, conference rooms, and meeting rooms to ensure proper
   social distancing

A. It will be the responsibility of each department to self-monitor within their department staff to
   assure social distancing guidelines are followed for all meetings, etc. held in their workspaces,
   conference rooms and meeting rooms.

B. For all spaces that are scheduled through Events/Set-Up, the Events/Set-Up team will manage the
   amount of people allowed in these spaces through the event reservation process.
IX. Communications Plan around Employee Assistance Programs?

A. HR will continue to communicate information regarding the EAP

X. Communication Plan

RTC Communications Workgroup Plan

May 14, 2020

• Fall Return to campus communications goals to consider:
  o Summer Staff and Faculty return to campus starting in late May
  o Usual mix of instructional options including in classroom, online, and hybrid course delivery for Fall 2020 with social distancing measures (edited, July 9, 2020)
  o Continue 100% online course delivery for Fall 2020 semester
  o Hybrid semester switch to/from usual mix of instructional options or to/from online (edited, July 9, 2020)

December 18, 2020

• Spring return to campus communication goals to consider:
  o Spring staff and possibly Jan term faculty return January 4, 2021
  o Full faculty return January 19, 2021
  o Full student return January 25, 2021
  o Usual mix of instructional options including in classroom, online, and hybrid course delivery for Spring 2021 with social distancing measures

Goals

The purpose of the RTC communications plan is to direct the news and communications to internal and external audiences regarding the returning to campus strategy. The plan includes both internal and external stakeholder communications, including students, faculty, staff, community members, prospective students, alumni, donors, and the media. The goal is to inform the various audiences of the university’s plans and contingencies in a timely and relevant manner.

The communication will be designed and distributed through targeted owned, shared and earned media channels.

Goals by scenario:

• F2F w/SD:
  o Inform all stakeholders of safety measures taking place
  o Persuade students/parents it is safe for students to return to campus
  o Persuade students to strictly follow social distancing guidelines on campus to ensure the safety of all campus members

• 100% online delivery:
  o Inform all stakeholders this is the safest way to continue course delivery
Assure students they will be able to continue their degree progress (not lose momentum) while helping to prevent the spread of COVID-19

- Hybrid*:
  - Inform all stakeholders we need to be flexible in a rapidly changing situation
  - Assure students they will be able to continue their degree progress (not lose momentum) while helping to prevent the spread of COVID-19[1]

*It is important that we have early, direct conversations with internal stakeholders (i.e., faculty, staff) about being prepared for this contingency plan well in advance. This way, the institution can make a more seamless transition if the need arises, and reduce the potential for staff and faculty burnout.

Channels

- Internal
  - CSU Announcement Emails (as needed)
  - President Markwood Messages (as needed)
  - 5 Things you need to know today (Monday and Thursday)
  - In the Know (Tuesdays to Faculty & Staff)
  - Cougar Connection (Mondays to Students Only)
  - Cougar View
  - Cougar Alert (Emergency Alerts)
  - Campus/ Building Signs

- External
  - Social Media [2] (Facebook, YouTube, Twitter, Instagram) (as needed)
  - Website (From COVID-19 to Return to Campus focused) - Official Source of Information
  - New Releases (local, regional, national media outlets as needed)
  - RTC Portal and FAQs (website)
  - WCUG (Cougar Radio)

Tier System for Updates

As the situation unfolds and new updates are needed, the Return to Campus Communications Committee will provide recommendations on which messages should be distributed through which channels based on urgency, importance, and audiences impacted. Each message should be categorized as one of the following tiers:

- Tier 1: Messages that should be communicated on all listed external and internal communications channels immediately. For example, if campus were to be closed or a major event like graduation postponed.
- Tier 2: Messages that should be communicated through all internal communications channels immediately, including an email from CSU Announcements. For example, if an individual building were to be closed or a major change to grading.

- Tier 3: Messages that should be communicated through some or all internal communication channels, but do not have the urgency to warrant an individual email from CSU Announcements. For example, if a small event scheduled for a month away were to be postponed.

**Timetable**

- The messages will be distributed as the various workgroups, the ELT, and the USG approve the messages.
Return to Campus Planning Framework

RETURN TO CAMPUS PLANNING

Overarching Framework

The plan is for all University System of Georgia (USG) institutions to begin the semester with the usual mix of instructional options including in classroom, online, and hybrid courses for the coming semester with physical distancing policies in place (edited, July 9, 2020).

It is important to bring our students back to our campuses so that they may engage in the full higher education experience, which we have all invested much time in developing. The health and safety of our students, faculty, and staff are our top priority. With that priority in mind, the USG will work in tandem with the Governor’s office, the Governor’s COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) to make public health-informed decisions affecting the status of any of our campuses or our system.

The future for the next 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 coming semester or during any part of the term; however, we can develop plans that account for some of the scenarios under which we might be asked to begin the term. There are multiple scenarios for the semester for which institutions should have plans.

1. Academic Year 2020-2021 Start – Classes begin with limited social distancing expectations
2. Contingency Plan 1 – Classes begin with social distancing expectations
3. Contingency Plan 2 – 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

Classes and operations must be able go between best practices in the usual mix of instructional options and online delivery for a period, based on public health information during the semester. Each institution must be prepared for a disruption in the semester based on the fluid situation. While we have proven we can move to an online environment very quickly, we now need to develop and implement best practices for moving to the online environment.

Campuses should proactively educate and remind faculty, staff, and students of best practices in prevention both on and off campus. The Centers for Disease Control website has excellent resources and reminders to assist in this education.

It is recommended that institutions develop working groups or some structure upon which to develop plans for the eight (8) major areas listed below (as applicable to the individual institution). The working
group structure on each campus will vary. It is not the working group structure that is important, but rather the ultimate plans that are developed for your individual campus. However an institution structures their planning, a communications plan and fiscal impact analysis should be a part of all plans.

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

This document contains additional guidance and structure around institutional planning for each of the eight (8) working groups for the three (3) contingency plans listed above. Many of the requests below include noting additional resources needed. We do not anticipate any additional funds to meet these needs; rather, institutions should identify the needs and plan for a redirection of funds.

It is important that as we return to in person instruction, each campus develops a comprehensive approach for what it expects for faculty, staff, and students. This will include implementing the best practices in prevention to include practicing social distancing, following the recommended guidance on hygiene, implementing best practices in cleaning and disinfection, and other practices as recommended or required. In addition, USG will work with the Georgia Department of Public Health for testing and contact tracing effort.
The USG will work in tandem with the Governor’s office, the Governor’s COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) to make public health-informed decisions affecting the status of any of our campuses or our system.

Any return to campus in will not be "normal," even if significant social distancing expectations are not present. Institutions should fully develop Contingency Plan #1 (beginning on the next page). With that plan as a basis, indicate any areas within the eight working groups where a plan with limited social distancing requirements would differ significantly.
Where noted by an asterisk (*), institutions should submit a narrative plan.

I. CONTINGENCY PLAN 1: Classes Begin with Social Distancing Expectations

The USG will work in tandem with the Governor’s office, the Governor’s COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) to make informed decisions affecting the status of any of our campuses or our system.

Workplace & Health Safety

As our university moves towards post-pandemic, we intend to remain vigilant in our mission to continue our outstanding service standard across the campus facility, while maintaining a safe and health workplace for all. We also intend to utilize the newfound ideas and skills obtained in the lessons we have learned, such as:

- Technology has allowed us to expand our administrative productivity through teleworking.
- Increased adoption, leverage, and utilization of technology to implement changes and provide end-user support.
- Working remotely forced us to rethink how we deliver the same level of support as was previously done in person.
- Acceleration of the adoption and use of DocuSign (and other electronic signature platforms) for forms, contracts, invoice processing, etc. that were previously circulated on paper.
- With two campus locations, we have discovered that less resources (i.e. transportation costs, less time and energy lost while traveling) are expended by utilizing virtual meeting platforms in lieu of face-to-face meetings.
- Leveraging online meeting platforms to host weekly campus wide Q&A sessions, monthly orientation sessions, and training/technical support sessions for newly implemented functionality.
- Exploring live stream (or recorded) opportunities for large attendance business meetings or training options to practice social distancing.

Note: Student return will be addressed in the Academic and Student Life sections of this document

Campuses are currently planning for a gradual and staggered return to campus for faculty and staff that includes provisions for social distancing. For the purposes of this planning document, you should assume that the expectations outlined in the gradual and staggered planning document remain applicable. Additional plans should be in place to bring all faculty and staff onto campus to resume normal operations but with social distancing practices in place.

Staff

The gradual and staggered return to campus plans will inform the ultimate full return of staff to the campus.

*Building on your plan for the gradual return, what additional actions will need to occur to ensure that the staff on campus are prepared to start the semester, including serving students in person, while also practicing social distancing whenever possible?

- Provide training on social distancing; care and use of PPE; distribute recommendations and training videos and require employees to sign acknowledgement form; reinforce training during welcome week.
- Place orders for PPE, sanitation stations, and protective barriers to ensure delivery, and install.
- Provide bottles of disinfectant and paper towels for each faculty & staff lunch room/break areas with an instruction sheet for cleaning before and after use.

*What additional materials, supplies, equipment will be needed for staff to begin the semester of which you currently do not have access? Please use the attached template to document these items.

- No additional needs have been identified at this time. NOTE: this list needs to be trued up between all committee submissions.

*Staff Development opportunities related to best practices in the remote work environment for job duties should be available as appropriate. Please provide a list of opportunities for staff development that are possible beyond your campus and accessible by other USG institutions without additional cost.

- Explore training resources through institutional memberships and affiliations (i.e. CUPA-HR, KEPRO, DOAS, NASPA, etc.).
- Host monthly webinar and/or post pre-recorded trainings in university-wide newsletter.

Faculty

The gradual and staggered return to campus plans will inform the ultimate full return of faculty to the campus.

*Building on your plan for the gradual return, what additional actions will need to occur to ensure that the faculty on campus are prepared to start the semester as scheduled while also practicing social distancing? (Note: instructional expectations/plans will be addressed in the Academics & Research section).

- Campus messaging should include details about reopening parameters (social distancing; remaining six feet apart) and expectations about personal responsibility regarding health and safety (wearing masks, washing hands, and staying home when sick).
- The availability of place cards/markers and the utilization of sanitation stations will be included.

*What additional materials, supplies, equipment will be needed to begin the semester for faculty of which you currently do not have access? Please use the attached template to document these items.

- Additional materials, supplies, and equipment are not needed; items are already provided through University Support Services.

Travel

Travel for faculty and staff in the USG will be guided by the up-to-date travel guidance from the CDC. Institutions will receive updated information as the situation changes. Faculty and staff who are traveling back to their campus from a region that is in the midst of a COVID-19 increase should follow the appropriate CDC guidelines related to self-quarantine.
The faculty and academic leadership at Columbus State University (CSU) have utilized the COVID-19 pandemic as an opportunity to enhance our instructional resources and services. While the immediate transition to remote learning was challenging for many of our faculty and for students who were not accustomed to teaching and learning online, this experience led to a greater focus on identifying innovative solutions to enhance remote learning experiences.

Our ability to maintain quality, well-rounded instruction during the Spring 2020 semester provides evidence of our resilience. For example, our Center of Online Learning (COOL), the Faculty Center for the Enhancement of Teaching and Learning, and our QEP (Quality Enhancement Plan) worked collaboratively to provide additional training and online teaching resources for our faculty. Our current QEP focuses on problem-solving in real-world scenarios. COOL is continuing to provide support through online resources and a Summer Re-Boot Camp for moving courses online. The QEP area continues to provide and facilitate creative workshops, seminars, and online activities that utilize design-thinking as a primary framework in which to promote inclusive-teaching, enhanced pedagogy, and relevant curricular revisions to meet the needs of CSU’s student population.

Specifically, working with our faculty, academic leaders are exploring implementing a series of strategies to advance our ability to help students learn while preparing them for professional and personal opportunities. These strategies include 1) expanding remote learning opportunities (e.g., dividing large course sections where students alternate their participation between in-class and online sessions of the same course; 2) encouraging greater asynchronous participation for online courses; 3) encouraging greater flexibility for class assignments; 4) cross-listing online and face-to-face courses (An instructor could offer both formats concurrently, and this would reduce the density of the in-person classes.); 5) offering courses that meet for shorter-terms within the semester; 6) adjusting registration schedules; 7) enhancing remote/online laboratory and studio capabilities; 8) instituting online and call-in advising and tutoring, and 9) creating innovative career and internship procedures (e.g., allowing students to engage with companies/entities through telework or online modules). With a focus on enhancing research activities, from a distance, Columbus State has begun exploring how data collection may be reconsidered, IRB processes revised, and in-person activities in labs and other settings may be envisioned to accommodate creative methods for conducting scholarship inquiry.

Additionally, Columbus State has consolidated areas to streamline services, eliminate duplication, and enhance productivity. For example, the Center for Career Development (CCD) and the QEP office have been combined as one administrative unit. This move has facilitated greater collaboration and creativity in building a collaborative network of faculty and staff across campus. This network will continue the transformative work that is required to bridge academic and student affairs with a focus on integrating curricular and co-curricular experiences for students. To help equip our students, we place an emphasis on thinking critically and broadly. In accessible platforms, we innovatively foster relevant competencies (writing, problem-solving, communication, etc.) which facilitate authentic learning experiences that will enhance students’ future careers.

College 2025 states that USG will promote essential skills for 21st-century work by “[u]ndertaking curricular innovation and reform to ensure these real-world expectations are integrated across all programs of study”. While academic units are encouraged to help students prepare for future careers, Career Centers are traditionally placed outside of academic affairs. By situating the CCD and an academic entity, such as QEP, to collaborate in meaningful ways will create a transformative structure wherein the integration of scholarly and professional skill-sets will be promoted by design-thinking. Through our creative synergy, we have developed a hub for competency-based teaching and learning. In addition to real-world problem-solving, CSU is intentional about planning for our students’ successes by developing a seamless pathway from their initial enrollment at CSU through the completion of their degree-programs. This pathway includes: 1) orientation, 2) advising and tutoring experiences, 3) general education and major coursework, 4) co-curricular and extracurricular activities (leadership programming, servant leadership,
CSU values), 5) and an emphasis on career planning that connects well with academic experiences and preparation will allow us to ground competency development in concrete “real-world” settings more effectively, to the benefit of all CSU students.

The Academics and Research portion of this document was developed by the taskforce in accordance with comments provided by faculty across campus. Given this is a document to be provided to the USG, some comments given by faculty are noted and/or might not be present in this document, as per the USG’s guidelines. In particular, the USG advised each institution not to make sweeping changes to the schedule. As is spelled out in the document, if particular faculty have specific circumstances that would preclude them from teaching face-to-face during the semester, this committee would advise them to contact both Human Resources and their respective department chair.

**Academic Instruction**

The goal is to keep as much of a face-to-face experience intact while ensuring social distancing. For courses and programs that were online prior to the system-wide move to total online learning, there is no expectation for changes to those courses and how they are or will be delivered.

**Faculty who are scheduled to teach face-to-face or hybrid courses shall not move their courses to fully online.**

Faculty who fall into a higher risk population should contact their campus human resources department to begin the process of requesting alternative arrangements. Faculty will work in tandem with their department chair to identify the best alternate arrangement for delivering their courses.

Our plan facilitates offering 1) face-to-face courses (emphasizing social distancing), 2) hybrid courses, and 3) online courses. The type of course should be determined by the department chair/director and dean with input by departmental/school faculty. Departments will consider room capacity, with social distancing, and will begin to adjust based on this capacity (e.g. split numbers of students between classroom instruction and accessing the lecture online). On a case-by-case basis, thinking extremely creatively, night and weekend courses will be considered to reduce compromised social distancing, and where faculty workload will not increase. Decisions regarding a change of delivery will be determined by the chairperson/school director and dean and should be communicated to the provost, and the change in delivery may be subject to revision. Lastly, in accordance with USG and HR guidelines, we recommend that accommodations are made for those persons who fall into high-risk medical categories. These accommodations will be facilitated by Human Resources and individuals’ departments and units.

Social distancing placards and guidelines are placed campus-wide, on both campuses, and multiple additional sanitizing stations have been strategically placed for easy access. In some areas, there is signage indicating flow of traffic (walking). For example, for classrooms that have two doors, mark one door as entry only and one as exit only. Marking off personal space around desks may serve as a reminder to maintain social distancing. At the beginning of each class, students and faculty should wipe down their desk and chair with sanitizing wipes.

Due to the nature of our larger course sections, large classes (and labs) will be taught online or as a hybrid, where students are split into two or more groups (to promote social distancing), where one group is in class participating face-to-face and the other group(s) is online, and vice-versa during the next class meetings. To determine the occupancy rate of each classroom, laboratory, and computer labs, based on social distancing, an audit was conducted by Plant Operations and University Support Services. The maximum occupancy rate is based on the square footage of the space and the actual configuration (and shape) of the room. Social distancing is defined as 6' between persons. The audit has been shared with each of the College deans and chairpersons/school directors for the purpose of planning for instructional room assignments.
Additionally, the plan indicates that the dates of the term for all existing classes remain unchanged. However, the plan does permit, where feasible, the scheduling of new classes that are scheduled for shorter periods of time during the regular semester. The class schedule already provides for shorter terms, e.g. first half, second half, or 1/3 of term; increasing these offerings may allow students more ways to maintain full-time enrollment. However, care should be taken to minimize conflicts with full-term courses, and many short-term classes have been offered online or in the evening for this reason.

The plan permits departments/schools to consider cross-listing their face-to-face and online classes, so that an instructor would plan to offer both formats concurrently. This would reduce the density of the in-person classes, and students would "vote with their feet" by choosing which one to add to their schedules, albeit with the understanding that the in-person sections would be converted to online, if necessary. This strategy could help to facilitate a reduction in the size of face-to-face classes.

If the course of the pandemic is still uncertain, we will delay registration to allow a better view of conditions before students register. Rescheduling classes will create a significant problem for students who have already registered, and they will not want to create new schedules. Additionally, it creates challenges for the registrar’s office. Many departmental/school decisions will affect others and affect enrollment. We believe it is too late to change schedules once students have registered.

Experiential courses, clinical activities, and K-12 student teaching are instructional activities that are valuable to the educational experiences of students, and in some cases required. CSU faculty and staff will work collaboratively to identify alternative solutions for students who may not be able to participate in these activities face-to-face. We will work with external entities to inquire if online internships are available and if clinical activities may have remote components in an effort to cause the least amount of disruption to students’ degree plans. When necessary, PPE will be available for students and faculty who are required to interact with others for educational purposes away from CSU campuses.

Additionally, internships provide students with the opportunity 1) to work with and learn from some of the most knowledgeable individuals in their chosen field, 2) to apply many of the concepts learned in class to real life scenarios, and 3) to build a set of professional skills.

Students will attend a safety training session prior to placement of the internship. CSU representatives will reach out to the agencies to ensure proper protocols are in place consistent with guidelines from the CDC, GDPH, and USG.

For students who become ill during the semester, they will have the option of watching their courses via live stream or listening to an asynchronous recording. This provides access to all registered students, and prevents students from coming to class when they are ill. CSU has upgraded classroom technologies with additional cameras and microphones to make this possible.

For faculty who become ill during the semester, faculty are asked to notify their immediate supervisor so that arrangements can be made for their courses to be covered during their illness. If an illness is extensive, faculty will be required to follow normal procedures for illnesses within the Human Resources guidelines.

In the event the USG advises CSU to transition to all online instruction again, the University will communicate this message on its COVID-19 website and through other mediums. Notices will be posted in the LMS on the main page and in announcements. We will also use EAB to send out the message to the undergraduates. Texts will be sent out to all undergraduate and graduate students. Also, faculty members will directly email students who are enrolled in their courses.

For a shift to a completely remote instructional environment, student access to technology will be addressed. A survey of technology capabilities and needs will be sent out to all students. Faculty will
establish minimum technology needs for their courses (in an all-online format). The technology needed will be based upon instructional context/expectations. Students should ensure that these technology requirements can be met through personal means. Students who do not have access to adequate technology should check in with UITS at the library to access institutionally supported initiatives. If internet access is an issue, Eduroam is an option for connectivity to the internet.

**Description of Implementation:**

Faculty have already begun planning courses by the format of their courses (which has already been determined): face-to-face (emphasizing social distancing), hybrid courses, or online. As course delivery changes become necessary, those changes must be approved by the chair/director of the department/school and the dean of the college, if at all possible, at least a month before the start of classes to provide adequate time to plan. Any changes to class calendars or meeting times outside of the standard schedule should be submitted to the Provost’s Office for approval. Once changes to course delivery are approved, they should be communicated to University Support Services in order to determine which rooms/buildings would best support each class. The department chairpersons/school directors will work with the university registrar to make necessary adjustments to the course schedule. Also, faculty can communicate in-person expectations directly with students in their syllabi and ask students to acknowledge in writing their understanding of the in-class requirement (i.e. every other class meeting). University Support Services will implement social distancing placards in all academic spaces.

**Supplies / Materials Needed:**

Depending on need, CSU may allow home use of some state-owned laptop computers. Also, the placards and sanitation stations will be needed. Signage and tape can be used to designate traffic flow and mark off personal space. Sanitizing wipes will be needed to wipe down desks and chairs. Additional software may be needed, e.g., to facilitate test security and remote lecture/lab instruction.

**Communication Points:**

Campus messaging should include details about reopening parameters (i.e. social distancing, types of courses offered and general expectations about personal responsibility regarding health and safety (e.g. wearing masks, taking precautions, washing hands, staying home when feeling sick, and remaining 6 feet away from others). Also, the availability of the placards and the proper utilization of the sanitation stations should be included.

Communication will occur between academic areas impacted by the necessary changes. Each academic department/school will need to inform students of the (updated) technology requirements of each class, and this can be communicated in the larger university community plan as well.

**Classroom Expectation**

Institutions are expected to explore appropriate alternatives for classes that are unable to accommodate social distancing. Examples include flipping classrooms, moving to larger classrooms, providing alternate schedules for students within the class, etc. Class sizes will adhere to the social distancing measures required at that time. In this contingency plan, faculty should have robust and flexible office hours in an appropriate format to ensure students have the ability for one-on-one interactions with the faculty.
*What resources will be needed for the alternate classroom arrangements? Please note that there will not be additional budget dollars for these resources. This list is meant to identify what is needed so that the institution can begin to plan. When possible, the USG will attempt to leverage the needs of campuses with the capacity at other campuses.

**Resource Purpose Cost**

For programs that require significant clinical, labs, and practicum experiences and where factors related to COVID-19 will prevent the completion of these requirements, institutions will work to develop alternatives and mitigate any impact on student progression whenever possible. Institutions will work with appropriate accrediting boards in developing appropriate alternatives where applicable.

ILL/GIL Express are not currently working, thus making preparation for graduate courses difficult for some. Although we face fiscal challenges, our plan places an emphasis on access to a larger e-books database. Also, for labs in the sciences, while we acknowledge the budget limitations, we are requesting that the system explore the purchase of licenses for online lab resources (e.g., Labster and SimBio) to make them more affordable per student. Natural sciences faculty must have such resources to conduct online labs. Additionally, other select academic departments will have a need for additional technology support materials (e.g., computer science and health sciences).

Faculty access to their offices and research spaces will be a priority. Guidelines will specify to what extent faculty and staff must reduce the number of students they can assist at any one time, and maintain social distancing (e.g., computer labs, tutorial and advising spaces, study spaces in the library and elsewhere). Also, all persons will be encouraged to wear masks according to CDC guidelines.

Relevant to classroom activities, courses/programs with clinical/practicum/internship/etc. requirements will proceed as normal, and the academic personnel responsible for those areas will be permitted to adjust as necessary according to GDPH, CDC, and USG guidelines (e.g., Director of Nursing may adjust clinical parameters based on what is occurring with availability (i.e., site closures and safety concerns). For example, virtual options are available in some cases for education and nursing. Also, we will be exploring whether online internships are appropriate if companies are working remotely. Utilizing this method, we can maintain valuable internship experiences for students.

Additionally, departments and schools will be permitted to adjust their course delivery methods, in light of extenuating circumstances surrounding the COVID-19. Specifically, within the College of the Arts in the Schwob School of Music, Department of Theatre, and film production we recognized the increased risk for the potential transmission COVID-19. The Schwob School of Music is comprehensively planning for subsequent semesters. Singing and speaking are a significant part of the curriculum and present challenges with the spread of virus through saliva and droplets. The solutions to problems related to social distancing in reference to managing vocal performance and wind instrument programs will be similar to that of other music schools’—that is, professionals in the various areas such as ensembles are sharing their best ideas so that every student’s experience across the country can be the best possible given the circumstances. In the College of the Arts, faculty and staff are committed to helping students to adhere to the social distancing guidelines from the GDPH, CDC, USG, the National Association of Teachers of Singing, the American Choral Directors Society, Chorus America, and the National Association of Schools of Theatre (NAST).

**Description of Implementation:**

Handled by departments impacted.

**Supplies / Materials Needed:**
Additional software needs, such as these online labs.

**Communication Points:**

Each academic department/school will need to inform students of the (updated) technology requirements of each class, and this can be communicated in the larger university community plan as well.

**Suggestions for Safety Plans for the Schwob School of Music:**

As a result of meetings with Schwob School of Music faculty and staff, and based on conversations with other music unit leaders across the country, the Director of the Schwob School of Music has shared initial thoughts about what may be needed. These ideas are preliminary, and focus on

1. entrance and exits, with social distancing
2. replacing physical keys with swipe cards (for less touching)
3. monitoring and adjusting air handling
4. utilizing tents for large ensembles to practice outdoors (for greater air circulation).

**Description of Implementation:**

Notice to the campus community that the university is open and parameters for academic departments/schools with clinical, practicum, and internship experiences would be handled by those departments/schools.

**Supplies / Materials Needed:**

Tents for outside venues.

**Communication Points:**

Campus messaging should include details about reopening parameters (i.e., social distancing, types of courses offered, and general expectations about personal responsibility regarding health and safety [e.g., wearing masks, taking precautions, washing hands, staying home when feeling sick, and remaining 6 feet away from others]). Also, strictly enforced social distancing and masks as recommended by health officials. Communication will occur between academic areas impacted by the necessary changes.

For programs that require significant clinical, labs, and practicum experiences and where factors related to COVID-19 will prevent the completion of these requirements, institutions will work to develop alternatives and mitigate any impact on student progression whenever possible. The institution will work with appropriate accrediting boards in developing appropriate alternatives where applicable.

**Momentum Year & Momentum Approach/Student Success**

COVID-19 has presented institutions with the need to be very flexible in their delivery of education. Critical to the success of students during this time will be comprehensive plans that are focused on supporting students for success. Momentum Year and Momentum Approach plans are in place or in development. Institutions must now reevaluate those plans to account for the need for flexibility.
*Using your existing Momentum Year and Momentum Approach plans the institution has already developed and begun implementing, identifying any changes necessary to account for the need to practice social distancing. Institutions should identify:

- Which initiatives need to be adjusted
- What alternate arrangements can be implemented
- What technology would be needed to implement alternate arrangements

*If not explicitly addressed in the revision to the Momentum Year/Momentum Approach items above, what revised practices for the following will be implemented to allow for social distancing:

- Student advising model
- Instructional support (e.g. supplemental instructions, peer tutoring, tutoring centers, writing centers etc.)
- First and/or Second Year Experience programs

*Please list any additional resources that are required to implement the above plans for Momentum activities, student advising, and instructional support.

CSU will maintain the academic support and our onboarding/success programs virtually and possibly face-to-face. We will continue our focus on momentum approach/year, and will continue to place an emphasis on student success (whether in-person or virtual). CSU has adjusted our PROWL and ROAR orientation activities, both initiatives (orientation sessions) have been converted into online virtual formats to provide essential information for students as they begin courses at CSU. The focus for ROAR and PROWL will remain on growth mindset, leadership, and a sense of belonging. Software upgrades and computer science faculty expertise were required to modify the arrangements. We have eliminated our standardized admission testing requirement until further notice. Our advising and tutoring services have already transitioned to online formats, and they can continue to provide those options. When we return to campus advisors and tutors will alter schedules and work with students practicing social distancing. Math placement has been revised to occur by one of three options:

1. Students with SAT/ACT scores or Accuplacer scores available may be placed according to previous thresholds.
2. Placement in or exemption from Corequisite Support using HSGPA.
3. Placement in or exemption from MATH 1111 for students without test scores
   - STEM students with HSGPA between 2.8 and 3.39 place into MATH 1111.
   - STEM students with HSGPA >= 3.4 place into MATH 1113.

Higher placements (in MATH 1113 Precalculus or MATH 1131 Calculus I) will be handled manually by appeal and overrides.

These revisions will allow for students to get into the right math class and to enter other gateway classes that they are qualified for. CSU Advise and tutoring services are prepared to provide a greater level of support services for all students, especially for students who may be entering CSU without test scores.
Description of Implementation:
This would be handled by CSU Advise, the Student Services area, and the PROWL office.

Supplies / Materials Needed:
UITs engagement and support from our academic technology leaders.

Communication Points:
A public announcement that both ROAR and PROWL will continue in a virtual format this summer, and specific communication will occur between areas impacted by the necessary changes. Additionally, depending on guidance from GDPH, CDC, and USG, CSU staff in these areas stand ready to provide face-to-face orientation experiences in addition to virtual services for advising and tutoring.

International/Domestic Travel
Because COVID-19 is an evolving situation, final decisions for any study abroad/study away programs should be considered carefully and be informed by public health information. The USG will provide some baseline guidance to institutions related to study abroad/study away that will be based on the current public health information. Institutions are expected to follow CDC guidance related to international travel and have plans in place to accommodate any affected students.

The Center for Global Engagement will monitor its study abroad offerings for compliance with the guidance from the GDPH, the CDC, and USG. All study abroad trips have been canceled until further notice. We will incorporate international experiences into the student curricular and co-curricular experience on campus.

Additionally, international students who have visited their home countries, who may face a quarantine period upon returning to Columbus, will have online access to their classes that would allow them to continue to progress. Perhaps a hybrid model with a fully online option is ideal in this situation.

Description of Implementation:
This would be handled by the Center for Global Engagement and impacted departments and schools.

Supplies / Materials Needed:
Deployment of software.

Communication Points:
Communication will occur between academic areas impacted by the necessary changes and the CGE.

Faculty Development
Each institution is expected to be able to provide robust faculty development opportunities in online learning and delivery during each semester. While most faculty are not on contract during the summer months, development opportunities should still be provided to those that have a need and would like to participate. Faculty should not
expect additional compensation to participate in these development opportunities. The typical faculty planning week on each campus prior to the start of the semester should include additional opportunities.

*What development activities will be available to faculty now and during the summer so that they may implement best practices in online delivery?

*Does your campus have the capacity to allow faculty from other USG institutions to participate in these development opportunities?

*What faculty development opportunities are needed but not available on your campus?

*If your campus has a faculty mentor program for faculty adept at online delivery to mentor faculty new to online delivery, please describe generally how the program is structured. Please indicate if your institution has capacity for faculty to mentor additional faculty in other USG institutions.

Faculty development will be continuously available for those faculty members who need initial or refresher training for online teaching. CSU recognizes that individuals may need assistance in preparing to strengthen their pedagogy/curriculum for online teaching. While faculty development will be available during the summer for those who would like to engage while they are not on contract, it is noted that faculty are not required to participate in training during the summer months. Faculty who would like training are encouraged to seek training before the semester contract ends, or after it begins in subsequent semesters. Additionally, training will be recorded and made available to faculty at their leisure. This would allow faculty to decide if they want to participate in the summer or wait until planning week to view the videos and seek personal assistance as needed. We are open to exploring ways of including faculty from other USG campuses in our online trainings. We encourage faculty to participate in QM training, which does come with a cost. However, online faculty development will be available through our Center of Online Learning. We currently do not have an online faculty mentoring component. However, faculty have been encouraged to share best-practices with their departmental colleagues and across the university.

Description of Implementation:

Notice to the academic community that training for online teaching is continuously available through the Center of Online Learning (COOL). Professional Development opportunities are available through QEP and the Faculty Development Center.

Supplies / Materials Needed:

Continuous support for online learning.

Communication Points:

This will be handled by each academic department/school, college, the provost’s office, QEP, and the Faculty Center. This will also be communicated in the larger university plan.

Research

Faculty who are expected to engage in research should continue their activities as appropriate and safe to do so. Each institution should work within their college/school structure to communicate with every faculty member about their current research agenda and the extent to which their research projects have been/are/will be affected by the
disruptions from COVID-19. Whenever possible, institutions should make efforts to facilitate the resuming of faculty research. Special care should be taken to support the continuity of the careers of early stage faculty whose research may be disrupted during this time.

We will continue to utilize the social distancing placards in spaces where research will be conducted. The spaces include laboratories, studios, field sites, and classrooms.

Faculty are involved in a variety of research activities, including faculty-led undergraduate and graduate research. Laboratory research, in particular, presents a health and safety challenge in the COVID-19 era. To ensure the safety of faculty and students involved in laboratory research, the following priorities have been established:

1) All research activities that cannot be performed remotely, and if further delayed would represent serious damage to research projects and theses with laboratory-based activities. These research activities include faculty and CSU graduate student research and grant-funded research.

2) Faculty-led undergraduate research.

Researchers will still need to follow the safety protocols established by CSU (e.g., physical distancing). Research activities will incorporate broader return to campus guidance, including increased cleaning and disinfecting, physical distancing, and face coverings in common areas.

The key tenets of the return of on-campus research activities are as follows (adapted from UCF Return to Campus Plan 2020):

- Research training is required for all researchers prior to returning to the laboratory environment.
- Scheduling plans will be used at each laboratory space to ensure capacity limits are followed. Approved occupancy plans must be submitted prior to returning to the lab environment. Each laboratory must have a weekly schedule of who will be in the laboratory and no more than 1 person per 200 square feet at any given time.
- All individuals entering a lab must complete a check in and check-out form that includes a health check and attestation regarding symptoms and behavior associated with possible COVID-19 infection. The check-out form captures an attestation that health measures were followed and that the cleaning protocol was completed.
- Faculty researchers must prepare written safety procedures for their laboratories, including plans for regular cleaning and disinfecting spaces. The plan must be clearly displayed in the laboratory.

The most critical issue is students’ timely completion of their program. Research activity may need to be modified to meet this requirement. More PPE will be used to conduct research in areas like the Human Performance Lab where close contact is needed for taking vital signs, etc. Additionally, research projects will be adjusted to accommodate the situation in order for students to complete their programs in a timely manner. For example, pre-collected data sets could be utilized in these instances. Faculty will work with students to ensure students have met/demonstrated proficiency in data collection.

To ensure the health and safety of clinical patients and human research subjects, we will continue to emphasize social distancing and other GDPH, CDC, and USG recommendations regarding public health and safety.

Faculty access to their offices and research spaces are a priority. Therefore, when departmental and school leaders provide information regarding eminent need to begin research, faculty may have access to campus spaces, provided that social distancing is maintained and placards are visible.
Departments and schools will handle specific situations regarding undergraduate researchers who are working on senior theses, senior capstone projects, or grant funded research projects. To ensure as rapid a restart for research that mirrors the current public health condition, we will make campus spaces available to those who need it to conduct their research, using the current safety guidelines.

Although USG does not support a blanket pausing of the tenure and promotion clock for tenure-track faculty, the USG policies do support the approval of extending the time on a case-by-case basis. Therefore, faculty who experience an interruption in their research productivity, or in their ability to participate in service or enhance their teaching, will be permitted an opportunity to request a pausing of the “tenure-clock” for the 2020-2021 academic year.

**Description of Implementation:**

Departments and schools should implement regulations regarding research in their areas by promoting social distancing and general expectations about personal responsibility regarding health and safety (e.g., wearing masks, taking precautions, washing hands, staying home when feeling sick, and remaining 6 feet away from others).

Departments and schools will work with student researchers to ensure they are informed regarding their ability to conduct research and they are familiar with social distancing guidelines and other precautions that are necessary when conducting their research.

The Provost’s office will notify all non-tenured, tenure-track faculty members of the procedures for requesting an extension of the promotion and tenure timelines.

**Supplies / Materials Needed:**

Depending on the procedures determined by departments and schools, sanitizing wipes and sprays, spray bottles, gloves and masks will be provided.

**Communication Points:**

The university needs to communicate parameters for conducting research, and this communication may advise individuals to contact departmental/school policies for specific information within the discipline. Campus messaging regarding social distancing, and taking other precautions should be provided by CSU.

Departments and schools will communicate information to students. Communication will occur from academic areas impacted by the necessary changes.

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**Public Service, Outreach, Continuing Education & Cooperative Extension**

Public Service, Outreach, Continuing Education & Cooperative Extension units at Columbus State University adapted to the challenge of COVID-19 with a variety of creative and innovative methods. Opportunities such as live feeds, online modules, webinars, virtual tours, live performance broadcast, and leveraging social media have allowed us to interact and engage with our constituencies in meaningful ways.

Many of our centers focus on providing hands-on engagement and tactile learning experiences. The creativity in our planning has focused on providing this type of engagement in a safe and effective manner virtually, while also
returning to some in-person programs and a mix of instructional methods including in classroom, online, and hybrid courses with physical distancing policies in place (edited, December 17, 2020).

Moving forward, these units are expanding their innovative efforts through virtual field trips and online community programming. Such activities are connecting K-12 students to Georgia Standards of Excellence by employing online assets with resources in and around their classroom and home environments. These activities also include online programming with adult learners who remain committed to their professional development and leadership growth in any situation from any location.

These units also focus inward on the CSU undergraduate and graduate students to develop, in association with faculty and staff, ways to embed the context and mission of each Center into real-world learning opportunities in education, servant leadership, health, science, research and sustainability.

The work of these units since the pandemic began has paved a creative way to stay connected to the either communities they serve, virtually or safely in-person - options that will continue. Using the smart and sound plans developed for both virtual and safe in-person engagement has provided more methods of interaction for our constituents with our centers. As our community works to move forward, these units will continue to offer quality content and services that underline the synergistic relationship between Columbus State University and our region. (edited December 17, 2020)

Each institution should identify all of the activities and programs that fall within the categories of public service, outreach, continuing education, and cooperative extension.

CSU Public Service, Outreach, Continuing Education, and Cooperative Extension are

- Oxbow Meadows
- Coca-Cola Space Science Center
- Bo Bartlett Center
- Illges Gallery-Corn Center for the Visual Arts
- Carson McCullers Center
- Pasaquan
- Center for Quality Teaching & Learning
- Columbus Regional Math Collaborative
- The Nonprofit & Civic Engagement Center
- The Leadership Institute
- Command College
- Columbus Community Geography Center
- Continuing & Professional Education
- The Ivey Center
- Center for Health Disparities & Community-Based Research
- Center for Assessment & Reading Education
- Riverside Theatre
- Woodruff Park
- Legacy Hall
The Cunningham Conference Center
The Rankin Center

For each activity or program, there should be a comprehensive plan in place to deliver the activity or program in a manner that allows for social distancing.

- Individual outreach plans were provided in a Google Doc to Columbus State University on May 29, 2020.

Because these activities vary widely across institutions, it is not expected that each institution submit a plan to the USG for the continuance of these activities; however, it is expected that institutions make public health-informed decisions that are appropriate and in alignment with USG, GDPH, and the Governor’s office guidance and directives.

- Decisions related to external events scheduled on our campuses should conform to the current campus status and be in alignment with USG, GDPH, and the Governor’s office guidance and directives.
- Campuses should seek to abide by the existing contracts and should work with their legal counsel or the USG legal counsel to ensure that future contracts include language that allows for flexibility during COVID-19.
- Institutions should attempt to reschedule events whenever possible.
- For events that are unable to occur, credit should be offered for a future event or a refund should be provided.
- Institutions should develop a set of published expectations for outside events being held on campus that reflect the requirements for the campus operations.
- Major events on campus such as Homecoming and student preview days are expected to follow the up-to-date social distancing requirements.
- Individual institutions will follow state guidelines as they make local determinations on the expectations for those events.

CSU Outreach Centers either have opened, or will reopen to the public (for those who serve the public) and groups with limited physical distancing guidelines in place. Group leaders will be provided with a document, ahead of their visit, regarding CSU/USG guidelines and will be asked to sign and return it. Those entering outreach facilities as individuals may be asked to read and sign a guidelines document upon entry. All patrons of our facilities will need to abide by the guidelines set forth by CSU and USG, which will be posted in each facility.

Outreach centers will take the appropriate precautions for public interaction:

- Signs will be posted stating that individuals who have a fever or other symptoms of COVID-19 shall not enter the facility.
- Additional signage stating CSU/USG guidelines upon entry will be posted.
- Guests may be required to purchase a timed admission to certain outreach centers.
- A maximum number of guest or group accommodation in each facility or area of the facility will be determined by square footage.
- Proper physical distancing will be encouraged.
- Common surfaces and touchpoints will be disinfected regularly.
- Tape will be applied to floors at ticket counters, gift shops and other areas where queues may form to enforce proper physical distancing protocol for patrons who are waiting in line.
● Restrooms will be cleaned regularly.
● Play areas and arcade-style exhibits will reopen with frequent cleaning.
● Where theater-like seating occurs, non-cohabiting patrons will be seated at least six feet apart.
● In classroom and educational spaces, the number of participants allowed will be determined by square footage and the seating arrangements will be organized to provide for proper physical distancing.
● All tools and materials used in the classroom activities will either be cleaned or discarded after each activity.
● Participants will engage in hand sanitation at each change of activity or upon relocating within the building.
● Facility rental will resume depending on the size of group and square footage of the facility in order to accommodate proper physical distancing.
● Participants from separate groups will not be allowed to gather in common areas or mix, intermingle between groups.

Each outreach center has filed a comprehensive plan with CSU regarding their activities and programs. These comprehensive plans outline how they deliver the activity or program in a manner that allows for physical distancing.

**Student Life**

The experience of moving to 100% remotely-delivered content has provided those departments responsible for co-curricular programming and student support services with an opportunity to reflect on how they may effectively utilize varied modes of delivery for programs in direct support of student engagement and student success. This experience has offered an open platform for emerging thoughts and strategies on how content may be best presented to students, while also facilitating a focused attention on meaningful learning for, and with, students. This has resulted in the realization of novel solutions toward reaching diverse student populations, maintaining a high level of student engagement, and meeting students where they are in the learning process.

Those entities in direct support of the Student Life experience have identified strategies that reflect creativity and innovation, inclusion and community-building, and flexibility. These strategies will continue to be employed in programming efforts moving forward as they have proven to be efficient, effective, and most importantly, student-centered.

**Dining Services**

● Dining Services will continue to experiment with menus, set ups, flow, and other options that keep food safety, service, and options at the forefront. Dining options should not include buffet or self-serve areas. Additionally, new occupancy standards will be developed and implemented.
● The “to-go box option” for a limited number of students worked well in terms of keeping students distanced during meal periods.
● For quarantined students, Dining Services will incorporate utilization of Microsoft Teams so students may review menu choices and make selections for food delivery.
Residence Halls

- Residence Life will continue to explore opportunities to engage students through online and hybrid programs to create community throughout their Residence Hall and campus community. Utilizing existing social media platforms and online tools, students will have more freedom and diverse opportunities to engage with their peers through both social and educational programs.
- Residence Life will continue to create extensive virtual tours for each housing area and room type. Using the virtual tours, Residence Life will be able to reach future students who may not have an opportunity to visit campus. The goal is to keep them engaged and informed during their college selection process.
- Residence Life will continue to incorporate a hybrid training platform for student staff members in each of the Residence Life positions. Using a hybrid format will allow flexibility in training scheduling for students, as well as promoting cost-saving measures.

The Counseling Center

- Utilizing new concepts such as video and phone therapy will allow the Counseling Center to continue to operate and serve their clients on an uninterrupted basis.
- The Counseling Center was able to adapt and will continue to provide a high level of service to students who function in a fully online educational experience. Therapists have learned the benefits of helping students in the comfort of their own homes (e.g., more flexible schedules, students may feel more relaxed in their own homes, etc.), thus adding to the therapeutic process.
- The Counseling Center will continue to coordinate efforts with the Create Care Team to provide an additional way to advocate for students by helping to identify additional resources they can access on campus through the Care Team initiative. The Care Team initiative will also continue to help to strengthen collaboration among colleagues campus-wide in order to help students achieve both their academic and mental health goals.
- The Counseling Center will continue to incorporate social media into its promotion, marketing, and outreach efforts. The Center has also realized the value of online outreach through Zoom support groups, which offer new and innovative ways to reach students.

Student Life & Development

- Student Life & Development will continue to pursue additional opportunities for hybrid and diverse modes for presenting campus programming. The in-person community building component is crucial, yet, there is opportunity to support and extend programming to include more diverse engagement opportunities for students. These hybrid events would allow for other populations that are typically less engaged (nontraditional, military, commuter, alumni and families) to become involved. For example, Columbus State University’s Day of Service could be expanded to include at-location or virtual service opportunities in addition to the traditional event.
- Activities and student employee/leader training will be streamed online to allow for hybrid event options.
- New Student Orientation transitioned to a 100 percent virtual delivery platform. Moving forward, there is opportunity to fuse online and virtual orientation components with essential face-to-face facets to better prepare students prior to their arrival on campus. This strategy will allow for face-to-face orientation components to be narrowed to those priorities that provide active community building, and other identified learning objectives essential to the on-campus experience.
**Campus Recreation**

- The Campus Recreation Department has learned that there is an entire community of students and other patrons interested in participating in online programming. The Aquatics Program created videos focused on skills and workouts to help a swimmer be more prepared for when they can get back into the water. These videos have experienced a lot of traffic, and will continue to be offered as part of Aquatics programming.

- The Outdoor Adventure Program featured possible trip locations and highlighted areas that CSU students could explore on their own time. Once students are back on campus, trips to some of these locations might be scheduled. Social distancing guidelines would be observed.

- Intramural Sports and Club Sports created videos on drills which viewers could participate in to keep up with their athletic workouts. These drills have been viewed over 300 times, and is an initiative that could be extended in the future.

- Going forward, Campus Recreation will offer multiple online services/programs to continue engaging the online community. Campus Recreation also plans to incorporate the weekly virtual schedules into all program areas and utilize social media to promote those virtual programs. This will enhance the department’s ability to serve the students whether they are able to physically utilize the facility or not. As innovative ideas for future programming are developed, the concept of hybrid events will be a focus of planning.

**Student Health Center**

- The Student Health Center will continue to utilize the recently implemented appointment scheduling, patient entry into the Health Center and triage protocols.

- The Student Health Center will continue to perform more phone triage, treatment, and calling in of prescriptions (not actual Telehealth) within the scope of safety and legal liability.

Institutions should seek to offer a student life that resembles a traditional student experience whenever possible. Social distancing will undoubtedly change the nature of the type of events, activities, experiences that can be provided. The goal is to connect students to the institution in a manner that promotes student success and engagement.

**Residence Life**

Residence Life is a critical component to many students’ experience at USG institutions and should be preserved as much as possible. Institutions will not be able to guarantee the safety from COVID-19 to residential students.

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. Individual students should be reminded of the best practices in prevention but must take responsibility for their own actions.

Institutions will create an environment in which students can practice the safety guidance adapted from the CDC in the public areas of the residence halls. Individuals are responsible for the cleaning and disinfection of their individual room. Guidelines for individuals living in shared housing include:
Protect Themselves

- **Social distance** by staying at least 6 feet apart from others that they do not live with.
- Consider wearing **cloth face coverings** in any shared spaces, not including their dorm room.
- Everyday preventive actions everyone should take:
  - Know how the virus spreads.
  - Wash hands often.
  - Avoid close contact.
  - Cover mouth and nose with a cloth face cover when around others.
  - Cover coughs and sneeze.
  - Clean and disinfect.

Know Where to Get Information

- Campus Housing residents should make sure they know how their Residence Hall will communicate COVID-19 information to them: email, websites, hotlines, automated text messaging, newsletters, and flyers to help communicate information.

The Residence Hall

- COVID-19 prevention supplies should be provided in common areas, such as soap, alcohol-based hand sanitizers that contain at least 60% alcohol, tissues, and trash baskets. Custodial staff will be responsible for the cleaning and disinfection of the common areas.
- Non-essential volunteers and visitors in shared areas should be limited or avoided.
- Staff should avoid entering residents’ rooms or living quarters unless it is necessary. Staff should use virtual communications and check-ins (phone or video chat), as appropriate.

Common Spaces

Campus Housing residents should be flexible, as rules may change in common areas. Residents should maintain 6 feet of **social (physical) distance** between themselves and anyone that they do not live with in their dorm room. This may mean there will be alternatives to activities, cancelled activities, or closed areas. If residents enter small areas (stairwells, elevators, etc.) they should consider entering the area one at a time. CSU Residence Life does not have facilities with community-style bathrooms. Common areas will include additional signage, limiting capacity based on the size and use of the space. If necessary, furniture will be removed to ensure proper social distancing. Residence Life will discontinue use of traditional style water fountains, but some water fountains will remain in use to allow students to refill water containers. Additional signage has been posted in all elevators and stairways to promote social distancing and elevator usage for individuals or with persons that reside in the same apartment. Residence Life staff will promote usage of stairways rather than elevators.

Here are some examples of how the rules in common spaces may change:

**Shared kitchens, dining rooms, laundry rooms, bathrooms**

- Access should be available, but the number of people should be restricted so that everyone can stay at least 6 feet apart from one another.
● People who are sick, their roommates, and those who have higher risk of severe illness from COVID-19 should eat or be fed in their room, if possible.

● Dishes, drinking glasses, cups, or eating utensils should not be shared. Used non-disposable food service items should be handled with gloves and washed with dish soap and hot water or in a dishwasher.

● Guidelines for doing laundry, such as washing instructions and handling of dirty laundry, should be posted.

● Sinks could be an infection source, and residents should avoid placing toothbrushes directly on counter surfaces. Totes can be used for personal items so they do not touch the bathroom countertop.

Students who are considered to be at a higher risk for severe illness as defined by GDPH should carefully consider whether moving into a Residence Hall is the appropriate option.

Returning to the Residence Halls is a significant undertaking. Each USG campus has unique Residence Hall configurations and thus it is difficult to provide standard expectations. Plans for Residence Life should be built on the following ideas:

● Student safety is the top priority.

● Residence Life is a crucial component for many students in their academic experience.

● Students ultimately will make their own choices. The goal of the university is to provide a safe environment for living that allows for social distancing.

*Institutions should submit plans for the following:

● An acknowledgement form for students listing the best practices known at the time of move-in should be developed and used for each resident.
  o Columbus State University has worked with the Office of the General Council to create an acknowledgement form that will list the best practices. This form will be a required document that can be electronically signed using the housing software currently in place, prior to students checking in for each semester. This will be both signed and stored electronically.

● Each institution should develop an awareness campaign for the Residence Halls to promote best practices in prevention.
  o In coordination with campus officials (Student Health Center, Custodial Services, etc.) as well as through information through the GDPH and the CDC, Residence Life will develop a comprehensive plan to promote awareness and best practices in regards to sanitation and prevention. This campaign will include both digital and physical signage, bulletin boards, passive programs, social media campaigns, and other sources as available.

● Policies or practices that may need to be amended to accommodate high risk students (e.g. amending requirement for new students to live on campus during their first year)
  o Students that identify in a high-risk category will be encouraged to remain off campus. If a student decides to live on campus, Residence Life will encourage the student to work with the Center for Accommodations and Access to obtain appropriate accommodations that will assist in promoting a healthy living environment.
Residence Life recommends allowing students to optionally select whether on campus living is an appropriate choice for their individual situation rather than enforcing the First Year Live-On Requirement. However, this would have further implications for the P3 Project Operating Agreement that would need further guidance.

Residence Life also recommends to allow for professional judgment when assessing contract and cancellation appeals based on the individual situation of the student as well as the knowledge presented at the time of appeal.

Residence Life will continue to work closely with the Office of the VPBF and USG regarding refunds in the event that Residence Halls must close at any point during the semester due to a spike of COVID-19.

- **Sanitation practices/procedures**
  - Residence Life staff have been trained in proper cleaning procedures, and these procedures have become part of the daily checklist. This includes sanitation of high touch areas (Door Handles, Elevator Buttons, handrails, etc). A sign off sheet has been developed and posted in the areas that are frequently sanitized.

- **Bathroom access/accommodations for various types of halls (community bathroom vs. single occupancy vs. double occupancy)**
  - Columbus State University does not have traditional community-style bathroom facilities. Bathrooms are contained within each apartment/suite and are shared by no more than two students. Access for these bathrooms will remain the same.

- **COVID-19 prevention supplies (soap, alcohol-based hand sanitizers containing at least 60% alcohol, tissues, trash baskets)** will continue to be provided in common areas. Residence Life will provide 1 cloth mask per student, and they will be encouraged to wear the masks while outside of their personal residence. Masks will be machine washable/reusable.

- **Visitation Policy Changes**
  - Students will not be permitted to host guests in their apartments/suites at any time, including other students. Apartments/Suites should only be accessible to the occupants of the room.
  - Outside visitors (non-CSU students) are not permitted inside of Residence Hall Facilities, with the exception of Move-In and Move-Out dates.

- **Reduction of Residence Hall staff visits to residents’ rooms or living quarters unless it is necessary. Staff should use virtual communications and check-ins (phone or video chat), as appropriate.**
  - Residence Life Staff will use virtual options, or social distancing guidelines, in order to maintain personal interactions with students to ensure proper acclimation to campus life.
  - Residence Life Staff will perform Health and Safety Inspections utilizing the housing software and allowing students to upload pictures of the space to ensure proper protocols are met. Staff will only enter apartments in the event that there is non-compliance, or if a safety device has been tampered.

- **Additional resources needed**
  - Temporal Temperature Scanner (3- one for each housing area)
  - Plexiglass barrier for each of the 4 front desks
  - Cleaning/Sanitizing Products
  - Wristbands to be used at Move-In
Prior to Move-In:
- Students will, with their roommates, complete a roommate agreement that will outline cleaning procedures and other parameters for their shared spaces. In addition, this agreement will allow the students to discuss and plan should one student become ill during the year. This plan will be reviewed by Residence Life staff prior to approval.
- Once a roommate agreement is completed and electronically signed by all roommates, the students will be permitted to select a check-in time through the housing software based on the student/family availability.
- Students will only be able to bring up to 2 guests to assist with the Move-In Process. The guests are only permitted to be in the building during the assigned Move-In time.

On the Day of Move-In:
- Prior to entering the building, Students and Parents will have their temperature checked. Persons with a temperature higher than 100.4 will not be able to enter the buildings. Persons that have a temperature under will receive a wristband associated with the timeframe they will be allowed in the building.
- Students will be able to pick up their key and access card during their assigned check in time within the office of their housing community.
- No other items will be exchanged during this time to minimize time spent with each student to prevent lines.
- Markers in common areas will be placed on the floor to encourage social distancing, especially in lobby/common areas.
- Only students and their guests will be permitted to ride the elevators at the same time.
- No more than 20 students per 4-hour time slot per community will be assigned in order to keep outside guests in the building to a minimum.
- There will be a 1-hour break between the Move-In Appointment Slots to allow for sanitizing of high-touch areas.
- On the evening of a student’s check-in appointment, students will be required to attend a mandatory meeting to explain the policies relating to COVID (Visitors) as well as other Housing Policies. These will be held in groups of 10 or less in a space that will promote 6 feet of distance between each student/staff.
- Residence Life will inform students during their mandatory meetings about proper usage of PPE as provided by GDPH.

Dining

Opening dining facilities in a safe manner will be imperative. Like Residence Life, each institution has different types of dining facilities, meal plans, and requirements. Thus, the only specific guidance for dining halls is that they must allow for social distancing and discourage students gathering in groups.

Name of dining facility: Cougar Cafe (Main Campus)
- Type of operation: Sit down, cafeteria-style
- Typical user: 10% faculty & staff, 90% students
• Current occupancy: Approx. 280
• Social distancing occupancy: 70
• Changes in delivery or meal options: Currently to-go only.
• Changes in accepting payment: None
• Changes in meal plans: None
• Requirements for employees: Masks, gloves

Name of dining facility: Cougar Den (RiverPark Campus)
• Type of operation: Sit down, cafeteria-style
• Typical user: 10% faculty & staff, 90% students
• Current occupancy: Approx. 280
• Social distancing occupancy: 70
• Changes in delivery or meal options: Currently to-go only.
• Changes in accepting payment: None
• Changes in meal plans: None
• Requirements for employees: Masks, gloves

Name of dining facility: Chick Fil-A (Main Campus)
• Type of operation: Food court-style
• Typical user: 15% faculty & staff, 85% students
• Current occupancy: Approx. 50
• Social distancing occupancy: No indoor seating
  distancing in the ordering line.
• Changes in delivery or meal options: None
• Changes in accepting payment: None
• Changes in meal plans: N/A
• Requirements for employees: Masks, gloves

Name of dining facility: Subway (Main Campus)
• Type of operation: Food court-style
• Typical user: 15% faculty & staff, 85% students
• Current occupancy: Approx. 50
• Social distancing occupancy: Closed.
• Changes in delivery or meal options: None
• Changes in accepting payment: TBD.
• Changes in meal plans: N/A
• Requirements for employees: Masks, gloves.

Name of dining facility: Einstein’s (Main Campus Library)
• Type of operation: Coffee, bagels to-go
• Typical user: Faculty, staff, students
• Current occupancy: 9
• Social distancing occupancy: 0
• Changes in delivery or meal options: None
• Changes in accepting payment: None
• Changes in meal plans: N/A
• Requirements for employees: Masks, gloves.
Name of dining facility: C-Store (Schuster Center, Main Campus)
• Type of operation: Food, snacks, beverages, sundries to-go
• Typical user: Faculty, staff, students
• Current occupancy: N/A
• Social distancing occupancy: Patrons line up 6 feet apart.
• Changes in delivery or meal options: None
• Changes in accepting payment: None
• Changes in meal plans: N/A
• Requirements for employees: Masks, gloves

Name of dining facility: C-Store (Stanley Hall, Main Campus)
• Type of operation: Food, snacks, beverages, sundries to-go
• Typical user: Faculty, staff, students
• Current occupancy: N/A
• Social distancing occupancy: Patrons line up 6 feet apart.
• Changes in delivery or meal options: None
• Changes in accepting payment: None
• Changes in meal plans: N/A
• Requirements for employees: Masks, gloves

Name of dining facility: Market on Broadway (RiverPark Campus)
• Type of operation: Food, snacks, beverages, sundries to-go
• Typical user: Faculty, staff, students
• Current occupancy: Approx. 30
• Social distancing occupancy: 10 - Patrons line up 6 feet apart.
• Changes in delivery or meal options: N/A
• Changes in accepting payment: None
• Changes in meal plans: N/A
• Requirements for employees: Masks, gloves

Name of dining facility: C-Store (Frank Brown Hall, RiverPark Campus)
• Type of operation: Food, snacks, beverages, sundries to-go
• Typical user: Faculty, staff, students
• Current occupancy: N/A
• Social distancing occupancy: N/A.
• Changes in delivery or meal options: N/A
• Changes in accepting payment: None
• Changes in meal plans: N/A
• Requirements for employees: Masks, gloves

**Dining facilities will reopen. Full Dorms with Social Distancing.**

- The Café and Rankin will be open for three meals per day (two meals on weekends) for all faculty, staff and students (FSS) beginning with move-in day at each location.
- Each semester, all facilities will receive a thorough cleaning prior to reopening, as is the standard protocol.
Plexiglas shields are installed at the cashier stand at each location.

Hand sanitizer shall continue to be available.

No-Touch Service has been implemented for what are normally self-service stations (e.g. salad bar, deli, dessert, beverages, cereal). In other words, all food and drink will be served by food-service personnel and then handed to the guest. Each guest will let the server know what they would like as they move through the line.

Servers and cooks:
  - Shall have their temperature taken as they arrive for their shift.
  - Shall wear masks and gloves at all times.

Meals may be eaten inside the dining halls, but seating will be limited and no more than two - four people per table will be permitted. Tables will be wiped clean by food service personnel and disinfected after each use. Plates and silverware will be disposable.

Meals may be taken on a to-go basis for eating elsewhere on campus. The guest simply needs to request this service. Containers will be disposable. At times for some guests this may be determined by the occupancy, unless they would like to wait socially distanced in a line.

A limited number of guests will be allowed in each dining hall at a time to go through the food lines. Directional signage will be enhanced, stanchions used to direct traffic, and the floor marked to ensure adequate social distancing.

Consider closing a station or two (e.g. salad bar, Mongolian Grill) to allow for more lines for Home Zone food.

Description of Implementation: Aramark shall put these changes into effect.

Supplies / Materials Needed: Possibly stanchions, tape, signs and Plexiglas

Communication Plan: Changes will be reviewed each semester during Orientation, emails will be sent to all FSS, and all changes will be posted on the dining services web page. Frequent reminders will be sent in In The Know and Cougar Connection. Table-talkers and large signs with the new rules shall be posted both inside and outside each facility.

Restaurants (Chick Fil A, Einstein’s)

Restaurants will be open.

Full Dorms with Social Distancing

- To control population density and hand-to-food operations, operate Chick Fil-A and Einstein’s only.
- Eliminate inside seating.
- Use stanchions and signage to control flow and density.
- Plexiglas barriers are installed at the cashier and food hand-out stations.
- Servers
  - Shall have their temperature taken as they arrive for their shift.
  - Shall wear masks and gloves at all times.
Description of Implementation: Aramark to implement based on parameters set in conjunction with CSU administration.

Supplies/Materials Needed: Same as above.

Communication Plan: Same as above.

Convenience Stores (Schuster Center, Stanley Hall, Market on Broadway, and Frank Brown Hall)

Convenience Stores will be open.

Full Dorms with Social Distancing

- Operate all stores with the exception of Brown Hall, which is not possible to keep sanitized. Vending machines in Brown Hall will remain in service.
- Cashiers will wear masks and gloves at all times, and will have their temperature taken before their shift.
- Often touched surfaces will be sanitized after each transaction.
- Customers will be required to socially distance at 6 feet. Markers will be placed on the floors.
- Plexiglas shields have been installed at each cashier station.
- Payment may be made with student/employee ID card loaded with Cougar Cash, credit card, or cash.

Description of Implementation: Aramark to implement based on parameters set in conjunction with CSU administration.

Supplies/Materials Needed: Same as above.

Communication Plan: Same as above.

Counseling Services

Counseling services should be prepared to operate at full capacity. Social distancing may require alternate arrangements for delivering counseling services based on the current physical space of the Counseling Center and/or individual offices.

For all contingency plans, the Counseling Center will train all staff and inform all students on the following guidelines and safety restrictions:

Everyday preventive actions everyone should take

- Know how COVID-19 spreads.
- Wash hands often.
- Avoid close contact.
- Cover the mouth and nose with a cloth when around others.
- Cover coughs and sneezes.
- Clean and disinfect.
Guidelines for a student or staff person who tests positive

- Students who have tested positive or who have symptoms of COVID-19 should seek medical care and notify Counseling Center staff. All in-person services will be suspended for the duration of their illness and teletherapy utilized whenever possible.
- Staff should seek medical care and notify the Director. Their duties will be transferred or suspended on a case-by-case basis until they have recovered.
- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. The following 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

Overview of Plan Options

- Contingency 1 – Usual mix of instructional options including in classroom, online, and hybrid courses with physical distancing policies in place: Utilize teletherapy and remote work schedules whenever possible, some services offered in person, increased sanitation practices.
- Contingency 2 – Semester begins 100% remote and online course content delivery: All staff work remotely; all possible services go online.
- Contingency 3 - Campus closes during the semester: All staff work remotely; all possible services go online.

Full Social Distancing Guidelines in Place

Staffing and Overview

Immediate Operational Adjustments

- At this time, the Counseling Center at the RiverPark campus will not reopen, as the small offices do not meet social distancing recommendations. While appointments will continue to be offered via teletherapy, students in crisis will be received at the Main Campus Counseling Center, located on the third floor of The Schuster Student Success Building.
- Scheduling face-to-face meetings with students will be determined on a case-by-case basis (edited July 6, 2020).
- The Counseling Center will work with University Support Services to determine if there are suitable spaces at RiverPark that would allow for 6-foot social distancing.
- Therapists, intern therapists, and the Administrative Assistant will all continue to report to the Main Campus office with appropriate distancing protocol.
- Staff may work remotely and use staggered schedules whenever appropriate.
- All non-essential services, to include Outreach Events and presentations, committees, meetings, etc. will be conducted virtually.
- Work study students will report and perform their duties with appropriate social distancing protocol.
- Regular operating hours will be maintained.

1. Number of full-time counselors – 5
2. Number of part-time counselors – 1
3. Current ratio of counselor FTE to spring 2020 student FTE: 1/1,700
4. Number of counselors who will be able to continue to serve students in their current physical space: 5 (Therapists may utilize larger rooms within the department on Main Campus to see students face-to-face when appropriate. Please see “Space Considerations”.)
5. Number of counselors who will need either different physical space or will need to engage in alternate arrangements (tele-counseling): Since the majority of the Counseling Center’s offices do not allow for six-foot distancing, teletherapy will be encouraged so current offices for all five full time therapists can be utilized for teletherapy.
6. Needs for alternate physical spaces: The Counseling Center waiting room is not large enough to accommodate appropriate social distancing - please see below under “Space Considerations.”
7. Current number of counselors approved to deliver tele-counseling: All current full and part time counselors.
8. Practices to be implemented for face-to-face counseling visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment. Please see below under “Space Considerations.”
9. Resources needed to maintain a fully operational Counseling Center with the alternate delivery options. Please see below under “Supplies / Materials Needed.”

Description of Implementation

Services
- Whenever possible, teletherapy will be utilized, i.e. personal therapy and career counseling.
- Intakes and emergencies will be in-person as needed.
- Diagnostic Testing will be in-person where appropriate.

Outreach
- Large campus outreach events will be restructured for smaller gatherings.
- Work with other organizations to have representation from the Counseling Center at campus outreach on a case-by-case basis when requested, depending on the type of event.
- Online outreach can continue to be offered (Zoom support groups, for example).
- In-person support groups or workshops of 10 participants or fewer (including presenter) will be considered on a case-by-case basis, however the main format for offering workshops, outreach, and support groups will be virtual.
- Group therapy groups conducted virtually will be considered if enough participants are interested in this service.

Administrative Adjustments
- All client forms will be digitized and made available for students to fill out in the computer lab. The Counseling Center will continue to work with UITS to accomplish this.
- Sanitation protocols, per CDC guidelines, will be put in place and followed by all staff. All staff will be trained and held accountable for a regular and thorough cleaning.
  - Sanitation will occur hourly or after a face-to-face meeting with a client, whichever happens first.
  - Areas will be divided up and assigned so that all staff will assist. Generally, staff members will be responsible for their own areas, plus additional public spaces.
  - Counseling Center will open a direct line of communication with Custodial Services.
- Personal Protective Equipment (PPE) will be used by all staff where appropriate per CDC guidelines.
  - Therapists will wear masks during in-person appointments.
Therapists will wear gloves when handling hard copy and testing materials.

- All students will be given a disposable face mask at every in-person meeting.

**Space Considerations**

- **Waiting Room**
  - Due to size, the waiting room will no longer be utilized.
  - Clients will wait nearby wherever is most convenient for them (in their car, in Schuster first floor lobby, etc.)
  - Their therapist will call them when it is time for their appointment.
  - Their therapist will meet them at the door closest to the therapist’s office.

- **Offices**
  - All offices will be assessed for the capability to maintain social distancing space of 6 feet. If an office cannot be rearranged to accommodate, then it will not be used for meeting students.

**Supplies / Materials Needed**

**Sanitization**

- Disinfecting wipes
- Hand sanitizing pumps or automatic dispensers in easily accessible places throughout the office.
- Extra cleaning supplies for bathrooms/kitchen and other shared spaces
- Thermometers

**PPE**

- At least 2 reusable masks for each staff member
- Large supply of disposable masks to give to students
- Disposable medical gloves

**Communication Plan for any New Protocols**

- Website
- Therapists will communicate directly with their ongoing clients
- Email blast
- In the Know

**Health Centers**

Health Centers should be prepared to operate at full capacity. Health Centers should submit the following as part of their plan for semester operations:

1. Practices to be implemented for face-to-face health center visits from scheduling to delivery and follow-up appointments.
2. Practices to be implemented for telemedicine when needed or appropriate.
3. Resources and equipment needed to support a fully operational Health Center.

The Student Health Center will develop a plan to provide services for routine visits.
Description of Implementation

- A sign will be on the door with instructions not to enter the clinic until the nurse grants them entry. There will be a list of symptoms that will prevent their entry with instructions to call for triage first (this is also on the Student Health Center website and on the Coronavirus update page).
- The student’s temperature will be taken prior to entry and they will be given a mask if they do not have one.
- The waiting room will be arranged for proper social distancing with stickers on the seating denoting where patients should sit. This will decrease the volume of people in the waiting area and will decrease the volume of appointments that can be made. Plexiglass sneeze shields will be installed at the check-in and check-out counters in the Student Health Center Lobby/Waiting Room.
- Staff and providers will wear masks during the interaction with student patients and will comply with recommendations for hand washing and sanitizing. The small triage intake rooms will not be used, but the larger exam rooms will be used for intake and initial evaluation of chief complaints. The student will stay in that room for the entire visit. The equipment and exam tables will be wiped down after each student leaves. The SHC Waiting Room, Exam Room and equipment will be cleaned, disinfected and sanitized in accordance with CDC guidelines. See https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.htm. All SHC Staff will be required to read the CDC guidelines for donning PPE, will be required to watch the tutorial and will have to do a reverse demonstration. See https://ww.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html.
- Should a student have any of the listed symptoms for COVID 19, the Health Center staff would propose being able to do rapid COVID-19 testing, rapid flu A/B and rapid strep testing to be done as related to symptoms.
- There will be no telehealth due to lack of staff and lack of a telehealth platform in place. Staff will continue to do phone triage and refilling of prescriptions following the current routine.

Supplies / Materials Needed

- Rapid COVID-19 tests
- Rapid flu AB
- Rapid strep tests
- PPE to include masks and gloves
- Disinfectant wipes, hand gel, soap

Communication Plan

- Door signs
- Seating signs on the COVID-19 update page
- Student Health website
- Cougar Connection and other communication avenues for students
Student Organizations

Student organizations and the opportunities they provide students are critical components of the student experience. Social distancing will not allow for many of the traditional activities and events that students have come to enjoy and expect. In that spirit, institutions should plan for providing alternate activities and experiences that promote social distancing and engagement at the same time. Institutions should also plan for ways to support student organizations in planning for different types of organizational meetings, activities, fundraisers, etc.

*Please submit any significant changes in the student handbook or in procedural operations that will need to occur in order to meet the needs of student organizations during social distancing expectations.

- There are no significant changes to the student handbook, or the Registered Student Organization Handbook (RSO) at this time. There are general provisions for procedures in the RSO handbook that stipulate following university standards, continuing to register events, reserving space, etc. These procedures will continue to be utilized to ensure compliance within any parameters set forth by the university for events and student organization engagement on campus.

Student organization recruitment activities must adhere to the current social distancing requirement in place. If an organization cannot ensure social distancing, the organization should consider deferring recruitment to the following semester.

Bands and Choral Groups

Decisions related to band and choral groups will be made with the most up-to-date social distancing guidelines and best practices identified by higher education industry professionals.

Campus Recreation

*Using best practices for gyms and recreation centers, please provide the practices for opening your campus recreation center that allows for social distancing. Please include the following:

- Hours of operation
- Staffing levels
- Occupancy changes
- Sanitation practices
- Locker room practices/restrictions
- Overall policies related to the operations during COVID-19 (e.g. staggering machine usage to every other machine, canceling group classes, etc.)

The Student Recreation Center will be open with Social Distancing.

- Facility operations hours: 6am-8pm Monday- Thursday, 6am-5pm Friday and closed on Saturday and open Sunday, 4pm-8pm.  (edited, July 6, 2020)

- Staffing levels: Five Professional Staff; 30-50 Student workers
  - Facility Operations Team (4 workers scheduled at the same time)
- Aquatics Team (2 workers scheduled at the same time)
- Group Fitness Instructor (1 worker scheduled at a time)
- Intramural Sports (4 workers scheduled at a time)
- Student Cleaning Crew (2-3 workers scheduled at a time)
  - Occupancy changes: All areas such as movement rooms, weight rooms, basketball courts, cardio deck, machine weight room, quiet fitness spaces will decrease in the capacity of usage.

- Sanitation practices: The entire Student Recreation Center will be cleaned daily utilizing the cleaning products provided by University Support Services. Student Cleaning crew will clean high traffic areas multiple times a day with disinfectant and proper PPE.
- Locker room practices/restrictions: The overnight rental locker service will be available for those existing facility members. The day use lockers would be limited in quantity. New overnight rental lockers will not be available.
- Overall policies related to the operations during COVID-19 (e.g. staggering machine usage to every other machine, canceling group classes, etc.):
  - Creating a one way in and one way out for the entrance and exits into the facility.
  - Existing CSU Students, faculty, and staff with a Student Recreation Center membership will be offered an extended membership that will expire on a date to be determined each semester.
  - The option to purchase memberships to the Student Recreation Center will not be available.
  - The equipment checkout process will not be in operation.
  - All cardio pieces, flat benches, and other machines should skip 1 equipment in-between in order to maintain social distancing and encourage all patrons to wipe down all surfaces before and after use.
  - The common sitting areas in the main corridor should be rearranged to encourage social distancing and avoid patrons lingering in the facility.
  - The Rec Express store offers items for purchase such as towels, soap, hair ties, healthy snacks, and beverages. Store will be open with a limited quantity of items for sale and reduced hours of operation.
  - Temperature checks are strongly encouraged for incoming patrons and student workers.

**Description of Implementation:** The suggestion is to adjust the opening hours to accommodate the extra cleaning that will be needed to prepare the facility for the patrons. The idea of closing early would align with bus transportation schedules and allow extra cleaning prior to custodial support coming in at 11pm. Staggered sign-in for student workers. Coordinate with team leads to ensure each shift is staggered to minimize student workers gathering at the check in desk. Student Staff Training would move to an online tool working with COOL to create a course. Student workers will utilize When to Work for scheduling and to ensure smooth transitions.

The capacity numbers will be based on the guidelines from CDC, WHO and CSU Plant Operations. The cardio deck will be marked off every other piece of equipment for treadmills, and machine weights. Staff will create a circle with 6 feet between each machine. In the Spin Studio, 12 bikes will temporarily move to storage and the other 12 will be spaced 6 feet apart in the room.
During the day, the Recreation Center will be divided into 5 sections to ensure that the most touched surfaces (handrails, doorknobs, water fountain, light switches, hand readers etc.) are being cleaned with the assistance of students. A checklist and frequency of cleaning those high traffic areas will be used to keep a record of cleaning. Some other areas to be cleaned are bleachers, benches, all weight pieces, yoga mats, chairs, computers, cardio pieces, elevator buttons. After the facility is closed, the custodial support team will use the latest cleaning technology to clean locker rooms, showers, bathrooms, sauna, floors, fitness equipment and all surfaces that hands mostly frequently touch.

Signage will be installed informing members to practice social distancing while in the locker room and getting items in and out of lockers. Day use lockers would skip 2 lockers in between patrons to increase the social distance. Members who have existing locker rental can continue using the locker, but are encouraged to practice social distancing when in the locker room.

Staff will create a one way in and one way out system for the entrance and exits into the facility. This could be done using stanchions with assistance from University Support Services.

Existing Recreation Center members will receive extensions on their member profiles in Fusion that will expire on a date to be determined each semester. The purchase of new memberships for Alumni, Community Members and guests will resume at a time to be decided each semester. It is recommended that no new memberships or guest passes be available for purchase in order to help with contact tracing. Appropriate signage announcing this change should be posted in highly visible locations. This will also reduce currency exchanges between worker and patrons.

The equipment checkout process will not be in operation, so signage should be posted notifying patrons that they must provide their own equipment due to COVID-19 concerns. The equipment checkout process will be discontinued until further notice.

All cardio pieces, flat benches, and other equipment will be labeled to encourage patrons to adhere to social distancing and ask that they follow and skip certain pieces of equipment.

The common sitting areas in the main corridor and throughout the facility will be rearranged to encourage social distancing. The common areas will be laid out with intentionality to accommodate social distancing with appropriate signage and cleaning done throughout the day and at closing.

The Rec Express store will be stocked with limited quantities of products. The student workers will use PPE to handle the patrons’ items and minimize cross contamination. The supervisor will obtain the guidelines from the PODS and base the operations on best practices.

**Supplies/Materials Needed**
- PPE for student workers for the front line and the group fitness instructors, lifeguards and Rock Wall staff.
- Purchase window and floor decals that educate about social distancing and washing hands, etc.
- Divider shields and Sneezeguard for the front desk, cardio deck and weight room.
- Additional stand-alone hand sanitizing stanchions to be located throughout the facility and cleaning stations/supplies for patrons to utilize after being on equipment.
- Cleaning items: wipes, Lysol, hand sanitizer refills, PPE.
- Do Not Enter tape.
Communication Plan: Campus Recreation staff will continue training on a regular basis. An outline of any changes made to accommodate social distancing will be provided via email prior to the beginning of the semester. This information can be shared with all CSU communities. Alerts would be included on CSUInvolve, and notifications through Cougar Connection to inform the students of the changes and In the Know for all Faculty and Staff. Policies, guidelines, and recommendations should be clearly defined for the patrons.

Co-curricular Requirements

Any co-curricular requirements for degree attainment should be reviewed and revised as necessary to consider limitations imposed by social distancing and the overall COVID-19 situation. Alternate arrangements should be granted in cases where it will be impossible for a student to meet the requirement.

Student Unions and Other Community Gathering Locations

Student Unions, centers, and other community gathering locations across campuses should review all of their current practices to determine which practices need to be altered to consider social distancing. Large events scheduled for each semester should follow the institutional plan for large events.

Student Activity Programming will be offered.

Overarching Considerations

- Event Capacities by Space (indoor/outdoor)
- Student Space Capacities (shared space like lounges)
- General Campus “Event Guidelines”
  - Gathering Guidelines
  - Meeting Capacities
  - Social Distancing Expectations
- Limiting Handout Items/Food
  - Serving, Buffets, Bake Sales, etc.
- Event Space Cleaning & Management
- Access/Availability to Hand Sanitizing Stations

Student Activities with Social Distancing

Campus Programs and Activities will function during the semester with social distancing. Plans are contingent on social distancing guidelines.

- Large Group Activities
  - Cougar Kickoff (Welcome Week): Option for large gathering events could be postponed, which would increase event offerings during the following semester.
    - Potential to do pick up-lunches or served lunches.
    - Alternative programs offered virtually or in accordance with social distancing guidelines (scavenger hunt, passive events).
    - Consider hosting multiple options of the same event to reduce attendance and allow for social distancing.
o Greek Recruitment: Consider alternative party options or deferred recruitment. Will consult with national organizations to see if they have plans for virtual/social distancing recruitment.

o Homecoming, (in conversation with Alumni): Option to defer to the next semester in conjunction with basketball.

o Day of Service: Offer virtual options, small group alternative service options (staggered times, self-drive), or postpone in-person until the next semester. Depends on needs of local agencies and their restrictions.

o First Year Convocation: Virtual program.

o Parent & Family Day: Virtual gatherings and parent connection pieces (with possible in-person experience in spring).

o Conferences
  ▪ JBLF: Virtual streaming access depending on Leadership Institute.
  ▪ Virtual Student Leadership Conference

o Student Government Association (Forums): Option for meeting via Microsoft Teams if unable to meet in person.

- Programs
  o Pep Band: If active, the Pep Band performs during spring semester, with tryouts normally held in November. Tryouts could be accommodated virtually through online submissions.
  o Cheerleading: Virtual try-outs. Practice and performances dependent on the Athletics program. Cheers could be led without partner stunting.
  o Intramural Sports will resume. However, the type of programs that will be offered will depend on the gathering guidelines from the CDC. Consideration must be given to so many different people using the same equipment.
  o Group Fitness classes will resume with layout modification to facilitate social distancing. Instructors will set up the classroom with the equipment so that they are in proper PPE when touching used equipment. There will be one-way entrances and exits. The floor will be labeled with locations for patrons to stand and encourage social distancing. The number of exercise machines available to patrons will be limited.
  o Personal Training sessions will resume with social distancing. The trainer will conduct the session with PPE and correct alignment for themselves without touching the client. The client will be asked to wear a mask to increase the safety measures and do a temperature check prior to each session.
  o Aquatics should have a limit of 10 patrons in the facility at any one time. This does not include the staff and student lifeguards. Patrons who wish to use the Sauna will be asked to sit 6 feet apart, and to use hand sanitizer upon entering and exiting the sauna. Swimming lessons will use a process that has been created to instruct with the safety of the patron and staff at the forefront. The client will need to do a temperature check prior to each lesson.
  o Club Sports programming will resume, along with any special accommodations needed to keep everyone healthy and safe. Consideration will need to be given for trips and overnight stays. At each practice, all participants must receive a temperature check prior to engaging in the workout.
  o Informal Recreation on the basketball court will be monitored so that each court has a maximum of 6 participants at a time doing only shoot arounds. No full court games or 3 on 3 games will be permitted. All patrons would be responsible for providing their own basketballs.
Outdoor Adventures could resume, incorporating any special accommodations needed to keep everyone healthy and safe. Consideration will need to be given for trips and overnight stays. On each trip, all participants must receive a temperature check prior to engaging in the adventure. Consider limiting the number of people going on the trip or require each participant to transport themselves.

The Rock Wall will modify the number of participants at the wall at a time. Guidelines must be determined in advance in order to ensure patron and staff safety. Temperature checks of every participant prior to climbing the wall will be mandatory. The Climbing Wall Attendant might be asked to wear a mask. The Rock Wall will be cleaned daily utilizing the cleaning products provided by University Support Services. A student cleaning crew will clean high traffic areas multiple times a day with disinfectant and proper PPE.

**Student Organization Gathering Recommendations**

- Regular meetings (weekly, regular membership meetings, etc.)
  - All regular student organization meetings would be encouraged to continue to be held virtually, if at all possible.

- Events & Gatherings
  - Organization Tabling
    - Recommend to limit to 1-2 members to represent at a time to maintain proper social distancing.
    - Consider limiting homemade food or handouts.
  - Event Considerations
    - Consider the number of people/space capacity for the people and expected attendance.
    - Know the estimated room capacity; adapt events to meet social distancing guidelines.
    - Take note of room setup, configuration, flow and capacity to ensure proper social distancing in reference to maintaining 6 ft. distance (this will be posted on event spaces).
    - Establish a flow to the event in order to minimize interaction and to maintain social distancing.
  - Food Safety
    - Preference for pre-packaged, grab-and-go pre-made meals or food giveaways. Aramark can provide and ensure proper food safety and sanitization.
  - Access to Sanitization
    - Individuals and groups are responsible for sanitizing before and after events/space usage. This includes cleaning/sanitizing door handles, keyboards, chairs, and surfaces prior to and following events. Sufficient time should be allowed between events for adequate cleaning and sanitization.
  - Outside/Community Members
    - NO outside/community members or open events are allowed (subject to change).

- Consider if the event type allows for social distancing, and adjust accordingly
  - Is the event strenuous, does it involve physical exertion, singing etc.?
  - Preference for outdoor events, if possible.
**Description of Implementation:** If still under social distancing regulations, all events and programs would be re-evaluated (depending on level of social distancing guidelines). Alternative programs would be explored to adhere to current regulations to include limited events, pickup events, virtual events, passive events, and small-scale event alternatives.

**Supplies / Materials Needed:**
- Information posted throughout program, meeting, and event spaces.
- Additional cleaning and hand sanitizing stations throughout student program/lounge spaces.
- Cleaning/sanitizing between events and/or meetings.

**Communication Plan:**
- Campus emails, CSUInvolve, Cougar Connection, Mandatory Organizational Communications

**Student Organization Meetings & Events will function with Social Distancing.**

**Considerations**
- Student Organization Meeting Oversight (Group size, space size, limitations on gathering sizes and frequency)
- Oversight of off-campus organization meetings/events
- Continue to require registration of events for oversight

**Description of Implementation:** In the event of social distancing, student organizations will be provided with information on campus expectations, options, and ideas to continue organization events and meetings, as well as resources. Event registration through CSUInvolve can be utilized to monitor and communicate parameters. Resources will be provided to organizations on best practices, options, and ideas for continued organization involvement and meetings.

**Supplies / Materials Needed:**
- Signage in student spaces
- Lounges
- Meeting areas

Outlined event expectations to all organizations.

**Communication Plan:** An outline of organization meeting and event parameters will be provided via email prior to the beginning of the semester. This information can be shared with all student organization presidents and advisors. Alerts can be included on CSUInvolve, and notifications through Cougar Connection. Event space reservation processes can be adapted to reflect parameters.

**Enrollment Management**
Implementing best practices in the time of COVID-19 for enrollment management is essential. Student success initiatives related to retention are addressed in the Academics & Research section of this document. Institutions must adapt their existing strategic enrollment management plans to account for the anticipated changes in recruitment, admissions, and retention.

While Enrollment Management (EM) and related units adjusted very quickly to the need to work remotely in March, we have continued to develop and improve since then. We have also identified practices, many technologically based, that will enhance our recruitment and retention efforts going forward whether we need to practice social distancing, are working remotely, or are returning to a pre-COVID-19 world.

For example, we will continue to:

- Take advantage of more free social media opportunities.
- Maintain virtual visit opportunities for prospective students.
- Upgrade our equipment to enhance the quality of virtual events.
- Upgrade our virtual tour.
- Convert remaining PDF documents to electronic format.
- Update website to ensure it is answering the most commonly asked questions and referring students to email rather than phones.
- Incorporate more “how to” videos.
- Target outreach based on sub-populations’ needs.

The following adjustments for safety purposes are relevant for all EM and related functions:

- Document collection – A plexiglass window with a slot for documents is at the welcome desk at the entrance of University Hall. Work study students tell the visitors to drop their documents (for all EM offices) into the slot for removal the next morning. There is also a drop box outside (in the parking lot), which we check first thing every morning. The Bursar’s Office has a drop box outside of their office.
- Website, communications, etc. recommend emailing, phoning, and scheduling virtual appointments as the preferred options. However, we host in-person meetings by appointment if no other communication method can resolve the issue. We use our largest conference rooms rather than small offices. These visitors will be asked to wait outside or in their cars and will be texted when it is their turn.
- Approximately 90% of the seating in University Hall’s lobby and ESC waiting area has been removed or tagged with stickers indicating they are not to be used.
- Coded doors are kept open with employee only signs to minimize hands touching the keypads.
- The number of PCs at the kiosk has been reduced from five to one.

**Supplies/Materials Needed:**

- Many EM employees will continue to have access to the laptops borrowed from the math department so they are prepared if CSU returns to remote work. Others will continue to have access to EM laptops.
- Plexiglass is in place at the welcome window in University Hall, the welcome desk at the Welcome House and in the Military and Adult Learner office, and six Enrollment Services stations. It has been requested for the RiverPark admissions office.
- Masks, disinfectant and wipes, hand sanitizer, social distancing signs, and floor markers are at all locations.

**Communication Needed:**
● Students will continue to be informed about ways to contact EM including Calendly QR codes for scheduling virtual and in-person appointments.
● Handouts with most frequently asked questions and contact information are available at the window in University Hall as are Financial Aid Checklists.

Recruitment Strategy

All in-person visit opportunities will depend on CDC guidance for permissible crowd sizes.

Discovery Days will not exist as we know them. If groups of 50 are permitted, we will utilize the largest facilities (Lumpkin and theatres at RiverPark) so social distancing can be practiced. Other adjustments include: continental breakfast and lunches will not be served; programming will be completed in half-days; days would be divided by majors; visitors will drive themselves between campuses; check-in will be completed by electronic form or telephone app; tours of campus will be in groups of 10 or fewer; tour guides will keep groups outside and in lobbies and allow one family at a time go into more confined spaces; and there will be no academic or student life fairs. We will need to increase the number of print materials/campus posters or displays/handouts.

Even as in-person visitation events become doable, we will continue to host virtual events - live and on-demand - and augment offerings by segments such as: majors; adult learners, honors, dual enrollment, etc. Video and live options of interactive faculty lectures; faculty members sharing highlights of their programs; and current students in the major sharing highlights and answering questions will be developed.

Recruitment Travel. We will continue to take advantage of in-person opportunities as permitted. Recruiters will conform to high school, technical college, and business’ social distancing policies. Recruiters will have disinfection supplies to use in rental cars. We will continue to offer virtual events for high schools, technical colleges, and businesses.

Counselor Days and Meetings. We will hold virtual events.

Campus Visits by Individuals/Families. Weekday campus visits will be limited to three families (or 10 people). Guests drive themselves between campuses; opportunities to begin the tour on each campus allow us to serve more students. Our tour rooms are large enough to accommodate up to 10 guests with social distancing. Tour guides will keep groups outside and in lobbies and allow one family at a time go into more confined spaces.

Group Tours. All school or other groups (e.g. Trio Programs) will be on a virtual platform.

Other Recruitment Strategies.

1) Continue and enhance all communication efforts -- texts, emails, phone calls, mailings at all stages of the funnel.
2) Host private virtual meetings via Calendy.
3) Offer on-demand virtual tour with a counselor.
4) Offer live and on-demand information session(s) with counselors.
5) Offer YouVisit campus tours.
6) Offer live and on-demand Dual Enrollment sessions.
7) Conduct social media campaigns utilizing give-a-way drawings via Gigg.
8) Update high school counselors through the Counselor Gazette.
9) Host college events such as “Dean on the Screen.”
10) Advertise: Graduate programs -- MS in Computer Science – Cybersecurity; MBA; MAT; MSN; MPA, and Robotics. Undergraduate programs: Cyber Security; Film; Nursing; Robotics; Criminal Justice; and Business.
11) Developed and implemented comprehensive marketing plan with Stamats.
12) Purchased all GA AP test-takers names.
13) Work with Carnegie Dartlet, Niche and Naviance for new leads and social media marketing.
14) Open downtown office.
15) Participate in virtual fairs.
16) Conduct high school visits remotely with live presentations.

**Supplies/Materials Needed**: Portable disinfection supplies for use in rental cars; CSU masks for counselors; pens to give away; additional printed pieces for prospects, counselors and parents; 8 headset/microphones; and additional tour guides.

**Admissions Practices and Strategy**

As of 3/9/2020, the number of undergraduate applications trailed 3/9/2019 by 841. As of 6/15/2020, the number of undergraduate applications was ahead of 6/15/2019 by 188. This increase is directly related to the waiving of the application fee and standardized testing. At the end of the 2020 admissions cycle, the number of undergraduate applications was 869 above 2019 - a 13.3 % increase. The number of accepts was 1984 above 2019 - a 50.8% increase.

As of 12/13/2020, undergraduate applications for spring 2021 are down by 140, -7.9%, but admits are up by 18, 1.7%. For fall 2021, the number of applications are up 1301, 88%, and the number of accepts are up 1066, 166%.

For spring, summer and fall 2021, we:

- Will continue to take unofficial documents.
- Will waive test scores.
- Will continue to accept the Duolingo assessment for applicants needing to demonstrate English proficiency.
- Participated in the statewide free application week and will continue to use fee waivers as needed.

We will continue to review and modify the admissions policies and practices that may negatively impact enrollment, such as:

- Should our Accuplacer scores be adjusted to align with other USG schools?
- Should our Accuplacer cost be aligned with other USG schools?
Will USG approve our proposed associate pathway?

**Orientation and Welcome Week strategies**

Following best practices by NODA and other USG institutions, all orientations will be administered online. Orientation will be delivered through two main formats. (Very detailed aspects of orientation are available if needed.)

- **Asynchronous Format:** All new content will be administered through CougarView. Once students register and pay for the ROAR Online Orientation, the CougarView course will be available for students to complete.
- **Synchronous Format:** Various academic and non-academic departments will offer virtual sessions for students and parents. After each live session, they will become available for students/parents to access on their own time.
- **Guidebook** will be used to disseminate the virtual session schedule and communicate with incoming students.
- **Incoming students** will be divided into smaller groups according to majors and will be matched with an orientation leader to serve as mentors. Orientation leaders will be in contact throughout the summer by text, e-mail, phone calls and virtual meetings.
- **Large Welcome Week events will not occur.** Smaller opportunities for engagement will be virtual or follow social distancing guidelines. One event is a gamified, virtual reality experience like SIMS but using a Mine Craft platform that has been developed through the collaboration of Camp Prowl administrators and the Computer Science faculty.
- **Orientations for spring** will be virtual, which will allow us to provide them earlier than usual. In the past, in-person orientation for the spring has occurred in January. Through our virtual platforms, they’ll begin being offered in November.

**Co-curricular retention strategy (beyond the classroom, advising, Momentum)**

Retention efforts are always important and CSU continues to increase programming, outreach, and analysis. However, given the additional stress all students will be handling, we need to clarify and enhance retention/progression efforts and identify key personnel to lead these efforts. Our students are resilient but we have learned how much they need us for more than just academic preparation.

- **EM will continue to:**
  - Increase emphasis on customer service, compassion, and proactive communication.
  - Increase general encouragement touch points – more than transactional – email, Sly, social media, phone.
  - Ask what students need/want.
  - Obtain feedback on services/events, etc. Use feedback to address employee related issues as well as to tweak services/events.
  - Encourage use of newly implemented chat bot and live chat to assist with communication.

- **CSUAdvise** has created a specialized advising program for incoming freshmen to include individualized one-on-one virtual advising meetings; a library of “How to” videos; video responses to frequently asked questions; and, digital “office hours” for general questions and interaction with other freshmen.
- **Faculty should synch their EAB calendars with their Google calendars.** They can use EAB to reach out to their advisees and use the EAB calendar to mark their availability.
● Ask advisees to use EAB to schedule advising appointments (the appointment will be added automatically to your Google calendar with a generated link to a Google Hangout)

● Orientation Office will host:
  ○ Student panels led by the Orientation Leaders and a staff member;
  ○ CSUAdvise sessions to discuss and explain how class registration and advising work;
  ○ Academic College Virtual Sessions for students and parents so faculty can connect with incoming students;
  ○ Small groups according to majors, which will be matched with an Orientation Leader to serve as mentors.

● Increase engagement of military and adult learners by
  ○ Incorporating virtual hangouts with current students and NEW students to establish and continue personal relationships.
  ○ Hosting Zoom meetings with the Student Veterans Association.
  ○ Creating Facebook pages for military and adult learners.

Use of Technology

As referenced throughout all EM sections above, EM will continue to use technology to conduct business without interruption and to engage prospective and current students. The following needs are being addressed:

● The Admissions and Registrar’s Offices have identified a list of forms that need to be converted to FormStack or DocuSign. In the meantime, students can still take pictures of the completed forms and email them to us.
● YouVisit tour continues to be enhanced as do our other virtual options.
● Recruitment continues to supplement virtual libraries and develop live events.

*What markers/indicators will you be monitoring to gauge outcomes? While we recognize that this situation has created substantial unknowns making it difficult to predict outcomes, to what initial outcomes will you benchmark?

We will continue to compare outcomes as of same date to previous years’ outcomes. We will also continue to track how other USG institutions are performing and stay abreast of the national data and trends.

● # of prospects
● # of attendees at virtual events
● % of those registered who attend virtual events
● % of virtual visitors who apply
● # and % of search responders
● # of applications
● # of accepts
● # of complete files
● # of orientation registrations
● # of orientation completers
● # of advising surveys filed
● # of housing applications/deposits
● # of FAFSAs submitted (new and returning)
• # of Honors applications
• # of scholarship applications
• Website analytics
• Feedback from events/service
• Class attendance
• Engagement in online classes
• # withdrawing
• # of students registering/enrolled for spring
• # of students participating in engagement activities
• # dropped for non-payment (July and August deadlines)
• # reinstated after drop
• ESC call volume

Athletics

Guidance for the ongoing Columbus State University (CSU) athletic situation will be guided by institutional decisions reflective of guidance from Georgia Department of Public Health (GDPH), the Governor’s COVID-19 Task Force, and the Governor’s office. Further recommendations will be given from the National Collegiate Athletic Association (NCAA) and Peach Belt Conference (PBC). Most of the competition athletic teams require person-to-person interaction that excludes social distancing. Columbus State University Athletic Department will work with the University Systems of Georgia and institutional affiliate organizations to determine appropriate timing and safe return to competition of athletic programs. When additional guidance is available, institutions will submit more detailed plans as appropriate.

The immediate cancellation of all Spring 2020 athletic activities and competitions resulting from the Coronavirus pandemic was both emotionally and psychologically traumatic for Columbus State University student-athletes, coaches and fans. While those directly involved in sports understand the risks of participation, the immediate ending of athletic participation -some careers- amidst this global pandemic has certainly been felt. Nonetheless, student-athletes, coaches, and staff are experts in the areas of competitiveness, overcoming obstacles, resiliency in the face of adversity, and having focus and discipline with actions, will allow Columbus State University student-athletes, coaches, and staff to quickly recover in representing CSU.

The return of sports or athletics will have a renewing and revitalizing impact to our campus. Student-athletes will be reinvigorated, savoring the opportunity to play the games each are passionate about, while representing Columbus State University. Additionally, fans and supporters will return with renewed zeal to watch Columbus State University Student-Athletes play. Return of sports will reflect a symbolic feeling of normalcy, needed in times of challenge.

Though the competitions on the field ended abruptly in March, the need to communicate with current and future student-athletes continued with even greater importance. As a result, coaches and staff quickly
adapted, acquiring skills to utilize available technology to host virtual team meetings, communicate with prospects, and provide academic support and guidance. Additionally, a thorough review and enhancement of the athletic website will better allow coaches and staff to showcase the campus and athletic facilities to recruits unable to visit the beautiful campus of Columbus State University. These learned actions and experiences will provide greater efficiency in advancing Columbus State University athletics, as we continue to represent as a highly competitive, nationally relevant NCAA Division II athletics program.

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**Overarching Framework for Department of Athletics**

The plan is for all University System of Georgia (USG) institutions, including Columbus State University, to increase overall face-to-face instruction opportunities for the spring semester. The health and safety of our students, faculty, and staff are our top priority. With that priority in mind, Columbus State University and the USG will work in tandem with the Governor’s office, the Governor’s COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) to make public health-informed decisions affecting the status of any of our campuses or our system.

**Return of Athletes to Campus Spring 2021**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Initial Return to Campus</th>
<th>Number of Student-Athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>W Soccer</td>
<td>January 15, 2021</td>
<td>33</td>
</tr>
<tr>
<td>M W XCTF</td>
<td>January 22, 2021</td>
<td>68</td>
</tr>
<tr>
<td>M W Tennis</td>
<td>January 11, 2021</td>
<td>18</td>
</tr>
<tr>
<td>M W Golf</td>
<td>January 25, 2021</td>
<td>16</td>
</tr>
<tr>
<td>M W Basketball</td>
<td>December 28, 2020</td>
<td>40</td>
</tr>
<tr>
<td>Baseball</td>
<td>January 8, 2021</td>
<td>39</td>
</tr>
<tr>
<td>Softball</td>
<td>January 8, 2021</td>
<td>18</td>
</tr>
<tr>
<td>Cheer &amp; Dance</td>
<td>January 4, 2021</td>
<td>31</td>
</tr>
</tbody>
</table>

**Sport Practice Events Resuming in Spring 2021**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Initial Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>W Soccer</td>
<td>January 18, 2021</td>
</tr>
<tr>
<td>M W XCTF</td>
<td>January 25, 2021</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>M W Tennis</td>
<td>January 11, 2021</td>
</tr>
<tr>
<td>M W Golf</td>
<td>January 25, 2021</td>
</tr>
<tr>
<td>M W Basketball</td>
<td>December 28, 2020</td>
</tr>
<tr>
<td>Baseball</td>
<td>January 11, 2021</td>
</tr>
<tr>
<td>Softball</td>
<td>January 11, 2021</td>
</tr>
<tr>
<td>Cheer &amp; Dance</td>
<td>January 5, 2021</td>
</tr>
</tbody>
</table>

**Travel Arrangements**

- Team travel for away competitions
- Primarily utilize CSU transportation services
- Utilize take out and meals delivered to hotels rather than sit down restaurants
- Masks must be worn in the bus at all times - **no exceptions**

Travel to away competitions from campus will require consideration of the travel roster size in order to address social distancing requirements on University charter vehicles. Essential team personnel (coaches, student-athletes, managers, etc.) should be reviewed for each team travel date. Where rosters cannot meet the requirements, additional charters or alternate transportation may be required. Working closely with CSU Transportation Services, each sport will review and implement travel rosters needed to meet the requirements based on the vehicle assigned, and the established capacities. Capacities are as follows:

- **Three Coach Buses (Unlimited Range)**
  - Bus 410 - 45 passenger capacity reduced to 50%
    - 25 passengers
  - Bus 411 - 53 passenger capacity reduced to 50%
    - 25 passengers
  - Bus 413 - 51 passenger capacity reduced to 50%
    - 25 passengers

- **Limited range (Five hours travel time or less)**
  - Bus 408 - 45 passenger capacity reduced to 50%
    - 22 passengers
  - Bus 414 - 34 passenger capacity reduced to 50%
    - 15 passengers.

Protocols will be implemented for appropriate spacing within the buses. Head coaches are charged with ensuring protocols are followed during travel. If at any point the bus driver feels unsafe or protocols are not
being followed during travel, they have the authority to pull off the road and correct the violation or speak with the head coach who will then correct the violation. Face covering will be required for all members of the travel party throughout the entirety of the trip. The capacity requirements will impact travel for all teams, as well as Driver and Bus availability. It is essential head coaches coordinate with CSU Transportation Services well in advance to communicate travel needs and projected travel party size.

Team travel is a significant part of intercollegiate athletics and puts Columbus State University student-athletes at an increased risk, resulting in additional precautions to be implemented.

1. The assigned CSU Bus Driver has authority to pull the vehicle over to address any protocols not being followed. It is critical that coaches lead by example to assure the safety of all personnel on the bus.
2. Any student-athlete or staff member with positive results will follow procedures for reporting to Columbus State University COVID-19 response team so contact tracing can be conducted. Positive results may lead to multiple people being quarantined, suspension of travel, and cancellation or rescheduling of competitions.
3. If a team is staying overnight in a hotel, the athletic trainer or assigned staff member will screen every member of the travel party at a designated time before loading the bus or departing from the hotel. If travel party screening results in any member with COVID-19 symptoms of concern, the following protocols will take place:
   a. Tanika Colvin, Head Athletic Trainer will be contacted immediately.
   b. The screened individual will be quarantined in the hotel immediately.
      i. While in insolation at the hotel the student athlete will complete the COVID-19 Reporting of Exposure, Symptoms, or Positive Test Results Form.
   c. A member of the Columbus State University Athletic Department Staff will secure immediate transportation back to campus for the individual whose screening was of concern.
      i. If the individual is a member of the staff, he/she can transport themselves back to campus.
      ii. If the individual who screened positive or is symptomatic is a student-athlete, he/she must be accompanied back to campus by a staff member.
   d. During this transportation, the student-athlete and the accompanying staff member will be required to wear appropriate Personal Protective Equipment (PPE) for the remainder of the trip, try to increase ventilation in the vehicle if possible, and sit as far away from the student-athlete as possible.
   e. Upon arrival back to campus both the student-athlete and the staff member will be placed in isolation/quarantine until proper protocols are initiated to clear or confirm the concern.
   f. All members of the travel party who were within 6 feet for a period of 15 minutes or longer will be quarantined upon return to campus until the CSU COVID Response Team evaluates the case.

Athletic Staff & Student-Athletes Education & Training

Each team competing during Spring 2021 will meet to reiterate the importance of following established protocols. Education and training on sanitation, social distancing, and policy and procedures of Columbus
State University Athletic Department regarding COVID-19. In addition, testing protocols will be detailed, including processes that will occur should exposure or positives occur. Appropriate documents detailing expectations particular to each sport, facility, travel, and the overall campus will be distributed, including emphasis on zero tolerance adherence to the protocols by all Tier 1 personnel. In addition, documents will be sent via ARMS Compliance Software to assure and properly confirm that all have reviewed information. Any staff member or student-athlete that utilizes athletic and University facilities will be required to be screened and provided proper education prior to use. CSU Athletics will follow social distancing guidelines based on GDPH and CDC recommendations for the current phase, as determined by appropriate officials.

**Athletic Department Offices**

Columbus State University Athletic Department Staff members may utilize assigned offices or other designated areas. When meeting with an individual(s) and appropriate social distancing cannot be maintained, the staff member is to relocate to an area that meets necessary guidelines. As with all University facilities, masks are required to enter the athletic department offices. The size of the office determines the maximum number that may meet in an office, with face coverings required. Administration will provide the maximum number to the office occupant. Staff members are allowed to remove face coverings in their own office when the door is closed and no other occupants. Staff are to relocate meetings to appropriate locations when exceeding the assigned office occupancy number.

**Team Meeting, Film Review, Other Meetings**

Team Meetings and/or other sport related meetings will be held in areas that can assure that proper social distancing can be maintained. Reservations of facilities need to be requested through the CSU E-Quest system to assure proper set-up for the size of the team, and sanitation procedures will be completed. When appropriate, teams can consider utilizing fan seating areas or other areas within the sports facility to conveniently gather in order to maintain proper distancing. For example, in the sport of basketball, the Lumpkin Center fan seating area can be utilized to achieve appropriate social distancing guidelines based on GDPH and CDC recommendations for the current phase, as indicated by appropriate officials.

Virtual meeting technology will be considered and/or recommended for staff and student-athlete meetings, as appropriate.

The Student-Athlete Study Center will allow no more than eight (8) student-athletes at a time. For team study halls, other areas of the Lumpkin Center can be reserved and set-up to assure appropriate social distancing and proper sanitation processes are completed.

**Athletic Weight Room**

The Lumpkin Center Athletic Weight Room will be closed until further notice. Teams can reserve the Campus Recreation weight room during hours as determined by the Campus Rec staff. The following procedures are required for usage by teams:
1. The maximum number of people that can be in the facility at a given time will be determined by the Campus Recreation staff. The number of individuals will be based on final square footage, as well as the equipment layout of the facility.
2. All members of the coaching staff will wear PPE based on current guidelines and recommendations.
3. Anyone using equipment will remain spaced 6 feet apart and rotate in a cyclical or non-crossing pattern.
4. All weight benches and shared equipment will be sanitized between each use.
5. All weight benches and shared equipment will be sanitized at the end of the day.
6. The weight room will only be accessible if scheduled properly and will be locked directly following any scheduled usage.

**Locker Rooms**

1. Usage of locker rooms should be limited, with no more than 25% capacity permitted, as determined by square footage. When determined, the capacity of each locker room will be shared with head coaches for monitoring by the individual sport’s staff.
2. All locker room benches, chairs, and tables will be sanitized at the end of the day by the CSU University support services staff.
3. All access codes will be changed periodically to ensure that only current and designated team personnel have access to the facility.

**Athletic Competition Venues - Patron Seating**

When hosting a home competition that fans/patrons are allowed to be in attendance, appropriate guidelines pertaining to capacity, sanitation, and other recommendations will be followed as recommended by the CDC, GDPH, and CSU. Individuals and/or families will be required to maintain appropriate social distancing guidelines. This includes standing to view the competition or sitting in the designated seating areas. Though not anticipated, should attendance at a home competition exceed ability to maintain social distancing protocols due to capacity, the facility operations team will limit further entrance. Maximum capacity for each venue is established to determine the number of patrons that will be allowed through the gates to view the competition(s).

**Visiting Teams**

Visiting teams and official team personnel will follow appropriate NCAA Sports Science Institute (SSI) protocols. At this time, Columbus State University is not planning on screening/testing visiting teams. We are going to trust that the athletic training staff at the competition school will handle the appropriate screening. There is discussion among the Peach Belt Conference member institutions of having a uniform screening policy. However, at this time, each PBC institution is developing their own policy based on CDC and appropriate governmental agency guidelines.
Concessions

At home competitions when concessions are being sold, appropriate markings will be placed to assure social distancing while in queue. In addition, non-contact point-of-sale transactions will be implemented. Concessions will consist largely of “grab and go” type items.

Equipment Cleaning

At the conclusion of practice and/or competition, all practice areas, equipment, implements, and gear will be cleaned/sanitized by a designee(s) of each sport. In addition, the University Support Services will follow established guidelines for cleaning of designated areas that are not assigned to sport specific staff member(s).

Athletic Facility Procedures

The following information is to be used when athletic facilities are open for operation to control any potential spread of the COVID-19 virus. All procedures are based on CDC, GDPH, and local guidelines. If a student-athlete does not report for the daily screen or has a positive screen, he/she will not be allowed to enter any athletic facility until they are cleared to do so.

The following procedures will be implemented in all athletic facilities, as appropriate:

1. One-way traffic will be adhered to when possible in the facilities. Necessary signage will be posted in the buildings/venues by CSU Logistics.
2. All public water fountains will be unavailable for use, with the exception of fountains that have bottle filling capacity.
3. Student-athletes will be required to bring their own personal water bottle from home for all practices and workouts.
4. Maintain social distancing at all times (six feet at a minimum).
5. All athletics staff that are providing instruction to the student-athlete, this includes members of the coaching staff, athletic training staff, and strength and conditioning staff, are encouraged to wear appropriate PPE at all times. At this time, appropriate and recommended PPE for CDC and GDPH guidelines is a face covering.
6. All cold whirlpool tubs will be for heat emergencies only.

Adjusted Seating Capacity for CSU Athletic Facilities

<table>
<thead>
<tr>
<th>Athletics Facility</th>
<th>Seating Capacity</th>
<th>Adjusted Seating Capacity</th>
<th>Cleaning Schedules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walden Soccer Complex</td>
<td>500</td>
<td>250</td>
<td>Daily</td>
</tr>
</tbody>
</table>
General cleaning of each facility is coordinated through University Support Services. Additionally, head coaches of each sport will be responsible for monitoring consistent oversight of all sport-specific facilities, including ensuring appropriate sanitation of equipment, uniforms, lockers, etc.

**Lumpkin Center Basketball Return to Fans Plan**  
Men’s and Women’s Basketball

A detailed logistical plan has been developed in conjunction with the University Support Service team. Seating capacity for patrons will be approximately 325 in designated physically distanced seating. All patrons will be required to wear face coverings and have their temperature checked upon arrival to the Lumpkin Center. Patrons with a temperature of over 101.4 will be escorted out of the building. Student-athletes and patrons will enter through different entrances to avoid crossing. Once patrons have been cleared with an acceptable temperature they will purchase tickets and be assigned a seat. In previous years, seating has been a combination of general admission and reserved seating.

In the Lumpkin Center, only one side of the gym will be available for patrons to sit. Seats will be divided into groups of 2 or 4 to accommodate social distancing guidelines. Seats that are available to sit in and marked as socially distanced will be visibly marked with a CSU branded sticker. Staff will be patrolling the seats to ensure the patrons are following social distancing guidelines. There will be two sections reserved for the home and visiting team to sit while the other team is playing.

Student-athletes will be required to wear face coverings at all times except when on the court playing. Head coaches are encouraged but not required to wear face coverings during the game. All assistant coaches and managers will be required to wear face coverings at all times. During the game student-athletes will have an assigned chair and towel. Chairs will be placed 6ft apart.

Between the women’s and men’s basketball games the CSU custodial staff will disinfect the court. The men’s teams will not be allowed to enter the court until the disinfecting has taken place. Game balls will also be disinfected during this time.

During the game there will be limited grab and go concession items through Aramark.
The first two home games on January 6 and January 13 will play with no fans in attendance to confirm that the student-athletes and staff are familiar with and understand the COVID-19 game day protocols. Adjustments and/or changes may need to be made to the Lumpkin Center fan attendance plan following the initial two games.

Columbus State University
Sports Medicine COVID-19 Response Plan

The intent of this document is to prepare and inform Columbus State University Athletic Department Staff and Student-Athletes with preparation and implementation strategies to enhance safe return to campus and athletic activity following the COVID-19 pandemic.

*Disclaimer: Recommendations are fluid and subject to change. Therefore, it is important to stay current with public healthcare guidelines as well as recommendations from governing bodies*

Athletic Training Room Procedure

Permitted Personnel:
- Head Athletic Trainer
- Assistant Athletic Trainer
- Athletic Trainer Graduate Assistants
- Scheduled Student-Athletes

Office Hours
- Monday-Friday
- 10:00am - 5:00pm

Procedure
- Symptoms checklist
- Temperature check
- Masking will be implemented
- Social distancing will be implemented
- Cleaning procedures will be implemented
• Student-Athlete
  ○ Prior to the appointment
    ■ Download KONGiQ application
    ■ Schedule appointment with Head Athletic Trainer or Assistant Athletic Trainer in the KONGiQ app
  ○ Schedule appointment date
    ■ Wait at the athletic training room door
      ● Complete symptoms checklist within KONGiQ application upon arrival
      ● Temperature check will be completed and recorded.
        ○ Should a student-athlete exhibit symptoms, have been around someone with COVID-19 in the last 14 days, or have a temperature at or above 100.4 the student-athlete will be referred to Columbus State University Student Health Center for further evaluation for COVID-19.
    ■ The scheduled athletic trainer will instruct the student-athlete when to come in at what table to go to.
      ● Student-athlete will be given a sanitation wipe and hand sanitizer before entering
    ■ Face coverings are required for student-athletes.
    ■ Social distancing will be implemented.
      ● 10 people in the athletic training room at a time
        ○ 4 athletic trainers
        ○ 4 student-athletes
        ○ 2 other
    ■ Cleaning procedure will be implemented
      ● Student-athletes will place all things touched in the contaminated area and athletic trainers will sanitize everything touched after each use.
      ● Athletic Trainers will sanitize each table following each appointment.
      ● Athletic Trainers will sanitize hands following each student-athlete interaction.
      ● Student-athletes are recommended to sanitize hands before leaving the athletic training room.

Columbus State University COVID-19 Testing/ Daily Screening Procedure
The National Collegiate Athletic Association (NCAA) and SSI have developed standards of daily screening and testing of student-athletes to ensure safety during the COVID-19 pandemic. Columbus State University and Mercy Med have partnered together to ensure CSU athletics are able to uphold these standards to ensure health and safety of student-athletes and staff. All student-athletes will be tested prior to sport participation upon return to campus. Testing dates are outlined in Return of Athletes to Campus Spring 2021 initial return to campus dates above. Student Athletes will be asked to conduct a daily screening using the KONGiQ application that will include a temperature check and screening of daily symptoms before being permitted to practice. Sports are put into various categories based on the level of risk for exposure and have various levels of testing. Below will be each sport classification based on the NCAA guidelines the frequency of testing.
<table>
<thead>
<tr>
<th>Sport</th>
<th>Risk of Transmission</th>
<th>Testing Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>W Soccer</td>
<td>Medium</td>
<td>25% to 50% of Tier 1 contacts weekly or biweekly</td>
</tr>
<tr>
<td>M W XCTF</td>
<td>Low</td>
<td>Symptomatic only if mitigating procedures can be maintained</td>
</tr>
<tr>
<td>M W Tennis</td>
<td>Low</td>
<td>Symptomatic only if mitigating procedures can be maintained</td>
</tr>
<tr>
<td>M W Golf</td>
<td>Low</td>
<td>Symptomatic only if mitigating procedures can be maintained.</td>
</tr>
<tr>
<td>M W Basketball</td>
<td>High</td>
<td>3 times per week in season. 1 PCR test or 3 antigen test weekly out of season.</td>
</tr>
<tr>
<td>Baseball</td>
<td>Medium</td>
<td>25% to 50% of Tier 1 contacts weekly or biweekly</td>
</tr>
<tr>
<td>Softball</td>
<td>Medium</td>
<td>25% to 50% of Tier 1 contacts weekly or biweekly</td>
</tr>
<tr>
<td>Cheer</td>
<td>Medium</td>
<td>25% to 50% of Tier 1 contacts weekly or biweekly</td>
</tr>
<tr>
<td>Dance</td>
<td>Low</td>
<td>Symptomatic only if mitigating procedures can be maintained.</td>
</tr>
</tbody>
</table>

**Additional Documents and Materials**

- [NCAA Resocialization of Collegiate Sport: Action Plan Considerations](#)
- [Georgia Department of Public Health COVID-19](#)
- [CDC Guidance for Administrators of U.S. Institutions of Higher Education](#)
- [NATA Pre-Return and Return-to-Campus Preparation and Communication Plan](#)
- [Columbus State University Return to Campus Updates](#)
- [How to Prevent the Spread of COVID-19 GA-DPH](#)
- [Peach Belt Conference Return to Play Plan](#)
Basketball COVID-19 Rules Interpretations and Play Situations

Guidance and Considerations for Men’s and Women’s Basketball Officiating

Guidance Medical Care and Coverage for Student-Athletes at Away Events

Guidance and Recommendations for Game Day Operations - Basketball

Resocialization of Collegiate Sport: Developing Standards for Practice and Competition

Resocialization of Collegiate Sport: Developing Standards for Practice and Competition, Second Edition

COVID-19 Guidance on Multiple Teams in the Same Location

Core Principles of Resocialization of Collegiate Basketball

FAQ: Principles of Resocialization of Collegiate Basketball and Testing Considerations for all Sports

Resocialization of Collegiate Sport: Action Plan Considerations

NCAA Board of Governors decision on fall sports championships during 2020-21 and requirements for each division related to the conduct of fall sports and championships

NCAA Division II COVID-19 Question and Answer Guide

NCAA COVID-19 Main Page
Communication

CSU’S Return to Campus Communications Plan will direct the internal and external communications and news regarding the return to campus strategy and implementation for preparation for the coming semester. The plan includes both internal and external stakeholder communications, including students, faculty, staff, community members, prospective students, alumni, donors, and the media. The goal is to inform the various audiences of the university’s plans and contingencies in a timely and relevant manner, in some innovative and creative platforms. The plan will also use traditional channels (emails, posters, signs), in addition to digital and social media communication channels to communicate messages to the various stakeholders. The communication will be designed and distributed through targeted owned, shared and earned media channels.

During this crisis, we had the opportunity to bring together the various communicators from colleges and departments from across our campus together to create one team, focused on communicating the large amount of information needed to inform and comfort our campus community during this stressful time. This crisis also created new opportunities for the marketing, communications, and media relations specialists to centralize longer-term strategy on the most effective tactics to reach our audiences.

Overall, we should be able to continue a high level of effective communication, with our team members being able to telework, and then transitioning to 100% of the University Relations team on campus full time.

A communications plan must be built for the following working groups:

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

We recommend a communications representative consult with each working group on developing a plan for communicating all of the necessary information from that working group to the appropriate audience. Communication plans should be based on working group plans that have been approved by USG.

*Institutions should submit a communications plan for Contingency Plan #1 with as much information as possible to include the following information.

Face-to-face Instruction with Social Distancing Measures

   **SOCO:** Ensure all campus community members engage in social distancing guidelines at all times.

**SWOT:**

- **Strengths:** Faculty, staff, and students will be made aware of social distancing guidelines before school returns, and this will be reinforced for as long as is needed.
- **Weaknesses:** Social distancing will impact the university experience and learning environment for many of our students.
- **Opportunities:** Faculty, staff, and students want to resume campus learning and activities.
- **Threats:** We could still experience an outbreak on campus, Columbus area, or state level that impacts our return to campus.
<table>
<thead>
<tr>
<th>Content Topic</th>
<th>Audience</th>
<th>Timeline</th>
<th>Content Owner</th>
<th>Critical Points</th>
<th>Method of Comm.</th>
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</thead>
<tbody>
<tr>
<td>Workplace &amp; Health Safety</td>
<td>Faculty and Staff</td>
<td>May - June 2020</td>
<td>Workplace and University Relations</td>
<td>Campus and office guidelines for returning to campus</td>
<td>Email, Website, Social Media</td>
</tr>
<tr>
<td>Academics &amp; Research</td>
<td>Faculty and Staff</td>
<td>May - June 2020</td>
<td>Provost office and University Relations</td>
<td>Campus guidelines for returning to campus</td>
<td>Email, Website, Social Media</td>
</tr>
<tr>
<td>Public Service, Outreach, Continuing Education &amp;</td>
<td>Campus Community and Public</td>
<td>May – June 2020</td>
<td>Continuing Education and University Relations</td>
<td>Information regarding continuing classes, camps and related programs</td>
<td>Email, Website, Social Media, and public announcements</td>
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<tr>
<td>Cooperative Extension</td>
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<td></td>
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<td></td>
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<tr>
<td>Student Life</td>
<td>Students</td>
<td>May – August 2020</td>
<td>Students Services</td>
<td>Impact on student services</td>
<td>Email, Website, Social Media, Cougar Connection</td>
</tr>
<tr>
<td>Residence Hall Move-In</td>
<td>Residents</td>
<td>3 weeks prior to start of semester</td>
<td>Residence Life Director</td>
<td>Date/time for move-in</td>
<td>Primary: email</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Social distancing expectations</td>
<td>Secondary: social media posts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Where to arrive</td>
<td>directing students to email</td>
</tr>
<tr>
<td>Athletics</td>
<td>Campus Community, Public</td>
<td>May – August 2020</td>
<td>Athletics Sports Information Office and University Relations</td>
<td>Impact on sports schedules</td>
<td>Email, Website, Social Media, Cougar Connection, News Releases</td>
</tr>
</tbody>
</table>

Return to Campus Workplace Announcement

**DRAFT 1**

Columbus State University is planning to return to the usual mix of instructional options for the coming semester, should the University System of Georgia and public health officials allow it. A Return to Campus Task Force, comprised of more than 60 faculty and staff, are working to develop a plan for the university’s safe return with social distancing policies in place.

CSU’s will implement a plan for students, faculty, and staff to safety return to campus, including various health and safety precautions including social distancing and sanitation guidelines to minimize the opportunity for the spread of
the COVID-19 virus. You will receive additional information on the health and safety guidelines by email, social media, your director or supervisor, and on our website, https://www.columbusstate.edu/coronavirus/.

All 26 USG institutions are developing a staggered approach to return to face to face instruction, while ensuring the safety of students, faculty, and staff.

**DRAFT 2**

Over the last few weeks, our Return to Campus Taskforce workgroups have worked diligently to refine our preparations to create a safe, productive educational environment, in anticipation of returning to the usual mix of instructional options. They have also coordinated with the USG and other institutions to create a plan that will be flexible and consider the various needs of all units across campus.

Our University-level continues to focus on our number one priority, the safety of the entire campus community and the educational success of our students.

With all of these factors in mind, our taskforce has developed a phased return to campus strategy that will begin XXXXX, and will be implemented in three stages. This plan, like all of the planning we have done in regards to this issue, is subject to change by new directives and as new health safeguards are announced.

We will continue to keep you informed as our planning progresses, as well as any changes in our strategy for the semester by email, social media, and our resource page, https://www.columbusstate.edu/coronavirus/. We have also created a portal so you can submit questions and make suggestions, https://columbusstate.formstack.com/forms/returning_to_campus_ideas_and_questions.

At this time, our return to campus plan for faculty and staff will proceed in three stages:
Stage 1 - June 11

Flex Office Schedules
- (see office work grids)
- Administrative Staff
  40% office / 60% telework
  100% telework
- AF Faculty
  100% teleworking
  [100% work, as needed]
- Custodial Services and Maintenance - shift schedules
- Physical campus remains closed to the public

Stage 2 - July 20

Rotating Office Schedules
- (see office work grids)
- Administrative Staff & Administrative Faculty
  1. Mon, Wed, Fri
  2. Tues & Thurs
- Limited-Capacity Enrollment Services Area
- Non-Administrative Faculty
  100% teleworking
- On-campus office hours with tiered approval & with full consideration of rotating schedules
- Current measures with previously involved graduate students to receive non-safety personal protective equipment
- Custodial Services and Maintenance - shift schedules
- Visitors should call to schedule any appointments on campus

Stage 3 - TBD

Regular Office Schedules
- Administrative Staff & Administrative Faculty
- As Assigned & Directed
- Gatherings: 10 or less with social distancing
- All Faculty
- As Assigned & Directed
- Custodial Services and Maintenance - shift schedules
- It is recommended that visitors call to schedule appointments on campus

Stage 4 - TBD

Fall 2020 Semester
- Faculty and Staff
  - As Assigned and Directed
- Students
  - Attend class as scheduled: Face to Face, Hybrid, 100% Remote

Special Note:
All meetings should continue to be conducted in virtual formats until further notice

(edited, July 9, 2020)
Fiscal Impact

For each working group or for the structure appointed for planning, a fiscal impact representative should be included. Decisions and guidance for reopening in an online environment, or for a return to an online environment, must be viable within budget limitations and any projected reduction. This person will track decisions that have financial implication and will conduct analysis as appropriate. A team of fiscal impact representatives should meet regularly with the CBO to raise any concerns or needs as they are hearing them in the work groups.

Specific plans related to tracking and reporting fiscal impacts will be given by the USG Office of Strategy and Fiscal Affairs at a later date.

- Report to be delivered separately at a later date, as directed by the University System of Georgia
University Advancement & Community Partnerships

Through his process, we have learned more about our dependence on campus integration, as well as how a lack of face-to-face interaction dampens major gifts. University Advancement and our community partners do not and cannot operate independently from the institution, albeit with special events, communication mediums or development and stewardship activities. We are intertwined and dependent on Campus Logistics, Student Life, Physical Plant, Athletics and Academia.

We have also adapted our fundraising and engagement initiatives to incorporate safe and social distancing practices, and have seen two trends emerge during this time: More people are giving, but their average gift is smaller. Our constituency will support us philanthropically using electronic mediums, as we have seen an increase in the number of gifts online. However, the overwhelming majority of those gifts are under $250, meaning our Tower Level donors (gifts of $1,000+) have decreased.

The University Advancement and Community Partnerships Committee is an additional component of the USG & CSU Reopening of Campus Task Force. At CSU, University Advancement (UA) utilizes staff and volunteers to engage alumni, friends, corporations and organizations in our community as partners. Our partners support educational excellence and the expansion of educational opportunities through asset building and resource allocation, such as mission advocacy, funding support, student internships, investment management and constituency engagement.

Other committees in the Reopening of Campus Task Force have oversite and purview to logistical and conceptual components regarding some University Advancement and Community Partnership activities. Their recommendations will be accepted and implemented as such.

All engagement activities and methodologies used by University Advancement to develop community partnerships can conform to any rules and regulations regarding phases outlined in the Federal Government’s "Guidelines for Opening Up America," and on Governor Kemp’s Statewide Executive Order: "Guidelines for Businesses"

University Advancement interacts with our Community Partners using four different methodologies:
1. Electronic & Postal Contact (direct mail, phone, email, social media) 0 people
2. Individual Interactions (personal dialogues, face-to-face calls, donor visits) 2-9 people
3. Small-scale Events and meetings (receptions, dinners, lunches, meetings) 10-49 people
4. Large-scale Special Events (receptions, galas, festivals, performances) 50+ people

1. Electronic & Postal Contact

   • Description of Implementation:
     - UA will continue to communicate, solicit and steward our constituency through postal services with magazines, letters, brochures and personal notes.
     - UA will continue to communicate, solicit and steward our constituency electronically with email, phones and a variety of social media (Facebook, Twitter, Instagram, etc.).
     - This methodology is inherently the safest for UA staff and volunteers engaged in this activity to practice safe social distancing protocol as recommended.

   • Supplies / Materials Needed:
• All supplies, materials and services needed for this methodology are either already in inventory (letterhead, envelopes, postage) or secured (internet access, database software, existing accounts).

• Any new materials would be minimal cost (paper, printing, subscriptions) and only necessary based on outreach vehicle.

- Communication Points:

• Other than establishing a common understanding of federal, state and USG guidelines regarding social distancing, no new or alternative communication is needed for this methodology.

2. Individual Interactions

- Description of Implementation:

• UA staff, volunteers and key CSU stakeholders will resume engaging with alumni and friends, as well as corporate and foundation representatives, to strengthen and enhance the partnership relations through individual meetings of 2-9 people.

• Any travel will require prior approval from UA and USG before engagement date.

• Any personal face-to-face contact will follow the reopening guidelines, policies, protocols and practices as identified by the CSU Public Service, Outreach, Continuing Education and Cooperative Extensions Task Force, the State of Georgia and the University System of Georgia.

- Supplies / Materials Needed:

• All supplies and materials needed for this methodology (email, phone, proposals, reports) are already secured and in use.

- Communication Points:

• Other than establishing a common understanding of federal, state and USG guidelines regarding social distancing, no new or alternative communication is needed for this methodology.

3. Small-scale Events and Meetings

- Description of Implementation:

• UA staff, volunteers and key CSU stakeholders will resume engaging with alumni and friends, as well as corporate and foundation representatives, to strengthen and enhance the partnership relations through small-group meetings and events comprised of 10-49 people.

• Types of small-group meetings include, as examples, meeting with families about scholarship support, holding programs, departmental or college advisory groups and committee meetings, etc.

• Meeting hosts will establish appropriate facility logistics in advance.

• Any travel will require prior approval from UA and USG before engagement date.
• Any personal face-to-face contact will follow the reopening guidelines, policies, protocols and practices as identified by the CSU Public Service, Outreach, Continuing Education and Cooperative Extensions Task Force, the State of Georgia and the University System of Georgia.

● Supplies / Materials Needed:

• All supplies and materials needed for this methodology (email, phone, proposals, reports) are already secured and in use. In some cases, microphone and podium, as well as other Audio-visual equipment may be needed.

● Communication Points:

• Other than establishing a common understanding of federal, state and USG guidelines regarding social distancing, no new or alternative communication is needed for this methodology

4. Large-scale Special Events

● Description of Implementation:

• UA staff, volunteers and key CSU stakeholders will resume engaging with alumni and friends, as well as corporate and foundation representatives, to strengthen and enhance the partnership relations through Large-scale Special Events comprised of 50+ people.

• Types of AU Large-scale Special Events include, as examples, fundraising and stewardship galas, grand openings, donor recognition celebrations, alumni homecoming tailgate party, concert performances, festivals, etc.

• Meeting hosts will establish appropriate facility logistics in advance.

• Any travel will require prior approval from UA and USG before engagement date.

• Any personal face-to-face contact will follow the reopening guidelines, policies, protocols and practices as identified by the CSU Public Service, Outreach, Continuing Education and Cooperative Extensions Task Force, the State of Georgia and the University System of Georgia.

● Supplies / Materials Needed:

• All supplies and materials needed for this methodology (email, phone, proposals, reports) are already secured and in use. In some cases, microphone and podium, as well as other Audio-visual equipment may be needed.

● Communication Points:

• Other than establishing a common understanding of federal, state and USG guidelines regarding social distancing, no new or alternative communication is needed for this methodology

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II. Contingency Plan 2 - Classes Begin Fully Online

Contingency plans 2 and 3 will require similar planning, in that classes and operations must be able to start or transition to an online, remote environment if the COVID-19 situation requires us to do so. Where noted, there will be different submission requirements based on the timing for any move to an online environment. Decisions about moving online will be made at the University System Office in consultation with the Governor’s office, the Governor’s COVID-19 Task Force, and GDPH. No institution shall make the decision to move online on its own.

Using the Spring 2020 semester as a reflection point with lessons learned, institutions should implement best practices in the online delivery of courses and in the remote delivery of institutional services. These plans should include employees working remotely when possible and employees working on campus. Now is the time to conduct after actions reviews to identify opportunities for improvement in online delivery, as well as inventory the necessary resources that would be required to move to this environment again in the future.

Workplace & Health Safety

Columbus State University will return to the Spring 2020 Essentially Physical Present Employees status.

If necessary
Each Vice President and Executive Leadership Team member will provide the Office of Human Resources with the names of employees that should be on campus to perform time-sensitive and specific duties. These employees should have a memorandum authorizing them to be on campus.

Individuals not designated as Essential Physically Present Employees should not come to campus unless instructed to do so by the University. In the rare instance that a faculty or staff member who has been designated as a 100% remote worker must come to campus they should

1. Call University Police (706-568-2022) prior to their arrival on campus.
2. Provide UPD with the nature of their visit, expected time of arrival and the location of their visit.
3. Provide UPD with their expected time of departure from campus.

These restrictions would be put in place to protect the health of our campus community. Employees who violate this directive could be subject to disciplinary actions.

Academics & Research

The Academics and Research portion of this document was developed by the taskforce in accordance with comments provided by faculty across campus. Given this is a document to be provided to the USG, some comments given by faculty are noted and/or might not be present in this document, as per the USG’s guidelines. In particular, the USG advised each institution not to make sweeping changes to the schedule. As is spelled out in the document, if particular faculty have specific circumstances that would preclude them from teaching face-to-face in the coming semester, this committee would advise them to contact both Human Resources and their respective department chair.
• At the time of submission of this document Columbus State University is delivering all classes online, and if advised by USG, the University is prepared and will do so.

**Public Service, Outreach, Continuing Education & Cooperative Extension**

• Outreach Centers will be closed to the public. All sessions and content that can be, will be conducted/delivered virtually.

**Student Life**

**Residence Life**

**Students will live in Residence Halls**
Students will be allowed to live in Residence Halls with social distancing. Students will be required to follow the policies and guidelines provided. Flexibility will be utilized in regards to cancellation policies to allow students to make individual decisions based on their circumstances.

**Description of Implementation:** Based on occupancy guidelines, Residence Life will implement policies and procedures for students to live within the Residence Halls.
- The mandatory freshmen on-campus living requirement will be removed to allow for reduced capacity of campus housing.
- Residence Life will also remove the 10-month housing contract and provide exceptions for students who are uncomfortable with staying in campus housing.
- Check-In Process will be staggered and will begin up to 2 weeks prior to classes beginning.
- Student Staff will return to campus 3-5 days prior to residential students to make final preparations for check-in.
- Small Building Meetings will occur daily as students check-in, with a virtual option, to go through changes in policies and procedures in regard to COVID-19.
- Students will be limited in the number of guests to assist with check-in.
- Any commonly used equipment, such as luggage bins, will be sanitized prior to each student's use.

**Supplies / Materials Needed:** The wireless capacity at RiverPark and Maryland Circle will need to be tested to allow the volume of students with online courses full access. These housing areas have shown limited capabilities in recent years with aging equipment. Masks will need to be readily available for both staff and students.

**Communication Plan:** Based on the guidelines, Residence Life will communicate with residential students via email, online orientation and resident meetings after check-in to communicate policies and procedures.

*Updated Policies, guidelines, and practices governing student residences will be developed and implemented.*
In support of The University System of Georgia and CDC guidance, public health initiatives, and the health of the CSU community, students remaining in Residence Halls from this date, until further notice, are directed to not congregate in groups of more than two, within or outside of Residence Hall rooms. Individuals are required to maintain a distance between themselves of six feet or more. Social gatherings in the Residence Halls and campus public spaces are prohibited, and all normal visitation privileges from non-residents are suspended until further notice. Any individual violating this directive will be subject to application of the student conduct code, due process standards, and possible resulting sanctions up to and including removal from the Residence Halls or suspension from the University. This directive is unfortunate, but the health and safety of students, faculty, staff, and community is of paramount importance. Students will be required to maintain a hygienic environment, especially in regard to the cleaning of surface areas (elevator buttons, door knobs/handles, etc.) that are touched frequently and can contribute to the spread of disease.

**Description of Implementation:** Policies will be available in the Student Handbook, both online and in print. Signage will be posted throughout the needed areas, emphasizing the specific rules for that area (i.e., signs for common areas indicating rules for gathering and cleaning). Additionally, Residence Life will waive the First Year Live On requirement and provide flexibility as it regards cancellation deadlines to allow students to cancel housing assignments if they no longer will be living on campus.

**Shared kitchens, dining rooms, laundry rooms, bathrooms**
- Access should be available, but the number of people should be restricted so that residents can stay at least 6 feet apart from one another.
- People who are sick, their roommates, and those who have higher risk of severe illness from COVID-19 should eat or be fed in their room, if possible.
- Dishes, drinking glasses, cups or eating utensils should not be shared. Used no-disposable food service items should be handled with gloves and washed with dish soap and hot water or in a dishwasher.
- **Guidelines for doing laundry**, such as washing instructions and handling of dirty laundry, will be posted.
- Sinks could be an infection source, and residents should avoid placing toothbrushes directly on counter surfaces.
- Tote bags can be used for personal items so they do not touch the bathroom countertop.

**Supplies / Materials Needed:** Signage for each of the common areas throughout Residence Life displaying the capacity of each common area. Altering the housing policies: First Year Requirement and Cancellation Policy.

**Communication Plan:** Students will need to sign a contract upon move-in, agreeing to the updated policies and guidelines, as well as liability waivers. Residence Life will develop educational documents for students to respond to that will actively engage their knowledge of the implemented policies and guidelines. Residence Life will also develop an awareness campaign for the residence halls to promote best practices in prevention.

**Rooms equipped for multiple students will contain multiple students.**
- Rooms equipped for multiple students will contain multiple students.
- The appeals of the First Year Live On Requirement will be carefully considered, and allow for leniency in cases of students that are high risk, according to GDPH.
- Cancellation fees may be waived for high risk students that choose to live off campus.

**Description of Implementation:** Residence Life will continue to assign students to rooms as normal but will communicate flexibility for students to choose other housing options based on their individual needs. This will include communicating leniency in the first year live on requirements and the length of the 10-month housing contract. Residence Life will also require all students living in double occupancy rooms to complete a roommate
contract that will include an outline of cleaning procedures for common spaces, and an outline of what will happen if a roommate becomes ill.

**Supplies / Materials Needed:** Residence Life will edit the current roommate agreement with the additional sections needed.

**Communication Plan:** Residence Life will meet with roommate groups prior to the beginning of each semester to begin completing roommate agreements prior to student arrival on campus. These will be further edited upon arrival as adjustments need to be made.

**Rooms in Residence Halls will be Monitored for hygienic practices.**
- Staff will avoid entering residents’ rooms or living quarters unless it is necessary.
- Staff will use virtual communications and check-ins (phone or video chat), as appropriate.
- Institutions will create an environment in which students can practice the safety guidance adapted from the CDC in the public areas of the Residence Halls.
- Individuals will be responsible for the cleaning and disinfection of their individual rooms.

**Guidelines for individuals living in shared housing include:**
- Social distance by staying at least 6 feet apart from others when around strangers.
- Consider wearing cloth face coverings in any shared spaces, not including dorm rooms.
- Everyday preventive actions everyone should take:
  - Know how the virus spreads.
  - Wash hands often.
  - Avoid close contact.
  - Cover mouth and nose with a cloth/ cover face when around others.
  - Cover coughs and sneezes.
  - Clean and disinfect.

**Description of Implementation:** More frequent health and safety inspections, but changing the current practices to allow limited entry into student apartments. Reminders for students on cleaning surfaces (i.e., how to properly clean surface areas) as well as ensuring students are well-supplied to clean these surfaces. Provide students the option to have a professional cleaning service do a thorough cleaning of their space. Provide each apartment with cleaning supplies upon move-in.

**Supplies / Materials Needed:** Additional Cleaning Supplies readily available in common spaces for students that are unable to obtain them.

**Communication Plan:** Residence Life will send out frequent reminders to all students about cleaning their apartments, as well as planning programs to help educate students about the importance of keeping commonly used areas sanitized.

**Vulnerable students will be allowed to stay in the Residence Halls.**
Students who are considered to be at a higher risk for severe illness as defined by GDPH will be asked to carefully consider whether moving into a Residence Hall is the appropriate option.
**Description of Implementation:** Residence Life would ask vulnerable students to contact the Center for Accommodations and Access (CAA) to determine if other accommodations are needed (i.e., single-person housing). Residence Life will remove the 10-month contracts for vulnerable students as well as their situations may change.

**Supplies / Materials Needed:** No additional supplies needed.

**Communication Plan:** Residence Life will partner with CAA and Student Health Services to communicate directly to students that may be vulnerable about options to live off campus. Residence Life will also send out general information to all students in the event a student has not self-disclosed their vulnerabilities.

**Cleaning and antibacterial sanitation that will be required for the Residence Halls**

COVID-19 prevention supplies (soap, alcohol-based hand sanitizers that contain at least 60% alcohol, tissues, trash baskets) will be provided in common areas. Common areas (laundry, movie rooms, etc.), elevators, and stairwells will be cleaned more frequently. Custodial staff will be responsible for the cleaning and disinfection of the common areas.

**Description of Implementation:** Residence Life will implement frequent cleaning procedures of high-touch areas several times throughout the day. Residence Life staff will be trained in cleaning and tracking of cleaning common areas.

**Supplies / Materials Needed:** Antibacterial Sanitizer stations and cleaning supplies to be distributed throughout each housing area and common space. Cleaning tracking sheets will need to be developed and posted in areas that will be cleaned frequently.

**Communication Plan:** Residence Life staff will receive proper training to implement cleaning procedures.

**Solutions for a student who tests positive will be developed.**

Students who have tested positive or who have symptoms of COVID-19 should seek medical care, notify residence life staff, and stay within their rooms.

- Recommendations for students who test positive will be to return to their permanent residence. Students that are unable to return to their permanent residence will be moved to an isolation room to continue GDPH guidelines related to isolation. Accommodations will be made for their roommate. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. The following symptoms may appear 2-14 days after exposure to the virus:
  1. Fever
  2. Cough
  3. Shortness of breath or difficulty breathing
  4. Chills
  5. Repeated shaking with chills
  6. Muscle pain
  7. Headache
  8. Sore throat
  9. New loss of taste or smell

Custodial Services will clean and disinfect all areas used by the person who is sick using the prescribed protocols as outlined in the March 25, 2020 USG custodial operations guidance as available for all retained campus housing (RiverPark & Maryland Circle). For all P3 housing areas (Courtyard & Clearview Hall), Residence Life Staff will work with Corvias to ensure cleaning for all areas used by the person who is sick. This includes disinfection of isolation rooms after use, if applicable.
Description of Implementation: If the student who tests positive has a roommate, the roommate would be removed to an isolation room, while the student who tests positive will remain in their room. This is due to the asymptomatic nature of the disease as the roommate was exposed and may test positive in the next 2-14 days.

Using the GDPH guidelines for discontinuing home isolation, the affected student may be reunited with their roommate when both have 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
- Gone at least seven days since symptoms first appeared

Supplies / Materials Needed: Residence Life will identify several full apartments that will remain vacant in the event of student illness.

Communication Plan: Students will update their roommate agreements with individual plans based on the needs of the students in each apartment. Residence Life staff will have individual communication with affected students at the time of illness.

Protective measures will be developed for Front Desk areas.
Plastic guards, masks for staff and student staff, equipment and supplies for sanitizing the front desk will be provided.

Description of Implementation: N/A

Supplies / Materials Needed: Acrylic Guards for each of the 4 front desks, masks for each staff member to be required as part of their uniform and supplies to sanitize commonly used office areas once per shift.

Communication Plan: Residence Life Staff will be trained as needed in proper protocols before returning to campus.

Dining

Meal Plans

- Consider offering freshmen in dorms both the traditional All Access plan and a block plan consisting of 250 meals with Cougar Cash the same for both at $250.

Offerings

- With a dramatically reduced meal plan pool, consider closing certain stations in the dining hall to save on labor and food.
- Food offerings may have to be limited - Home Zone only, for example.
- Consider operating at peak times only to conserve labor and food waste.
• Consider operating Chick Fil-A only.
• Decisions will be made by Aramark in conjunction with CSU administration.

**Description of Implementation:** Aramark to implement based on parameters set in conjunction with CSU Administration.

**Supplies/Materials Needed:** Same as above in Contingency 1.

**Communication Plan:** Same as above in Contingency 1.

**Convenience Stores** *(Schuster Center, Stanley Hall, Market on Broadway, and Frank Brown Hall)*

Convenience Stores will be open.

Dorms at 25% - 50% Capacity with Social Distancing

**Description of Implementation:** Aramark to implement based on parameters set in conjunction with CSU administration.

**Supplies/Materials Needed:** Same as above.

**Communication Plan:** Same as above.

**Counseling Center**

For all contingency plans, the Counseling Center will train all staff and inform all students on the following guidelines and safety restrictions:

**Everyday preventive actions everyone should take:**
- Know how COVID-19 spreads.
- Wash hands often.
- Avoid close contact.
- Cover the mouth and nose with a cloth when around others.
- Cover coughs and sneezes.
- Clean and disinfect.

**Staffing and Overview**

**Immediate Operational Adjustments**
- Therapists and Administrative Assistant will work from home.
- All non-essential services, to include Outreach Events and presentations, committees, meetings, etc., will be conducted virtually.
- Work study students will not report.

**Description of Implementation**

Services
● Personal therapy sessions will be offered via web conferencing as a first preference, but by telephone, if appropriate. Therapists’ cell numbers must be masked. Where applicable, note deficiencies in confidentiality.
● Depending on existing state laws, some out of state clients will be offered consultation and referrals.
● New clients and staff / faculty referrals, including CARE, will continue to be screened.
● Career Counseling will be offered online.
● Diagnostic Testing will be suspended, although every effort will be made to collaborate with the Center for Accommodations and Access to serve student needs.
● Group therapy and other Outreach services will be conducted virtually and greater emphasis will be placed on social media engagement.

Administrative Adjustments
● Calls from the main line will be forwarded to the Administrative Assistant’s cell. Number masking will be utilized when making return calls to clients.
● Counseling Center will post information about impact on services on its website.
  ● Add detailed procedural information where needed.
  ● Prioritize crisis resources.
  ● Include resources for managing COVID-19 related anxiety, grief, racism, etc.

Supplies / Materials Needed

Technology Needs
● For teletherapy, staff and interns will use Doxy.me, a free, HIPAA compliant platform for therapists and clients. Therapists may also use their cellphones as the app will not reveal their phone numbers.
● All staff and interns will need VPN ability. All staff and interns will need CSU computers. Staff will VPN to remotely access their work desktops from home, so they may use Titanium and the P: Drive.
● Staff and interns will mask their phone numbers using the method of their choice - either a Google Voice number, *67, etc.

Communication Plan

Students
● Website; In The Know; email blasts.
● Therapists will communicate directly with their ongoing clients.

Staff
● A phone tree will be used for urgent communications, beginning with the first person who hears of the emergency. Calling the Director and Administrative Assistant triggers the top tier tree.
● Leadership succession will be followed in case of illness.

Student Activities

Scenarios 2&3: If COVID-19 Spikes Midway Through The Semester (100% Virtual & Mid-Semester Spike)
Campus Programs and Activities Accommodate 100% Virtual: In the event of a 100% Virtual semester or a spike at some point during the semester, all campus programs and activities would move fully virtual.
• Large Group Activities
  o Cougar Kickoff (Welcome Week)
    ▪ Alternative virtual events provided.
  o Greek Recruitment: Defer until the next semester.
  o First Year Convocation: Virtual program.
  o Parent & Family Day: Virtual gatherings and parent connection pieces (with possible in-person experience in spring).
  o Conferences
    ▪ JBLF: Virtual streaming access depending on Leadership Institute.
    ▪ Virtual Student Leadership Conference.

• Programs
  o Pep Band: If active, the Pep Band performs during Spring Semester, with tryouts normally held in November. Tryouts could be accommodated virtually through online submissions.
  o Cheerleading: Virtual try-outs. Practice and performances dependent on the Athletics program. Cheers could be led without partner stunting.

Description of Implementation: In the event of a 100% Virtual semester or a spike at some point during the semester, all campus programs and activities would move to fully virtual. Programs and activities would be evaluated on an individual basis to determine alternative programming options or postponement. Additional opportunities for virtual programming would be offered to students. As an example, Spring 2020 featured multiple virtual events for students.

Supplies / Materials Needed: N/A

Communication Plan: Updated campus program and event schedules will need to be provided to all students that feature virtual programs. This information can be communicated through email, weekly Cougar Connection announcements, CSUInvolve alerts, social media platforms.

Student Organization
Meetings & Events Accommodate 100% Virtual: In the event of a 100% Virtual semester or a spike at some point during the semester, all campus programs and activities will move fully virtual.

Description of Implementation: In the event of a 100% Virtual semester or a spike at some point during the semester, all student organization meetings and events would move fully virtual. Student organizations would be notified of the event and meeting expectations for on/off campus (similar to Spring 2020 communications and information), given resources to support and continue engagement, and required to continue registration of all events for oversight purposes.

Supplies / Materials Needed: n/a

Communication Plan: At point of closure, RSOs will be notified of removal of events from university calendar, cancelled events on CSUInvolve, event spaces cancellations, and expectations going forward. Similar communication was sent during Spring 2020.

Campus Recreation
• Hours of operation: The Student Recreation Center would be closed.
- Staffing levels: Five professional staff will implement a staggered schedule with telework and office time. Three student group fitness Instructors (Telework), one lifeguard (telework) and one rockwall attendant (telework).

- Occupancy changes: Virtual participation in programs, social media and websites.

- Sanitation practices: The custodial workers will be responsible for the daily and nightly cleaning of the facility.
- Locker room practices/restrictions: The overnight rental locker service will keep all items in locker unless the owner elects to retrieve items.

- Payroll deduction memberships: Deductions would be suspended until the facility reopens. CSU Students, faculty, and staff with existing memberships will be offered an extended membership once the facility reopens.

**Description of Implementation**: Staggered shifts for professional staff. Students doing telework and virtual content will track their hours and have weekly meetings with the team leads. Patrons would be given an appointment time to clear out their locker if they elected to do so, or they can keep the locker until the facility reopens.

Virtual programs will be offered focusing on Well-being, Group Fitness, Aquatics, Intramurals, Rock Wall and Outdoor Adventurers using the social media platforms such as Facebook Live, Instagram Live, YouTube Channel, TikTok Live, Twitter, CSU Involve, Cougar Connection, In the Know, and CSU website. A weekly schedule of all the virtual programs will be created and posted to encourage engagement. Surveys will be on the CSU website page to seek feedback from the participants. Staff will also use the analytics from all social media platforms to see shares, tweets, engagement, likes, comments, and impressions.

If possible, the Rec Express store will send all perishable items back to Pepsi and Coca-Cola to minimize the loss.

**Supplies / Materials Needed:**
- PPE for professional staff.
- Purchase window and floor decals that educate about social distancing, washing hands, etc.
- Divider shields and Sneeze guards for the front desk, cardio deck and weight room.
- Additional stand-alone hand sanitizing stanchions to be located throughout the facility and cleaning stations/supplies for patrons to utilize after being on equipment.
- Cleaning items: wipes, Lysol, hand sanitizer refills, PPE.
- Do not enter tape.

**Communication Plan**: Campus Recreation will encourage patrons to visit the website to check out the virtual opportunities available. The weekly virtual schedules can be sent out using Fusion to all members. An outline of the social media accounts and where a patron can find the virtual programs and how to engage with Staff members over the phone, email and website will also be made available.
Implementing best practices in the time of COVID-19 for enrollment management is essential. Student success initiatives related to retention are addressed in the Academics & Research section of this document. Institutions must adapt their existing strategic enrollment management plans to account for the anticipated changes in recruitment, admissions, and retention.

*Provide any additional plans or requirements related to a fully online environment not addressed in Contingency Plan 1 for the following:

- Recruitment strategy
- Admissions strategy
- Orientation and Welcome Week strategies
- Co-curricular retention strategy (beyond the classroom, advising, Momentum)
- Use of technology

If we are completely online or have to switch to completely online during the semester, we will operate as mentioned in Contingency Plan 1 except for all in-person activities will not occur.

Additions to Plans 2 and 3 include
- Having someone pick up and process the incoming and out-going mail once a week.
- Dr. Smith working with veterans to address some of their learning challenges with online learning format.

### Athletics

Guidance for the ongoing athletic situation will be guided by Columbus State University decisions reflective of guidance from GDPH, the Governor’s COVID-19 Task Force, and the Governor’s office. Further considerations will be given from the National Collegiate Athletic Association (NCAA), Centers for Disease Control (CDC) and Peach Belt Conference. Most of the competition athletic teams require person-to-person interaction that excludes social distancing. Columbus State University will work with the USG and the NCAA to determine how/if the competition athletic programs will resume.

#### Financial implications

Athletes will not return to campus, Columbus State University will follow USG, NCAA, and CDC guidelines. Departmental financial impact will be significant due to lack of Athletic Fee revenue.

#### Initial return of athletes to campus

Athletes will not return to campus, Columbus State University will follow USG, NCAA, and CDC guidelines

#### Practice scenarios

Athletes will not return to campus, Columbus State University will follow USG, NCAA, and CDC guidelines

#### Competition activities with or without spectators

Athletes will not return to campus, Columbus State University will follow USG, NCAA, and CDC guidelines

#### Travel arrangements

Athletes will not return to campus, Columbus State University will follow USG, NCAA, and CDC guidelines
Communications

A communications plan must be built for the following working groups in the event an institution must move to a fully online environment either temporarily or for the duration of the semester:

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

We recommend a communications representative consult with each working group on developing a plan for communicating all of the necessary information from that working group to the appropriate audience. Communication plans should be based on working group plans that have been approved by USG.

*Institutions should submit a communications plan for Contingency Plan #2/3 with as much information as possible to include the following information.

Fully Online for the Coming Semester

**SOCO:** Encourage students to not lose momentum in their degree progress while maintaining social distancing to keep our community and state safe.

**SWOT:**

- **Strengths:** Faculty, staff, and students will be safer practicing social distancing at home if the infection rates in our state warrant us to conduct the semester online.
- **Weaknesses:** Social distancing and online course delivery will impact the university experience and learning environment for many of our students; some may not have the resources required to return for the semester.
- **Opportunities:** Given that this possible contingency is known to staff, faculty and students, we will have the opportunity to plan and utilize our experiences to ensure a smooth transition.
- **Threats:** We could experience a significant reduction in enrollment for the coming semester, and this could carry into the spring 2021 semester.

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**Fiscal Impact**

For each working group or for the structure appointed for planning, a fiscal impact representative should be included. Decisions and guidance for reopening in an online environment or for a return to an online environment must be viable within budget limitations and any projected reduction. This person will track decisions that have financial implication and will conduct analysis as appropriate. A team of fiscal impact representatives should meet regularly with the CBO to raise any concerns or needs as they are hearing them in the work groups.

Specific plans related to tracking and reporting fiscal impacts will be given by the USG Office of Strategy and Fiscal Affairs at a later date.

- Report to be delivered separately at a later, as directed by the University System of Georgia
III. Contingency Plan 3 - Classes and Operations Must Go to an Online Format for a Period of Time During the Semester

The USG will work in tandem with the Governor’s office, the Governor’s COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) to make public health-informed decisions affecting the status of any of our campuses or our system. Contingency plans 2 and 3 will require similar planning, in that classes and operations must be able to start or transition to an online, remote environment if the COVID-19 situation requires us to do so. Where noted, there will be different submission requirements based on the timing for any move to an online environment. Decisions about moving online will be made at the University System Office in consultation with the Governor’s office, the Governor’s COVID-19 Task Force, and GDPH. No institution shall make the decision to move online on its own.

Using the Spring 2020 semester as a reflection point with lessons learned, institutions should implement best practices in the online delivery of courses and in the remote delivery of institutional services. These plans should include employees working remotely when possible and employees working on campus. Now is the time to conduct after actions reviews to identify opportunities for improvement in online delivery, as well as inventory the necessary resources that would be required to move to this environment again in the future.

*What preparations will your campus need to make to ensure a smooth transition to an online environment? Will there be additional ramp up time required? If so how much?

Workplace & Health Safety

Staff

*Institutions should document the work environment and expectations for all staff on campus to include:

- What policies and procedures need to be reviewed/amended to provide for a remote work environment, including new hire expectations?
  - Institution-wide review of the USG’s Telework/Flextime policy; incorporate in new hire orientation.
- Which employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?
  - Refer to existing list of telework employees
- What additional equipment is necessary, if any, to move staff to telework?
  - No additional needs have been identified at this time. UITS is continuously monitoring campus needs and will address as they arise.
- Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?
  - University support services, Facilities maintenance, Food Service, Transportation, Campus Police, Student Health Services, Housing/Residence life support staff, Postal Services, Bookstore, Accounting, Purchasing.
- Which departments require personnel on campus for operations during specific times of the semester?
  - Indicate departments that will require personnel on campus in the weeks leading up to the beginning of the semester and what the plans will be for practicing social distancing.
  - University support services, Facilities maintenance, Food Service, Transportation, Campus Police, Student Health Services, Housing/Residence life support staff, Postal Services, Bookstore, Academic
Affairs (labs/Oxbow meadows for animal care), Accounting, Purchasing. All departments will follow CDC guidelines.

- Indicate departments that will require personnel on campus at the beginning of the semester and what the plans will be for social distancing.
  - University support services, Facilities maintenance, Food Service, Transportation, Campus Police, Student Health Services, Housing/Residence life support staff, Postal Services, Bookstore, Academic Affairs (labs/Oxbow meadows for animal care), Bursar’s office, Accounting, Purchasing. All departments will follow CDC guidelines.

- Indicate departments that will require personnel on campus at any other distinguishable time during the semester, including the timing.
  - Not identified at this time.

- What flexible schedules will be implemented to ensure social distancing is possible for employees who remain on campus?
  - Re-implement previously created staggered schedule: stage 1 (see Appendix D – Flex Office Schedules)

**Faculty**

Using the existing academic structure on a campus, colleges/schools and departments should document the work environment and expectations for all faculty that fall outside of the traditional faculty expectations.

*What practices will be in place to ensure that faculty have access to their offices and other necessary areas of campus while also allowing for the practice of social distancing and the safety of other essential personnel who may be on campus?*

- There will be guidelines for how and when faculty will have access to the collective community of the campus based on USG, GDPH, and CDC protocol.

**Travel**

Travel for faculty and staff in the USG will be guided by the up-to-date travel guidance from the CDC. Institutions will receive updated information as the situation changes.

- Travel for faculty and staff in the USG will be guided by the up-to-date travel guidance from the CDC.
- Institutions will receive updated information as the situation changes.

**Academics & Research**

**Academic Instruction**

For courses and programs that were online prior to the system-wide move to online learning in March 2020, there is no expectation for changes to those courses and how they are or will be delivered.

Faculty who are scheduled to teach in the physical classroom or hybrid courses in coming semester may have to move their courses to be delivered in a fully online environment if the COVID-19 situation calls for a temporary shelter in place or emergency declaration.
In this contingency plan, faculty should have robust and flexible office hours in an appropriate format to ensure students have the ability for one-on-one interactions with the faculty.

*What resources will be needed for the faculty to move to a fully online environment (fiscal, human, equipment, etc.)? Please note that there will not be additional budget dollars for these resources. This list is meant to identify what is needed so that the institution can begin to make arrangements. When possible, the USG will attempt to leverage the needs of campuses with the capacity at other campuses.

<table>
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<tr>
<th>Resource</th>
<th>Purpose</th>
<th>Cost</th>
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For programs that require significant clinical, labs, and practicum experiences and where factors related to COVID-19 will prevent the completion of these requirements, institutions will work to develop alternatives and mitigate any impact on student progression whenever possible. Institutions will work with appropriate accrediting boards in developing appropriate alternatives where applicable.

- Although all courses will be situated to transition to online, and we will adjust as advised by USG. It is important to note that all faculty members must have access to a computer [at home] to teach their courses entirely online. In the event a faculty member does not have a home computer, chairpersons/school directors will communicate to the deans which faculty members need technology assistance in their homes. Some faculty may not have personal laptops, or have access to the internet in their homes.
- The administration will handle these instances on a case-by-case basis. In extreme situations, faculty may be permitted to check-out computers to be used in their homes to teach their classes online. We acknowledge that our recommendation for home – VPN access causes security concerns.
- Therefore, we ask that UITS and other knowledgeable individuals identify solutions for faculty/staff to complete their tasks remotely, when VPN is required.
- ILL/GIL Express are not currently working, thus making preparation for graduate courses difficult for some. Although budgets are strained, we recommend that access to a larger e-books database should be considered in the near future.

**Momentum Year & Momentum Approach/Student Success**

COVID-19 has presented institutions with the need to be very flexible in their delivery of education. Critical to the success of students during this time will be comprehensive plans that are focused on supporting students for success. Momentum Year and Momentum Approach plans are in place or in development. Institutions must now reevaluate those plans to account for the need for flexibility.

*Using your existing Momentum Year and Momentum Approach plans the institution has already developed and begun implementing, identify any changes necessary to move to an online environment. Institutions should identify:

- Which initiatives need to be adjusted
- What alternate arrangements can be implemented
- What technology would need to implement alternate arrangements
If not explicitly addressed in the revision to the Momentum Year/Momentum Approach items above, what revised practices for the following will be implemented in an online environment:

- Student advising model
- Instructional support (e.g. supplemental instructions, peer tutoring, tutoring centers, writing centers etc.)
- First Year Experience

Please list any additional resources that are required to implement the above plans for Momentum activities, student advising, and instructional support.

- Courses will be situated to transition to online, and we will make adjustments as advised by USG.

International/Domestic Travel

Because the COVID-19 is an evolving situation, final decisions for any study abroad/study away programs for should be considered carefully and be informed by public health information. The USG will provide some baseline guidance to institutions related to study abroad/study away that will be based on the current public health information. If during the semester a student’s placement is affected by the need to move to an online environment at the home institution or the away institution, plans should be in place to allow for a student to complete the academic coursework in which they are enrolled when possible.

- Courses will be situated to transition to online, and we will adjust as advised by USG.

Faculty Development

What quality measures will be in place to support the development of online courses and the ability to move quickly to and from remote instruction?

- Courses will be situated to transition to online, and we will make adjustments as advised by USG.

Research

Faculty who are expected to engage in research should continue their activities as appropriate and safe to do so. Each institution should work within their college/school structure to communicate with every faculty member about their current research agenda and the extent to which their research projects have been/are/will be affected by the disruptions from COVID-19 and the move to an online environment. Whenever possible, institutions should make efforts to facilitate the resuming of faculty research. Special care should be taken to protect the careers of early stage faculty whose research may be disrupted during this time.

Public Service, Outreach, Continuing Education & Cooperative Extension

Each institution should identify all of the activities and programs that fall within the categories of public service, outreach, continuing education, and cooperative extension. For each activity or program, there should be a comprehensive plan in place to either move to a fully online environment or cancel activities. Activities related to public service, outreach, continuing education, and cooperative extension will follow the guidelines of the institution related to the cancellation of activities and events, as well as the remote work environment. Because these activities vary widely across institutions, it is
not expected that each institution submit a plan to the USG for the continuance of these activities; however, it is expected that institutions make public health-informed decisions that are appropriate and in alignment with USG, GDPH, and the Governor’s office guidance and directives.

Decisions related to external events scheduled on our campuses should conform to the current campus status and be in alignment with USG, GDPH, and the Governor’s office guidance and directives. In the event a campus must move to a remote online environment, institutions may need to cancel other campus activities. Campuses should work with their legal counsel or the USG legal counsel as necessary to cancel any contracts. Institutions should attempt to reschedule events whenever possible. For events that are unable to occur, credit should be offered for a future event or a refund should be provided. Institutions should develop a set of published expectations for outside events being held on campus that reflect the requirements for the campus operations.

Major events on campus such as Homecoming and student preview days are expected to follow the up-to-date physical distancing requirements.

*Institutions should develop a process to determine which activities and events should be cancelled when a move to online instruction is needed and which activities may continue.

- During Contingency Plan III Outreach Center Directors will make individual decisions, along with the support of their Dean or Supervisor, as to whether they will close to the public or remain open.

Reasoning:
Outreach Centers that are funded by customer/client revenue, interact with the community, have ongoing/existing contracts with clients and/or patrons need the flexibility to remain open, be allowed to travel to/with clients, and host clients/patrons on site at their facilities. Each Center will ensure that all appropriate protocols in place will continue to meet the needs of the communities they serve while in Contingency III.

(Student Life)

Residence Life

In the event campuses must begin or move to an online instructional environment, institutions should plan for students to move into the residence halls and remain in the residence halls whenever possible. Institutions will comply with any directives issued at the state level that conflict with this guidance.

*In the event a campus is required to start the semester online, the campus should use the Contingency 1 plan for move-in with social distancing.

Move-In with Social Distancing

- Prior to Move-In
  - Students will, with their roommates, complete a roommate agreement that will outline cleaning procedures and other parameters for their shared spaces. In addition, this agreement will allow the students to discuss and plan should one student become ill during the year. This plan will be reviewed by Residence Life staff prior to approval.
  - Once a roommate agreement is completed and electronically signed by all roommates, the students will be permitted to select a check-in time through the housing software based on the student/family availability.
Students will only be able to bring up to 2 guests to assist with the Move-In Process. The guests are only permitted to be in the building during the assigned Move-In time.

- **On the Day of Move-In**
  - Prior to entering the building, Students and Parents will have their temperature checked. Persons with a temperature higher than 100.4 will not be able to enter the buildings. Persons that have a temperature under will receive a wristband associated with the timeframe they will be allowed in the building.
  - Students will be able to pick up their key and access card during their assigned check in time within the office of their housing community.
  - No other items will be exchanged during this time to minimize time spent with each student to prevent lines.
  - Markers in common areas will be placed on the floor to encourage social distancing, especially in lobby/common areas.
  - Only students and their guests will be permitted to ride the elevators at the same time.
  - No more than 20 students per 4-hour time slot per community will be assigned in order to keep outside guests in the building to a minimum.
  - There will be a 1-hour break between the Move-In Appointment Slots to allow for sanitizing of high-touch areas.
  - On the evening of a student’s check-in appointment, students will be required to attend a mandatory meeting to explain the policies relating to COVID (Visitors) as well as other Housing Policies. These will be held in groups of 10 or less in a space that will promote 6 feet of distance between each student/staff.

*In the event a campus moves to a fully online academic environment (temporary or for the remainder of the semester), the campus should develop a plan for additional practices/policies to be implemented whereby students are required to follow any additional directives issued.

**Students will live in Residence Halls.**

Students will be allowed to live in Residence Halls with social distancing. Students will be required to follow the policies and guidelines provided. Flexibility will be utilized in regards to cancellation policies in order to allow students to make individual decisions based on their circumstances.

**Description of Implementation:** Based on occupancy guidelines, Residence Life will implement policies and procedures for students to live within the Residence Halls.

- The mandatory freshmen on-campus living requirement will be removed to allow for reduced capacity of campus housing.
- Residence Life will also remove the 10-month housing contract and provide exceptions for students who are uncomfortable with stay in campus housing.
- Check-In Process will be staggered and will begin up to 2 weeks prior classes beginning.
- Student Staff will return to campus 3-5 days prior to residential students to make final preparations for check-in.
- Small Building Meetings will occur daily as students check-in, with a virtual option, to go through changes in policies and procedures in regard to COVID-19.
- Students will be limited in the number of guests to assist with check-in.
- Any commonly used equipment, such as luggage bins, will be sanitized prior to each student's use.

**Supplies / Materials Needed:** The wireless capacity at RiverPark and Maryland Circle will need to be tested to allow the volume of students with online courses full access. These housing areas have shown limited capabilities in recent years with aging equipment. Masks readily available for both staff and students.
Communication Plan: Based on the guidelines, Residence Life will communicate with residential students via email, online orientation and resident meetings after check-in to communicate policies and procedures.

Updated Policies, guidelines, and practices governing student residences will be developed and implemented.
In support of The University System of Georgia and CDC guidance, public health initiatives, and the health of the CSU community, students remaining in Residence Halls from this date, until further notice, are directed to not congregate in groups of more than two, within or outside of Residence Hall rooms. Individuals are required to maintain a distance between themselves of six feet or more. Social gatherings in the Residence Halls and campus public spaces are prohibited, and all normal visitation privileges from non-residents are suspended until further notice. Any individual violating this directive will be subject to application of the student conduct code, due process standards, and possible resulting sanctions up to and including removal from the Residence Halls or suspension from the University. This directive is unfortunate, but the health and safety of students, faculty, staff, and community is of paramount importance. Students will be required to maintain a hygienic environment, especially in regard to the cleaning of surface areas (elevator buttons, door knobs/handles, etc.) that are touched frequently and can contribute to the spread of disease.

Description of Implementation: Policies will be available in the student handbook, both online and in print. Signage will be posted throughout the needed areas, emphasizing the specific rules for that area (i.e., signs for common areas indicating rules for gathering and cleaning). Additionally, Residence Life will waive the First Year Live On requirement and provide flexibility in regard to cancellation deadlines to allow students to cancel housing assignments if they no longer will be living on campus.

Shared kitchens, dining rooms, laundry rooms, bathrooms
- Access should be available, but the number of people should be restricted so that residents can stay at least 6 feet apart from one another.
- People who are sick, their roommates, and those who have higher risk of severe illness from COVID-19 should eat or be fed in their room, if possible.
- Dishes, drinking glasses, cups or eating utensils should not be shared. Used no-disposable food service items should be handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Guidelines for doing laundry, such as washing instructions and handling of dirty laundry, will be posted.
- Sinks could be an infection source, and residents should avoid placing toothbrushes directly on counter surfaces.
- Tote bags can be used for personal items so they do not touch the bathroom countertop.

Supplies / Materials Needed: Signage for each of the common areas throughout Residence Life displaying the capacity of each common area. Altering the housing policies: First Year Requirement and Cancellation Policy.

Communication Plan: Students will need to sign a contract upon move-in, agreeing to the updated policies and guidelines, as well as liability waivers. Residence Life will develop educational documents for students to respond to that will actively engage their knowledge of the implemented policies and guidelines. Residence Life will also develop an awareness campaign for the residence halls to promote best practices in prevention.

Rooms equipped for multiple students will contain multiple students.
- The mandatory freshmen on-campus living requirement will be removed to allow for reduced capacity of campus housing.

Description of Implementation: Residence Life will continue to assign students to rooms as normal but will communicate flexibility for students to choose other housing options based on their individual needs. This will
include communicating leniency in the first year live on requirements and the length of the 10-month housing contract. Residence Life will also require all students living in double occupancy rooms to complete a roommate contract that will include an outline of cleaning procedures for common spaces, and an outline of what will happen if a roommate becomes ill.

**Supplies / Materials Needed:** Residence Life will edit the current roommate agreement with the additional sections needed.

**Communication Plan:** Residence Life will meet with roommate groups prior to the start of the semester to begin completing roommate agreements prior to arrival. These will be further edited upon arrival as adjustments need to be made.

**Rooms in Residence Halls will be Monitored for hygienic practices.**

Guidelines for individuals living in shared housing include:

- Social distance by staying at least 6 feet apart from others when around strangers.
- Consider wearing cloth face coverings in any shared spaces, not including dorm rooms.
- Everyday preventive actions everyone should take:
  - Know how the virus spreads.
  - Wash hands often.
  - Avoid close contact.
  - Cover mouth and nose with a cloth/cover face when around others.
  - Cover coughs and sneezes.
  - Clean and disinfect.

**Description of Implementation:** More frequent health and safety inspections, but changing the current practices to allow limited entry into student apartments. Reminders for students on cleaning surfaces (i.e., how to properly clean surface areas) as well as ensuring students are well-supplied to clean these surfaces. Provide students the option to have a professional cleaning service do a thorough cleaning of their space. Provide each apartment with cleaning supplies upon move-in.

**Supplies / Materials Needed:** Additional Cleaning Supplies readily available in common spaces for students that are unable to obtain them.

**Communication Plan:** Residence Life will send out frequent reminders to all students about cleaning their apartments, as well as planning programs to help educate students about the importance of keeping commonly used areas sanitized.

**Vulnerable students will be allowed to stay in the Residence Halls.**

Students who are considered to be at a higher risk for severe illness as defined by GDPH will be asked to carefully consider whether moving into the residence hall is the appropriate option.

**Description of Implementation:** Residence Life would ask vulnerable students to contact the Center for Accommodations and Access to determine if other accommodations are needed (i.e., single-person housing). Residence Life will remove the 10-month contracts for vulnerable students as well as their situations may change.

**Supplies / Materials Needed:** No additional supplies needed.
**Communication Plan:** Residence Life will partner with CAA and Student Health Services to communicate directly to students that may be vulnerable about options to live off campus. Residence Life will also send out general information to all students in the event a student has not self-disclosed their vulnerabilities.

**Cleaning and antibacterial sanitation that will be required for the residence halls**
COVID-19 prevention supplies (soap, alcohol-based hand sanitizers that contain at least 60% alcohol, tissues, trash baskets) will be provided in common areas. Common areas (laundry, movie rooms, etc.), elevators, and stairwells will be cleaned more frequently. Custodial staff will be responsible for the cleaning and disinfection of the common areas.

**Description of Implementation:** Residence Life will implement frequent cleaning procedures of high-touch areas several times throughout the day. Residence Life staff will be trained in cleaning and tracking of cleaning common areas.

**Supplies / Materials Needed:** Antibacterial Sanitizer stations and cleaning supplies to be distributed throughout each housing area and common space. Cleaning tracking sheets will need to be developed and posted in areas that will be cleaned frequently.

**Communication Plan:** Residence Life staff will receive proper training to implement cleaning procedures.

**Solutions for a student who tests positive will be developed.**
Students who have tested positive or who have symptoms of COVID-19 should seek medical care, notify residence life staff, and begin isolation protocols.

Students who test positive will return to their permanent residence. Students that are unable to return to their permanent residence will be moved to an isolation room to continue GDPH guidelines related to isolation. Accommodations will be made for their roommate. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. The following symptoms may appear 2-14 days after exposure to the virus:

1. Fever
2. Cough
3. Shortness of breath or difficulty breathing
4. Chills
5. Repeated shaking with chills
6. Muscle pain
7. Headache
8. Sore throat
9. New loss of taste or smell

Custodial Services will clean and disinfect all areas used by the person who is sick using the prescribed protocols as outlined in the March 25, 2020 USG custodial operations guidance as available for all retained campus housing (RiverPark & Maryland Circle). For all P3 housing areas (Courtyard & Clearview Hall), Residence Life Staff will work with Corvias to ensure cleaning for all areas used by the person who is sick. This includes disinfection of isolation rooms after use, if applicable.
Description of Implementation: If the student who tests positive has a roommate, the roommate would be removed to an isolation room, while the student who tests positive will remain in their room. This is due to the asymptomatic nature of the disease as the roommate was exposed and may test positive in the next 2-14 days.

Using the GDPH guidelines for discontinuing home isolation, the affected student may be reunited with their roommate when both have met all three of the following criteria:

- No fever for at least 24 hours (with no fever without the use of medicine that reduces fevers) AND
- Improved symptoms AND
- Gone at least seven days since symptoms first appeared

Supplies / Materials Needed: Residence Life will identify several full apartments that will remain vacant in the event of student illness.

Communication Plan: Students will update their roommate agreements with individual plans based on the needs of the students in each apartment. Residence Life staff will have individual communication with affected students at the time of illness.

Protective measures will be developed for Front Desk areas.

Plastic guards, masks for staff and student staff, equipment and supplies for sanitizing the front desk will be provided.

Description of Implementation: N/A

Supplies / Materials Needed: Acrylic Guards for each of the 4 front desks, masks for each staff member to be required as part of their uniform and supplies to sanitize commonly used office areas once per shift.

Communication Plan: Residence Life Staff will be trained in proper protocols before returning to campus.

Note: As part of Contingency Plan 1 institutions should have move-out procedures in place allowing for social distancing. Those plans would be in place for move out during any part of the semester.

Dining

In the event the University moves to fully online academic delivery and is able to retain students in the residence halls, dining facilities will be expected to operate in a decreased manner to allow for students with meal plans to access dining services with the strict enforcement of social distancing measures.

*Provide any alterations to the socially distanced plan outlined in Contingency Plan 1 that would need to be in place during a move to online instruction. Include any changes in operations or availability of dining options.

- Availability and locations of dining services will depend upon how many students we are able to retain on campus.
  - If 85%-100% remain in the residence halls, service and locations should operate at close to normal levels.
If 50%-85% remain, and no refunds are made, then service and locations would be maintained at roughly the same levels as above. However, if refunds are given, then service will need to be curtailed commensurately.

If, as occurred during the spring of the 2020 academic year, only 20 – 40 students remain with only 5 – 10 eating regularly and refunds are given, then services will drop to the same level as was the case then.

- Unless social distancing parameters are increased, and/or other restrictions are placed on dining venues, no changes will need to be made to the current configuration of dining areas.
- Close down all C-store operations if the student population drops far enough and refunds are made.
- Close down all restaurants if the student population drops far enough and refunds are made.

### Counseling Services

Counseling services should be prepared to operate at full capacity online.

*Describe any changes in operations that must occur to move to online delivery of counseling services. Include any additional training/certifications that should be in place, as well as any technology requirements.

### Counseling Center

For all contingency plans, the Counseling Center will train all staff and inform all students on the following guidelines and safety restrictions:

**Everyday preventive actions everyone should take:**

- Know how COVID-19 spreads.
- Wash hands often.
- Avoid close contact.
- Cover the mouth and nose with a cloth when around others.
- Cover coughs and sneezes.
- Clean and disinfect.

- Any students who signed up in-person prior to campus shut down will be asked to sign a Telemental Health Consent Form and continue services by teletherapy, assuming they wish to do so, or be referred to an external provider.

### Health Centers

In the event academic courses move online temporarily or for the remainder of the semester, it is expected that health centers will continue to operate as planned for in Contingency Plan 1.

*Describe any changes to practices/policies that would need to occur to still serve students through telemedicine or necessary in-person appointments.
The Health Center will be operating under extreme and elevated measures regarding PPE, education regarding COVID-19, intake and in-clinic visits, and sanitation precautions during Contingency Plan 1. These measures will serve the Health Center well in a Contingency 3 Plan.

**Student Organizations**

In the event a campus is required to move to a fully online delivery of academic courses, student organization activity that cannot be done in an online environment may be cancelled for at least the same duration of time as the remote online requirements are in place.

**Student Activities**

**Scenarios 2 & 3: If COVID-19 Spikes Midway Through Semester (100% Virtual Semester & Mid-Semester Spike)**

Campus Programs and Activities Accommodate 100% Virtual: In the event of 100% Virtual or a spike at some point during the semester, all campus programs and activities would move fully virtual.

- **Large Group Activities**
  - Cougar Kickoff (Welcome Week)
    - Alternative virtual events provided.
  - Greek Recruitment: Defer until Spring.
  - First Year Convocation: Virtual program.
  - Parent & Family Day: Virtual gatherings and parent connection pieces with possible in-person experience in spring).
  - Conferences
    - JBLF: Virtual streaming access depending on Leadership Institute.
    - Virtual Student Leadership Conference

- **Programs**
  - Pep Band: If active, the Pep Band performs during Spring, with tryouts typically held in November. Tryouts could be postponed and accommodated virtually through online submissions.
  - Cheerleading: Virtual try-outs. Practice and performances dependent on the Athletics program. Cheers could be led without partner stunting.

**Description of Implementation:** In the event of a 100% Virtual semester or a spike at some point during the semester, all campus programs and activities would move to fully virtual. Programs and activities would be evaluated on an individual basis to determine alternative programming options or postponement. Additional opportunities for virtual programming would be offered to students (Spring 2020 featured multiple virtual events for students).

**Supplies / Materials Needed:** N/A
Communication Plan: Updated campus program and event schedules will need to be provided to all students that feature virtual programs. This information can be communicated through email, weekly Cougar Connection announcements, CSUInvolve alerts, social media platforms.

Student organization Meetings & Events Accommodate 100% Virtual: In the event of a 100% Virtual semester or a spike at some point during the semester, all campus programs and activities will move fully virtual.

Description of Implementation: In the event of a 100% Virtual semester or a spike at some point during the semester, all student organization meetings and events would move fully virtual. Student organizations would be notified of the event and meeting expectations for on/off campus (similar to Spring 2020 communications and information), given resources to support and continue engagement, and required to continue registration of all events for oversight purposes.

Supplies / Materials Needed: n/a

Communication Plan: At point of closure, RSOs will be notified of removal of events from university calendar, cancelled events on CSUInvolve, event spaces cancellations, and expectations going forward. Similar communication was sent during Spring 2020.

Bands and Choral Groups

In the event a campus is required to move to a fully online delivery of academic courses, band and choral group activities that cannot be done in an online environment may be cancelled for at least the same duration of time as the remote online requirements are in place.

Campus Recreation

In the event a campus is required to move to a fully online delivery of academic courses, campus recreation centers and activities that cannot be done in an online environment may be cancelled for at least the same duration of time as the remote online requirements are in place.

COVID-19 Spikes Again Midway Through the Semester

- Hours of operation: The Student Recreation Center would be closed.
- Staffing levels: Five Professional Staff will implement a staggered schedule with telework and office time. Student workers numbers decrease from 50 down to 5 (3 Student Group Fitness instructors, 1 Lifeguard and 1 Rockwall Attendant would do Telework).
- Occupancy changes: Usage would drop from 300-500 users per day to zero. Virtual participation in programs, social media and websites would probably increase.
- Sanitation practices: The Custodial workers will be responsible for the daily and nightly cleaning of the facility.
- Locker room practices/restrictions: The overnight rental locker service will keep all items in the locker unless the owner elects to retrieve items.
- Payroll deduction memberships would be suspended deductions until the facility reopens. CSU students, faculty, and staff with existing memberships will be offered an extended membership once the facility reopens.
**Description of Implementation**: Staggered shifts for Professional staff. Students doing telework and virtual content will track their hours and have weekly meetings with the team leads. Patrons would be given an appointment time to clear out their locker if they elected to do so or they can keep the locker until the facility reopens. Temporary suspensions of payroll deductions for memberships would need to be coordinated with HR to stop deductions and resume when the center reopens.

Virtual programs will be offered focusing on Well-being, Group Fitness, Aquatics, Intramurals, Rock Wall and Outdoor Adventurers using the social media platforms such as Facebook Live, Instagram Live, YouTube Channel, Tik Tok Live, Twitter, CSU Involve, Cougar Connection, In the Know, and CSU website. A weekly schedule of all the virtual programs will be created and posted to encourage engagement. Surveys will be on the CSU website page to seek feedback from the participants. Staff will also use the analytics from all social media platforms to see shares, tweets, engagement, likes, comments, and impressions.

If possible, The Rec Express store will send all perishable items back to Pepsi and Coca-Cola to minimize the loss.

**Supplies / Materials Needed**:  
- PPE for professional staff.  
- Purchase window and floor decals that educate about social distancing, washing hands etc.  
- Divider shields and Sneeze guards for the front desk, cardio deck and weight Room.  
- Additional stand-alone hand sanitizing stanchions to be located throughout the facility and cleaning stations/supplies for patrons to utilize after being on equipment.  
- Cleaning items: wipes, Lysol, hand sanitizer refills, PPE.  
- Do Not Enter tape.

**Communication Plan**: Campus Recreation will encourage patrons to visit the website to check out the opportunities available. The weekly virtual schedules can be sent out using Fusion to all members. An outline of the social media accounts and where a patron can find the virtual programs and how to engage with Staff members over the phone, e-mail, and website. All members will have membership extended once the facility reopens. Patrons who wish to retrieve their belongings from their lockers can make an appointment to come to the Recreation Center.

**Co-curricular Requirements**

Any co-curricular requirements for degree attainment should be reviewed and revised as necessary to consider limitations imposed by a move to fully online delivery and the overall COVID-19 situation. Alternate arrangements should be granted in cases where it will be impossible for a student to meet the requirement.

**Student Unions, Centers and Other Community Gathering Locations**

In the event a campus is required to move to a fully online delivery of academic courses, student unions, centers, and other community gathering locations may be closed for at least the same duration of time as the remote online requirements are in place.
Enrollment Management

Implementing best practices in the time of COVID-19 for enrollment management is essential. Student success initiatives related to retention are addressed in the Academics & Research section of this document. Institutions must adapt their existing strategic enrollment management plans to account for the anticipated changes in recruitment, admissions, and retention.

*Provide any additional plans or requirements related to a fully online environment not addressed in Contingency Plan 1 for the following:
  • Recruitment strategy
  • Admissions strategy
  • Orientation and Welcome Week strategies
  • Co-curricular retention strategy (beyond the classroom, advising, Momentum)
  • Use of technology

If we are completely online or have to switch to completely online, we will operate as mentioned in Contingency Plan 1 except for all in-person activities will not occur.

Additions to Plans 2 and 3 include
  ● Having someone pick up and process the incoming and out-going mail once a week.
  ● Dr. Smith working with veterans to address some of their learning challenges with online learning format.

Athletics

Guidance for the ongoing athletic situation will be guided by Columbus State University decisions reflective of guidance from GDPH, the Governor’s COVID-19 Task Force, and the Governor’s office. Further considerations will be given from the National Collegiate Athletic Association (NCAA), Centers for Disease Control (CDC) and Peach Belt Conference. Most of the competition athletic teams require person-to-person interaction that excludes social distancing. Columbus State University will work with the USG, PBC, and the NCAA to determine how/if the competition athletic programs will resume.

(Edited, August 28, 2020)

Communication

A communications plan must be built for the following working groups in the event an institution must move to a fully online environment either temporarily or for the duration of the semester:

1. Workplace & Health Safety
2. Academics & Research
3. Public Service, Outreach, Continuing Education & Cooperative Extension
4. Student Life
We recommend a communications representative consult with each working group on developing a plan for communicating all of the necessary information from that working group to the appropriate audience. Communication plans should be based on working group plans that have been approved by USG.

*Institutions should submit a communications plan for Contingency Plan #2/3 with as much information as possible to include the following information.

**Online for a Portion of the Semester**

**SOCO:** Given our experience from Spring 2020, and our ability to plan ahead, the transition between the physical classroom and online course delivery will be smooth.  (edited July 9, 2020)

**SWOT:**

- **Strengths:** Faculty, staff, and students will be able to interact face-to-face and build relationships before practicing safer social distancing at home.
- **Weaknesses:** Hybrid format will include similar disruptions we experienced during spring 2020.
- **Opportunities:** Given that this possible contingency is known to staff, faculty and students, we will have the opportunity to plan and utilize our experiences from Spring 2020 to ensure a smooth transition.
- **Threats:** We could experience a significant reduction in enrollment for the spring 2021 semester, and this could carry into the fall 2021 semester.

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<thead>
<tr>
<th>Content Topic</th>
<th>Audience</th>
<th>Timeline</th>
<th>Content Owner</th>
<th>Critical Points</th>
<th>Method of Comm.</th>
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<tbody>
<tr>
<td>Workplace &amp; Health Safety</td>
<td>Faculty and Staff</td>
<td>As soon and transition is determined</td>
<td>Workplace and University Relations</td>
<td>Transitional information from F2F to Online</td>
<td>Email, Website, Social Media, Cougar Connection, News Releases</td>
</tr>
<tr>
<td>Academics &amp; Research</td>
<td>Students, Faculty and Staff</td>
<td>As soon and transition is determined</td>
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<tr>
<td>Public Service, Outreach, Continuing Education &amp; Cooperative</td>
<td>Campus Community and Public</td>
<td>As soon and transition is determined</td>
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</tbody>
</table>
### Fiscal Impact

For each working group or for the structure appointed for planning, a fiscal impact representative should be included. Decisions and guidance for reopening in an online environment or for a return to an online environment must be viable within budget limitations and any projected reduction. This person will track decisions that have financial implication and will conduct analysis as appropriate. A team of fiscal impact representatives should meet regularly with the CBO to raise any concerns or needs as they are hearing them in the work groups.

Specific plans related to tracking and reporting fiscal impacts will be given by the USG Office of Strategy and Fiscal Affairs at a later date.

- Report to be delivered separately at a later, as directed by the University System of Georgia
Expectations for Testing, Screening, Contact Tracing, Isolation, and Notifications

Every scenario/contingency plan should expect to implement the following:
At this point in time, CSU does not know what its role in testing will be. In concert with GDPH, specific guidance from the University System of Georgia will be forthcoming related to COVID-19 testing, monitoring, contact tracing, and isolating. Guidance related to testing, screening, contact tracing, isolation, and notifications is evolving and campuses should be flexible in their plans to be able to respond to the most up-to-date best practices.

For now, please submit the following information:

**Testing**

*In the event institutions will have access to rapid testing, will your campus be able to administer the tests through your on-campus health center or will you need to partner with a local health care provider or public health entity to administer tests? If you will need an external provider to administer tests, with which health care provider or public health entity in your community could provide this service? What additional resources would you need to provide access to testing outside of the tests themselves?*

Columbus State University will need to partner with the GDPH, and/or Piedmont or St. Francis (currently Piedmont and St. Francis are not doing rapid testing except for their hospitalized patients). With the Student Health Center only having 2 nurses, testing could be provided for some students that present with symptoms, if the test is a rapid one. If there is a major occurrence, students would have to be sent to an outside provider due to limited staffing and lack of negative airflow rooms or separate waiting rooms to isolate those waiting.

Currently, the Student Health Center plans to reduce the volume of students that are scheduled each day due to social distancing and to keep the waiting room uncongested.

Additional beneficial resources would be more nurses, more onsite hours from the doctors, more administrative staff to assist with contact tracking, couriers to transport tests (if not rapid). The Student Health Center would still need rapid Strep and rapid Flu A & B tests to continue to evaluate if the COVID-19 test is negative.

Transportation for students that have contacted the SHC with a fever greater than 100.4 and other symptoms but who do not have access to a vehicle to travel to a testing site should possibly be evaluated. Training or resources would need to be done with any changing screening measures/questions or new symptoms. If rapid testing is possible, Student Health Center staff would definitely need training on how to obtain the specimen and how to use the reagent to perform the actual test.

**Screening**

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*Institutions should develop and implement appropriate policies regarding screening, including temperature checks and/or symptom monitoring for employees and for students. Institutions will use guidance and best practices as outlined by GDPH. Please provide any policy or practice you will use to guide screening on your campus. What additional training or resources will you need in order to conduct the identified screening measures?

The Student Health Center will triage students via phone. If the student appears to have COVID-19, they will be directed to a testing center. If it does not appear that the student has COVID-19, they will be instructed to call prior to entry into the SHC and will be directed to the appropriate exam room after having their temperature taken and will be asked screening questions recommended by CDC/GDPH. Physicians who currently work with the Student Health Center will provide additional training to the Student Health Center staff.

All faculty, staff, students, and visitors will have the opportunity to self-monitor temperature with walk-through scanners and hand-held thermometers, which will be strategically located throughout the campus. At these locations appropriate signage and information cards (symptoms, reporting, and personal care) will be available for individuals to take with them. The University will purchase thermometers, scanners, and the printed materials for dissemination.

**Contact Tracing**

USG is working with GDPH to determine the best avenue for contact tracing on the USG campuses. Further guidance is forthcoming. Contact Tracing is an important part of an overall comprehensive approach. Additional requests related to campus planning for contact tracing and any necessary training will be given in the future. A plan submission is not required at this time.

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**Notes from the RACHEALTH call on Tuesday, June 30, 2020**

Submitted by: Vicki Roebuck, Director, Student Health Center, Columbus State University

**Presenter for the RACHEALTH Call**

Dr. Christine Szablewski,
CDC Epidemic Intelligence Service Officer assigned to the Georgia Department of Public Health.

**General Information**

- DPH is not a regulatory body. They can “highly recommend or strongly recommend”, but cannot enforce. Such as, the DPH can highly recommend masks, but cannot require them or issue sanctions.
- Currently, DPH testing is still free. Turnaround time for COVID-19 testing from a DPH site is 4-5 days on average. Patients are given a verbal result over the phone for positive tests. A request for a written report may take several more days to receive.
• GDPH is not recommending testing for antibodies. Antibody testing is for surveillance, not for diagnosis or evaluation of immunity at this time. Antigen tests are not considered confirmatory tests.

• DPH does NOT require a document to return to work or school. DHP recommends the time/symptom requirements (10 days since symptoms began, improvement of symptoms and 72 hours without a fever without fever reducing medications). DPH strongly discourages the use of negative COVID-19 tests to return to work.

• DPH Guidelines are currently in Clearance and Review. Dr. John Fuchko is following up on the progress of this report.

Higher Ed Information & Recommendations

• Newest Guidelines from the CDC today, states that they DO NOT recommend entry testing for all students, faculty and staff. https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html

• DPH does not recommend blanket screening due to the limitations that the results provide.
  o A negative test could be one which was done too early to detect CVID-19.
  o The 4-5 days turnaround time for results of a test could create an opportunity for an individual to be exposed after they have had the test, and before they received their test results. Non-contact, non-symptomatic testing only provides a result for a moment in time, it is not a predictive or protective measure, it is a diagnostic tool for patients.
  o Testing should be used for symptomatic persons or for persons with first-hand exposure to an individual who has been diagnosed with COVID-19.

• If a university is testing for COVID-19, they must enter results into SENDSS. If DPH is doing the testing, they will enter information. The student’s University address is to be used when reporting.

• DPH will provide feedback of positive tests to the university’s COVID-19 Primary and Back-up contact liaisons.

• If a faculty, staff or student is identified as positive – 1) send home or isolate in a room with a private bath, 2) notify Liaison who will notify managers, 3) identify areas which need to be sanitized and perform appropriate cleaning.
  o There will be a link to quarantine guidance in the return to school document from DPH.

• Have faculty provide class lists and managers to provide workforce lists for contact tracing.
  o DPH suggested having a seating chart for the classrooms. This would help with contact tracing, especially if students do not know the names of people sitting around them.

• DPH has not issued any guidelines for student athletes.

(Addition of Notes from RACHEALTH: July 1, 2020)
Notifications

*Employees and students who test positive for COVID-19 or who receive a clinical diagnosis should report the positive test as soon as possible, as indicated on the chart below.

<table>
<thead>
<tr>
<th>Person diagnosed with COVID-19</th>
<th>Report diagnosis to</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you live in a residence hall</td>
<td>Director of Residence Life</td>
</tr>
<tr>
<td>If you live off campus</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>If you are an employee</td>
<td>Direct Supervisor</td>
</tr>
</tbody>
</table>

Columbus State University will identify one point person\(^2\) to whom all supervisors, the dean of students, and director of residence life will immediately notify of an infected employee or student. This point person will initiate the institutional plan for contract tracing and any further notifications required with the GDPH. Supervisors, the dean of students, or the director of residence life 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.

In the case of an employee

If an employee receives a notification of a positive test, they should immediately notify their supervisor.

In the case of a student

Prior to resumption of on-campus operations: In the event a student tests positive or exhibits symptoms for Covid-19, the student should not return to campus.

After on-campus operations resume: Students who test positive for Covid-19 should leave campus immediately and return to their primary residence whenever possible. Students must remain off campus until they are able to meet the GDHP guidance for discontinuing isolation.

In the event a student tests positive or exhibits symptoms for Covid-19 after resumption of on-campus operations, the student should use the notification protocol and immediately notify the appropriate official, as seen in the chart above.

\(^2\) The One Point Person for Columbus State University will be the Emergency Management Coordinator
Upon notification of such an instance, the official contact receiving the report will immediately notify the University’s One Point-Person, who will notify appropriate departments/personnel for assistance in executing isolation and contact tracing procedures.

**Isolation**

Employees who test positive or receive a clinical diagnosis for COVID-19 should leave campus immediately and not return to campus until they meet the below criteria for discontinuing home isolation. The Workplace and Health Safety plan should be followed and support the needs of the employee while away from work due to COVID-19.

Students who test positive for COVID-19 should leave campus immediately and return to their primary residence whenever possible. Students must remain off campus until they are able to meet the GDPH guidance for discontinuing isolation (see below).

*Institutions should submit their plans for: a) How to work with a student who tests positive for COVID-19 from the point of test results to allowing a student back on campus or back into campus life, b) Where a student will isolate if returning home is not an option, and c) Plans should include any self-quarantine requirements as directed by the GDPH as a result of contact tracing.*

If returning to the student’s primary residence is not an option for a student residing in on-campus housing, the Office of Residence Life will enact the isolation provision procedure:

- The student testing positive will be moved to one of several apartments which will be unassigned during regular occupancy assignment and that have been designated isolation rooms on both campuses. Students will be isolated in rooms or apartments with a private bathroom for them, but more than one student testing positive may be assigned to an apartment.
- All roommates will be isolated within their assigned residence room.
- The Office of Residence Life will coordinate food service for impacted students with Dining Services, and Residence Life will pick-up meals, deliver them to the student’s door, and will notify students that the meal has been delivered.
- Students and roommates placed in isolation will not be returned to normal campus activities and/or assigned room until meeting the GDPH guidelines for discontinuing isolation.

**Student Health Services will:**

- Provide assistance and direction regarding health monitoring of impacted students.
- Coordinate notification and cooperation with the local representatives of the Georgia Department of Public Health.
- Assist in facilitating GDPH contact-tracing process.
- Notify the university’s One Point-Person of any further instructions from GDPH regarding isolation or self-quarantining resulting from the contact tracing process.

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**Campus Services will coordinate cleaning and disinfection procedures**
- Coordinate cleaning and disinfection process with Corvias in the case of Corvias-managed housing units.
- Execute cleaning and disinfection process for non-Corvias-managed housing units.

**The Office of the Dean of Students will**
- Serve as the point of contact for parents or guardians to provide information about the process and provide referral for further information about the student’s condition to appropriate health care providers if the student is unable to provide the information at the time.
- Initiate student conduct proceedings in the case of failure of a student to comply with directives of University officials.

**The Provost's Office will**
- Notify additional areas on a need-to-know basis, (as identified by the University’s Point-Person) such as course instructors, to provide remote academic assistance for students under isolation protocols.

**GDPH guidance for discontinuing isolation (as of 5/1/2020 – for up-to-date information related to discontinuing home isolation, visit [https://dph.georgia.gov/isolation-contact](https://dph.georgia.gov/isolation-contact)):**

**Discontinuing home isolation if you have symptoms**
You must remain under home isolation precautions until:
- You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
- other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- at least 7 days have passed since your symptoms first appeared

**Discontinuing home isolation if you do not have symptoms**
You must remain under home isolation precautions until:
- 7 days have passed since the date of your first positive COVID-19 AND
- You have had no subsequent illness.

**In addition:**
- For 3 days following discontinuation of isolation, you should continue to limit contact (stay 6 feet away from others) and limit the potential of dispersal of respiratory secretions by wearing a covering for your nose and mouth whenever you are in settings where other persons are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.
• If you develop symptoms, you should follow the “Discontinuing home isolation if you have symptoms” above.

**Academic Arrangements for Faculty and Students with COVID-19**

If a faculty member tests positive for COVID-19 or receives a clinical diagnosis for COVID-19 and is temporarily unable to continue teaching their courses, department chairs will make appropriate arrangements for the faculty member’s courses to be covered and for students to continue to earn the credit for which they are registered. Faculty will work with the campus human resources department to identify available leave options.

If a student tests positive for COVID-19 or receives a clinical diagnosis for COVID-19, faculty should be prepared to make any necessary flexible arrangements for a student to complete the coursework. The institution should make every effort to provide for continued enrollment for students with COVID-19 without penalty to the student. Students may choose to obtain a medical withdrawal for courses with a COVID-19 test or diagnosis.
Appendix A - Implementation Guidance for Facilities Officers

University System of Georgia (USG)

Coronavirus Disease 2019 (COVID-19) Implementation Guidance for Facilities Officers – Custodial Operations Focus

In response to multiple inquiries about what changes in custodial programs should be made in response to the COVID-19 pandemic, the USG Real Estate and Facilities Office offers the following perspectives. Recognizing that we are facing an unprecedented health crisis, our teams should work safely using the recommendations of industry professionals to protect ourselves while addressing the needs of those whom we serve. Balance should be maintained. Overreacting wastes valuable resources that are needed to carry out our responsibilities effectively. A lack of diligence and appropriate concern puts people at risk unnecessarily.

The USG recommends appropriately following guidance for cleaning and disinfection issued by the Centers for Disease Control and Prevention (CDC). This guidance is frequently updated based on the known information about COVID-19. The current guidance for maintaining a healthy work environment is summarized below:

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. Social distancing – increasing the space between individuals and decreasing the frequency of contact – is critical to reduce the risk of transmission. Social distancing strategies must be put in place at the individual level, such as maintaining at least six feet of separation between employees, as well as at the group level (i.e. conducting team meetings virtually.) Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

A word to managers and supervisors
We at the system office are keenly aware that each campus is different – that one-size-fits-all solutions are not practical. The following is a compilation of quality industry resources and practices that are being adopted by some of the nation’s leading universities. Managers in each organization should apply these practices in ways that are most effective on your individual campuses with your staff and contractors.

The current health crisis reinforces what we have always known – the work of cleaning professionals is essential to the health and well-being of their clients. Cleaning programs must be well-structured and follow current industry-accepted cleaning and disinfecting practices. Employee safety protections must be in place. Programs are most effective when reinforced through effective training regimens and quality assurance measures. Assuming these programs and measures are in place, major additional measures are not needed to protect employee and end user health for routine cleaning. If you see gaps between what is recommended here and what is in place on your campus, work quickly to bridge those gaps. Many valuable resources exist for building sound custodial programs and training staff in them. One source of these is ISSA, https://www.issa.com/
Additional precautions are recommended below to limit transmitting the virus in situations where exposure to carriers or space contamination might exist but is unknown. A different set of measures are recommended for cleaning and disinfecting spaces known to have been exposed to, or contaminated with, coronavirus as described in the summary of CDC guidance in Attachment A. Links to additional resources are located at Healthy Schools’ website, https://healthyschoolscampaign.org/blog/coronavirus-resources-for-schools-and-districts/ for cleaning, disinfecting methods and products, worker protections and what other universities are doing in response to COVID-19.

**Perform routine environmental cleaning and disinfecting:**

Cleaning professionals are key to limiting the spread if COVID-19. Performing routine environmental cleaning and disinfecting are essential functions. Normal cleaning and disinfecting with current industry cleaning practices are effective in cleaning non-contaminated spaces for several reasons:

- This COVID-19 has not been demonstrated to live on surfaces any longer than other viruses (See https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) Note that the CDC guidance states, “Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented.” Good cleaning and disinfecting practices remove and kill viruses from surfaces.
- Bathrooms should be closed to anyone other than the cleaners during cleaning, so the major transmission vector, respiratory droplets, will be eliminated.

Precautionary measures suggested to limit transmitting the virus through regular cleaning and disinfection regimens include, but are not limited to:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, doorknobs, and restroom fixtures.
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Support proper respiratory etiquette and hand hygiene for employees, customers, and worksite visitors
- Direct employees to visit the coughing and sneezing etiquette and clean hands webpage for more information.
- Provide tissues and no-touch disposal receptacles.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- Place hand sanitizers, if available, in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
• Prohibit handshaking – implement other non-contact methods of greeting.
• Model the behavior you want to see in your peers and staff.
• Teach your staff that one of the best things to do to prevent getting the disease is act as though they already have it and are trying not to infect others.

Additional measures to limit potential staff exposure are:

• All cleaning employees should attend and/or take a refresher Blood Borne Pathogen Training. This training is located at https://www.usg.edu/facilities/training/pathogens/
• Provide disposable wipes or cleaning solutions 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 COVID19, and are appropriate for the surface.
• Limit occupants of vehicles (including utility carts) and equipment to one person
• Deploy custodial, maintenance and operations people in smaller teams and alternate shifts and assignments so that, if exposed, exposure will be minimized.
• 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’ phones, desks, offices, 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 areas known to be contaminated
For spaces known to be exposed to contamination, use the following CDC Guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaningdisinfection.html. A summary of this guidance follows in Attachment A.

In most custodial operations, some or all custodians are trained in the removal of biohazards. If in-house staff address decontamination, their biohazard training and experience should be current and only those trained in biohazard response should perform this work.

If needed, augment staff with contracted help experienced in health hazard mitigation.

• If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.
Appendix B - Environmental Cleaning and Disinfection Recommendations

Interim Recommendations for US Community Facilities Coronavirus Disease 2019


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 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.
  - **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 at:


---

**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.
Appendix C – Four Stages of Return (chart)

Stage 1 - June 11
- Flex Office Schedules
  (see office work grids)
- Administrative Staff
  40% of office / 60% telework
  100% telework
- All Faculty
  100% teleworking
  Full office hours: as needed
- Custodial Services and Physical campus remains closed to the public
- Maintenance – shift schedules
- Physical campus remains closed to the public

Stage 2 – July 20
- Rotating Office Schedules
  Flip flop weekdays each week
- Administrative Staff & Administrative
  Security
  1. Mon, Wed, & Fri
  2. Tues & Thurs
  Limited visits to Enrollment Services Area
- Non-Administrative Faculty
  100% teleworking
  Virtual campus office hours: 8am to 5pm
  Limited full consideration of a rotating schedule
  Current in-person, previously involved, and students may resume with safety precautions
- Custodial Services and Maintenance – shift schedules
- Visitors should call to schedule any appointments on campus

Stage 3 – TBD
- Regular Office Schedules
  Administrative Staff & Administrative
  Faculty
  As Assigned / Directed
- Gatherings: 10 or less with social distancing
- As Assigned / Directed
- Custodial Services and Maintenance – shift schedules
- It is recommended that visitors call to schedule appointments on campus

Stage 4 – TBD
- Fall 2020 Semester
  Faculty and Staff
  As Assigned and Directed
- Students
  Attend classes scheduled: Face to Face, Hybrid, 100% Remote

Special Note
All meetings should continue to be conducted in virtual formats until further notice

(Edited, July 9, 2020)
Appendix D – Flex Office Schedules

Executive Leadership Team (ELT)

Office of the President

Office Overview
Office of the President
The Office of the President is located on the first floor of Richard’s Hall on Main Campus.

Employee Office of the President
Number of Exempt: 4
Number of Non-Exempt: 0
Student Employees: 0
Total Employees: 4

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Chris Markwood- President 80% telework, 20% on campus</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>90% telework, 10% on campus</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>2</td>
<td>Y</td>
<td>Y</td>
<td>70% telework, 30% on campus</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Student Workers</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Activities and Services
The Office of the President will operate according to normal business hours daily. Both the President and the Chief of Staff are on call and are prepared to receive questions as needed. Both the President and Chief of Staff are in constant touch with the USG office and will relay pertinent information as it becomes available.
Chief of Staff

University Relations

Office Overview
The University Relations Office will provide internal and external communications messages, in addition to marketing and media relations management. The office will also manage web page content and social media communications.

Employee
Number of Exempt: 1
Number of Non-Exempt: 3
Student Employees: 0
Total employees: 4

Staffing Plan
- Greg Hudgison
- Joseph Melancon
- Kristin Andris
- Josh Becker

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>100% teleworking</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>3</td>
<td>Y</td>
<td>Y</td>
<td>100% teleworking</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>4</td>
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</tr>
</tbody>
</table>

Activities and Services
The team will continue to provide marketing, internal and external communications services and social media support to the campus community. Major projects (other than coronavirus related) include: Board of Regents Meeting, Revising marketing advertising schedule, Creating internal communication schedule and platform, Reviewing web site pages content.

The Leadership Institute and the Center for Servant Leadership

Office Overview

The Leadership Institute and the Center for Servant Leadership provide leadership development for faculty, staff, students, and external clients. There are 8 employees total.

Employee (The Leadership Institute & Center for Servant Leadership)

Number of Exempt: 2
Number of Non-Exempt: 6
Student Employees: 1
Total Employees: 9

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Leadership Institute &amp; The Center for Servant Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Senior Administrator for the area/office – AVP for Leadership Development &amp; Director of Servant Leadership</td>
<td>2</td>
<td>Y</td>
<td>Y</td>
<td>AVP - 80% telework, 20% in office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Director of SL – 80% in office, 20% telework</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively) – Director of Marketing &amp; the Forum</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Director - 80% telework, 20% in office</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Admin - 80% telework, 20% in office</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>4</td>
<td>Y</td>
<td>Y</td>
<td>Assistant Director Internal - 80% telework, 20% in office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assistant Director Client Experience - 80% telework, 20% in office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Facilitator/Instructor - 80% telework, 20% in office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assistant Director Servant Leadership - 80% telework, 20% in office</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>100% telework (Our student worker is in a high-risk group, she is pregnant)</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Activities and Services
All in-person sessions with internal and external clients have been rescheduled or moved online to a WebEx format. All meetings have been moved to conference calls or rescheduled. The Director of Servant Leadership will be in office more than others in order to assist students who may need access to the food pantry during this time.

Leadership Institute and Servant Leadership staff will alternate time in office so that only one person is in the office at any given time to minimize social contact.

Mail Center

Department Overview
Services will be limited during the next two weeks or until it is officially open. In the event there are university printing projects deemed urgent, a full staff will be available. The Mail Center will provide normal delivery to Main Campus and RiverPark Campus on a limited and as needed schedule.

Employees:
Exempt: 2
Non-Exempt: 4
Student Workers: 0
Total Employees: 6

Schedule
- Two-person staff working with limited service.

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>30% telework / 70% on campus</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>4</td>
<td>N</td>
<td>Y</td>
<td>30% telework / 70% on campus</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total:</td>
<td>6</td>
<td></td>
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</tbody>
</table>
**Printing Services**

**Department Overview**
Services will be limited during the next two weeks or until it is officially open. In the event there are university printing projects deemed urgent, a full staff will be available.

**Employees:**
Number of Exempt: 2  
Number of Non-Exempt: 5  
Student Employees: 4  
Total Employees: 11

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>90% telework / 10% on campus</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>80% telework / 20% on campus</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>5</td>
<td>N</td>
<td>N</td>
<td>20%/80% Come office only on an AS NEEDED basis</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>4</td>
<td>Y-1</td>
<td>n</td>
<td>1 Works remotely 100% of the time</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>11</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Office of the Executive Vice President and Provost**

**Office Overview**
The Office of the Provost and Academic Affairs oversees undergraduate and graduate programs, academic advising, academic tutoring, supplemental instruction, curricula approvals, state authorization, academic catalog, Momentum Approach, faculty affairs, SACSCOC accreditation, and, student appeals. The office is staffed by the Provost and Executive Vice President, Vice Provost, Associate Provost for Undergraduate Education, Associate Provost and Director of Graduate Studies, Associate Provost for Faculty Affairs and Academic Innovation, State Authorizations & Academic Compliance Coordinator, Administrative Assistant, and Executive Assistant to the Provost. All five colleges (COA, TCOB, COEHP, COLS. Honors), Institutional Research and Effectiveness, CSU Advise, Academic Center for Tutoring (ACT), Office of Sponsored Programs, and Continuing Education report through the Office of the Provost and Academic Affairs.

**Employees – Office of the Provost**

Number of Exempt: 7
Number of Non-Exempt: 2
Full time Faculty: 0
Part time Faculty: 0
Grad Assistants: 1
Student Employees: 2

Total Employees: 12

<table>
<thead>
<tr>
<th>Area/Office Provost/ EVP for Academic Affairs</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Deborah Bordelon- EVP/ Provost 60% - Teleworking; 40% in office</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>4</td>
<td>Y</td>
<td>Y</td>
<td>60% - Teleworking; 40% in office</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>2</td>
<td>Y</td>
<td>Y</td>
<td>60% - Teleworking; 40% in office</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>2</td>
<td>Y</td>
<td>Y</td>
<td>100% - Teleworking - 1 60% - Teleworking; 40% in office - 1</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>100% - Teleworking</td>
</tr>
<tr>
<td>Student Workers</td>
<td>2</td>
<td>Y</td>
<td>N</td>
<td>100% - Teleworking</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 12

**Online Course Development**
We are working with the academic colleges to ensure that courses are transitioned to an online format. During the week of March 23-29, faculty and students will be testing the implementation of online delivery through CougarView.

**Services / Departments**

We will continue to have meetings via Zoom or phone conference. Reports will be written and submitted in a timely fashion. We are working with the colleges to assist with moving instruction into an online format. Challenges will involve getting labs, performance, studio, and theatre courses fully online.

**Office of the Vice President for Business and Finance**

**Office Overview**

The Office of the Vice President for Business & Finance supports CSU's primary mission of providing quality education to our students. Employees are dedicated to providing services that enhance the quality, effectiveness, and efficiency of the academic process. Given the breadth of operations within the division of Business and Finance, this information is being presented as a set of separate overview reports for each operational unit within the division. Reports follow for VPBF Office, Bursar's Office, Purchasing and Accounting, Budget Office, Human Resources and Payroll, Facilities and Maintenance, and University Support Services.

**VPBF Office**

**Department Overview**

The VPBF office consists of the Vice President for Business and Finance, the senior administrative assistant, and the Director of Enterprise Development. This office provides general administrative support for the division of business and finance.

**Employees**

Number of Exempt: 3

Total Employees: 3

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP for Business and Finance</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Jeff Davis- Vice President 75% at home- Jeff Davis</td>
</tr>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>90% at home- David Mitchell</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>90% at home- LaWanna Hayes</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>90% at home- LaWanna Hayes</td>
</tr>
</tbody>
</table>
Additional Employees (full & part-time) | 0 | 0
Graduate Assistants | 0 | 0
Student Workers | 0 | 0
Full Time (FT) Faculty | 0 | 0
FT Faculty – special exceptions for labs etc. | 0 | 0
Part Time Faculty | 0 | 0
Total: 3

Services
The on-campus office will be “closed” 3 days per week with instructions provided for patrons to call or email with questions. Phones will be forwarded to home locations during closure periods and email will be monitored on an ongoing basis.

Bursar’s Office

Department Overview
The Bursar’s Office serves as accounts receivable for the University, serving students, parents, faculty/staff, and members of the community. The office is open 8:00 – 5:00 Monday through Friday.

Employees
Number of Exempt: 2
Number of Non-Exempt: 5 FT; 1 PT
Total Employees: 8

<table>
<thead>
<tr>
<th>Area/Office Bursar’s Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Donna Ogle: Director 40% telework/60% campus</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>60% telework/40% campus</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>6</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>8</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Services

On campus operations will remain “open” from 8 - 5, weekdays, but with a limited presence through the 2-week period. Employees who are not scheduled for “on campus” service will work from home during regular business hours.

Purchasing and Accounting

Department Overview

The purchasing office processes all procurement activity for the University. Accounting books all financial transactions, and handles all accounts payable activity - including cutting checks to pay vendors. The office is open 8:00 – 5:00 Monday through Friday.

Employees

1 Controller (exempt)
1 Purchasing Director (exempt)
1 Associate controller (exempt)
Accounting - 4 non-exempt employees, 1 from temporary agency
Purchasing - 1 non-exempt, 2 part-time non-exempt

Total employees: 11

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Anna Brooks- Director 65% of telework and 35% work on campus</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>9</td>
<td></td>
<td></td>
<td>3 Purchasing staff are 100% teleworking 1 Purchasing Staff teleworks 85% and works on campus 15% if necessary 1 Accounting Staff teleworks 90% and works on campus 10% 3 Accounting Staff telework 95% and works on campus 5% if necessary 1 Accounting Staff teleworks 65% and works on campus 35%</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Services

On campus operations will remain “open” from 8 - 5, weekdays, but with a limited presence through the 2-week period. Employees who are not scheduled for “on campus” service will work from home during regular business hours.

Budget Office

Department Overview

The budget office maintains the University budget, monitors spending, and provides reporting and analysis throughout the institution.

Employees

1 Director (exempt)
1 Budget Analyst (exempt)

Total employees: 2

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
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</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Melanie White- Director 20% telework / 80% on campus</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
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<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
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<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td>N</td>
<td>N</td>
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</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
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<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2</strong></td>
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</tr>
</tbody>
</table>

Services

On campus operations will remain “open” from 8 - 5, weekdays.

Human Resources & Payroll
Department Overview

The HR & Payroll department is responsible for coordinating payment of wages to employees, as well as providing policy guidance and benefit support to the CSU campus community. This department coordinates the hiring, evaluation, and termination processes for all staff and faculty.

Employees
Number of Exempt: 8
Number of Non-Exempt: 0
Grad Assistants: 1
Student Employees: 0
Total Employees: 9

<table>
<thead>
<tr>
<th>Area/Office Human Resources and Payroll</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
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</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Carole Clerie- Director 100% telework</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>7</td>
<td>Y</td>
<td>Y</td>
<td>70% telework / 30% on campus</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
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<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
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</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
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</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>9</td>
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</tr>
</tbody>
</table>

Facilities and Maintenance

Department Overview

The Office of Facilities provides quality facilities management services to the university and community. Services include building maintenance, project management, campus planning, and transportation services.

Employees
Number of Exempt: 10  
Number of Non-Exempt: 21  
Student Employees: 4  
Total employees: 35

<table>
<thead>
<tr>
<th>Area/Office Facilities and Maintenance</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Kelly Wilson- Director 90%/10%</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>9</td>
<td>Y</td>
<td>Y</td>
<td>40%/60%</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>4</td>
<td>Y</td>
<td>Y</td>
<td>50%/50%</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>17</td>
<td>N</td>
<td>Y</td>
<td>100% on campus</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>4</td>
<td>N</td>
<td>Y</td>
<td>100% on campus</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Part Time Faculty</td>
<td>0</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>35</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Services / Departments**

**Transportation**

Will be Operating the Holiday Shuttle Schedule from 8:50am-7:50pm Monday through Sunday

- Picking up at Designated stops every hour and twenty minutes
- Utilization of 4 FT Bus Operators during the week and 2 PT on the weekends
- Automotive Shop will remain open for service calls
- All parked buses, shuttles and vans will be sanitized by ServiceMaster during this period of 2 weeks.
- All other “on demand” trips are suspended.

Other units will be conducting project work throughout campus during the 2 week period.
University Support Services

Department Overview

University Support services provide a variety of essential services to the campus community. The portfolio of services includes: Event Services, Parking, Shipping and Receiving, Custodial Services, Moving support, among others.

Employees
Number of Exempt: 15
Number of Non-Exempt: 87
Graduate assistants: 1
Student Employees: 2
Total employees: 105

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>N</td>
<td>Y</td>
<td>Steve Morse- Director 100% on campus</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>14</td>
<td>Y</td>
<td>Y</td>
<td>80% telework/20% in office</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>87</td>
<td>Y</td>
<td>Y</td>
<td>100% in office</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>80% telework/20% in office</td>
</tr>
<tr>
<td>Student Workers</td>
<td>2</td>
<td>N</td>
<td>Y</td>
<td>100% in office</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total:</td>
<td>105</td>
<td></td>
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</tr>
</tbody>
</table>

Services / Departments

- Offices of USS and Cunningham Conference Center will remain open
- Custodial Services will focus on deep cleaning and sanitizing common areas
- Moving and Set Up Projects will complete various projects
- All buildings will be monitored for activity during the temporary instruction suspension

**Office of the Vice President for University Advancement**

**UNIVERSITY ADVANCEMENT & CSU FOUNDATION**

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Advancement</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>90% of telework vs 10% in office needed</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
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<td>Y</td>
<td>Y</td>
<td>90% of telework vs 10% in office needed</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>90% of telework vs 10% in office needed</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>10</td>
<td>Y</td>
<td>Y</td>
<td>94% of telework vs 6% in office needed</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>6</td>
<td>Y</td>
<td>N</td>
<td>100% of telework vs 0% in office needed</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
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<td>NA</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>28</strong></td>
<td></td>
<td></td>
<td><strong>UA/F Team Total is Approx. 90% of telework vs 10% in office needed</strong></td>
</tr>
</tbody>
</table>

**Areas** Number of Employees

University Advancement 28

**Office Overview**

The Office of University Advancement represents Columbus State University to its alumni, friends, faculty, staff, and students; governmental agencies and leaders; news media; and the community at large. The Office of University Advancement supports the mission of Columbus
State University through developing relationships with key constituency. The Office connects and reconnects alumni and friends through meaningful experiences and works with donors to help them know and understand Columbus State University's unique position in higher education and the opportunities for partnerships.

**Employee (University Advancement)**
Number of Exempt: 12  
Number of Non-Exempt: 11  
Student Employees: 5 P/T (2 office aids, 3 phona-thon callers)  
Total Employees: 28

**Advancement Services and Foundation Accounting**
Advancement Services and Foundation Accounting will staff office with only one person at a time:

**Advancement Services Daily Duties**
- open the mail daily
- make deposits to the bank
- be backups for the above tasks
- Anyone who is at the office is able to accept cash but preference would be to contact 706-536-4854 before making a deposit
- All employees have been trained to open the safe
- At this time petty cash will not be distributed for the next few weeks. However, any petty cash that we have on hand we will mail checks to the recipients if we have the appropriate information to do so.
- Deposit batches for cash receipts will be scanned and stored on the p drive for employees to access from home to review and post.
- The batches will be reviewed electronically.
- continue to work on List requests and reports from home. Shared google doc will track these requests.
- Bridgett and Heather will each will have Biographical and database maintenance projects

**Foundation Properties Daily Duties**
- Request direct deposit from property managers in the future
- contact various vendors so that invoices can be emailed to her
- phone will forward to her cell phone
- Payment requests will be approved electronically
- All invoices will be paid online through the Synovus website.
- The bank will be notified to pay interest electronically
- All gift acknowledgements and receipts will be processed as received

**Alumni Engagement & Annual Giving**

Continued Business Operations Plan
University Advancement’s office in Richards Hall will have at least one staff member in the office during the two weeks.

A google sheet has been developed to capture who will absolutely be working in the office and at what times.

We will assess our plan’s efficiency on Wednesday, March 18th and again on Wednesday, March 25th and update as needed.

All staff will plan to either be in the office or working from home.

Zoom Meetings will be held as needed at the following link:

https://zoom.us/j/6262361078
Meeting ID: 626 236 1078

Upcoming Events and Staff Responsibilities on canceling or postponing

Travel Meeting - March 16 - CANCELED
- Space Rental
- Catering - canceled 3/13
- Communication to guests and invitees sent 3/13
- Speakers - communication sent 3/13

Retiree Organization Luncheon – March 17 - CANCELED
- Cancel Catering
- Communicate with Larry
- Send Greenvelope Message
- Send NetCommunity Message
- Cancel with Guest speakers

Girls in the Game Luncheon – March 26 - CANCELED
- Sponsorships, tables, and attendees have payed
- Guest speaker secured
- Free clinic with speaker cancelled/postponed and participants informed
- Decorations ordered - flowers canceled 3/13
- Scholarship nominees informed
- Katie to communicate with Envoys

New Faculty and Staff Baseball Event – March 27 - CANCELED
- Space canceled - 3/13
- Catering - canceled 3/13
- Invites sent - Message canceling the event sent 3/13

First Thursday @ The Loft – April 2 - CANCELED
- Cancel reservation
- Send email communication to those already registered
- Deactivate online registration
- Update website to reflect event status
- Communicate cancellation with Envoys
Young Alumni Regional Event in Atlanta – April 9 - CANCELED

- Cancel reservation (no deposit paid or contract)
- Send email communication to those already registered
- Update website to reflect event status
- Deactivate online registration

Atlanta Regional Event - April 23

- Will proceed as planned at this time.
- Emails will be schedule to advertise the event

Spring Swing Online Page Maintenance

- Continue to communicate with volunteers, donors, and fundraisers remotely
- Share the message that event will proceed as scheduled at this time
- Keep pages up to date with donor and sponsor information and work with COA team to keep key staff informed

Netcommunity Registration Contingency Plans

- Maintain communication with internal departments as news becomes available and make changes to event registrations as they become necessary.
- Share contact information for registrants and ensure refund processes are implemented as they become necessary

Phonathon Maintenance

- Establish a list of top phonathon prospects and make calls remotely and during restricted office hours
- Communicate with student assistants to create opportunities for them to continue to complete tasks and projects for the department

Work in Progress

Annual Giving Task List:
1. Maintain online peer to peer campaigns through the university’s crowdfunding platform.
2. Continue preparing for the Board of Regents Meeting by organizing a volunteer team and preparing training materials.
3. Communicate with student callers for the annual phonathon and look for opportunities for them to work remotely on projects that can be monitored.
4. Communicate remotely with volunteers and external stakeholders regarding key university events: Girls in the Game, Spring Swing, any event with a registration page active on NetCommunity associated with a department outside advancement.
   a. Send email reminders of postponements as they become necessary
   b. Make phone calls/texts
2. Continue phonathon activity giving priority to top annual giving prospects.
3. Check annual giving email.

Alumni Engagement Task List:
1. Maintain day to day communication by checking email (including alumni generic account) and returning phone calls.
2. Email messages that pertain to unaffected activities and events (scholarship apps, board noms, etc) will go out as planned.
3. Communicate support with Student Alumni Association members and Presidential Envoys.
4. Proceed with production of the Alumni Directory as planned.
5. Communicate campus updates with the Alumni Association Board of Directors as needed.

**Special Events Task List:**
1. Continue to proceed with graduation program and scripts.
2. Continue to work on the April BOR events with registration and communication
   a. Email invitations versus mail
   b. in the office than not due to needing to be available by phone.
   c. Find alternate lunch location
   d. Continue communication with Marriott regarding room block and food needs
   e. Work with Staff Leaders on their areas of responsibility
2. Spring Swing
   a. Continue with printing of invitations and other marketing material
   b. Monitor registrations and income
   c. Work with Taylor on event details.

**The Office of Development and Stewardship (ODS)**
- All ODS personnel will update outgoing voicemail to communicate remote work schedule
- All ODS personnel will add disclaimer on e-mail signature notifying clients of remote work schedule and assuring remote availability and prompt replies;
- Ronnet Rice will make daily visits to the office to check mail and maintain all appropriate processing requirements for effective stewardship. She will coordinate main campus visits with the Office of Advancements Services
- ODS personnel will focus on policy, procedure and administrative tasks as well as stewardship efforts and proposal preparations to maintain productivity and effective donor communication;
- Development staff will contact all appropriate event sponsors to communicate postponements and fulfillment plans
- ODS personnel will maintain appropriate donor communication and prioritize stewardship over solicitations during this market turmoil and time of uncertainty.

**Office of the Vice President for Student Affairs**

**Division Overview**

The Division of Student Affairs works with academic partners, staff, parents and student leaders in support of student success. Supported by the Vice President for Student Affairs, the Division consists of eight departments, offering first-class programs, facilities and services. The Division employs approximately 200 students annually, and supports in excess of 100 student organizations, educational, co-curricular, social, and leadership programs.
**Employees**
Number of Exempt: 4
Number of Non-Exempt: 2
Full time Faculty: 0
Part-time Faculty: 0
Grad Assistants: 0
Student Employees: 1
Total Employees: 7

<table>
<thead>
<tr>
<th>Area/Office VP for Student Affairs</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Gina Sheeks- Vice President 60% Telework/40% in Office</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>3</td>
<td>Y</td>
<td>Y</td>
<td>60% Telework/40% in Office</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>2</td>
<td>Y</td>
<td>Y</td>
<td>50% Telework/50% in Office</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>1</td>
<td>N</td>
<td>N</td>
<td>Not currently working</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Office of the Director of Athletics**

**Department Overview**

The Department of Intercollegiate Athletics works with academic partners, coaches, staff, the NCAA and Peach Belt Conference, and student-athletes in support of academic and athletic success. Supported by the Director of Athletics, the Department consists of 13 NCAA DII sponsored varsity athletic programs, a spirit program, offering highly competitive athletic programs, first-class facilities and student-athlete support services.

**Employees**
Number of Exempt: 21
Number of Non-Exempt: 3  
Full time Faculty: 0  
Part-time Staff: 6  
Grad Assistants: 14  
Student Employees: 1  
Total Employees: 45

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intercollegiate Athletics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Todd Reeser- Director 90% telework, 10% on campus</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>6</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>22</td>
<td>Y</td>
<td>Y</td>
<td>100% telework 90/10 % select staff members for athletic field maintenance</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>14</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Student Workers</td>
<td>1</td>
<td>Y</td>
<td></td>
<td>100% telework</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>45</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Office of Legal Affairs, Ethics and Compliance**

**Office Overview**

The Office of Legal Affairs, Ethics and Compliance (OLAEC) oversees legal affairs, risk management, contract management, policy development and coordination, Title IX responsibilities, ethics and compliance initiatives, and serves as the official office responsible for responding to open records and other document requests. The office is staffed by the following individuals, along with the noted areas of responsibility:

- **Craig Burgess**, General Counsel
○ General legal advice, litigation management, open records, contract management, policy oversight

- **Ric Barrow**, Risk Manager
  ○ Risk assessment, insurance-related services

- **Lauren Jones**, Title IX Coordinator
  ○ Investigation of sexual harassment and discrimination complaints

- **Shanita Pettaway**
  ○ Contract management and policy oversight

- **Mohammed Mehedi**, Federal Student Program employee
  ■ Miscellaneous administrative duties

### Employees

Number of Exempt: 4  
Number of Non-exempt: 0  
Student Employees: 1  

Total Employees: 5

| Area/Office | Count | Work from Home | Work on Campus | Comment (% of telework vs % in office needed) eg...|80%/20%|
|-------------|-------|----------------|----------------|-------------------------------------------------|
| The Senior Administrator for the area/office | 1 | Y | Y | Craig Burgess- General Counsel 20 to 40% depending the week |
| Other Administrators for the area/office (collectively) | 3 | Y | Y | 100% telework Lauren Jones- McKown 20 to 40% depending on the week for S Pettaway and R. Barrow. Title IX Coordinator will work exclusively from home through at least June 2020. |
| Administrative Assistants (collectively) | 0 | | | |
| Additional Employees (full & part-time) | 0 | | | |
| Graduate Assistants | 0 | | | |
| Student Workers | 1 | Y | N | Student worker is federal work study student. |
| Full Time (FT) Faculty | 0 | | | |
| FT Faculty – special exceptions for labs etc. | 0 | | | |
| Part Time Faculty | 0 | | | Burgess is part-time faculty and will hold class online via Google Hangout sessions on Tuesday, 6:00 – 8:30 pm |

Total: 5

*Legal Affairs suite in Richards Hall will be staffed each day by either the GC, Risk Manager or Contracts Manager. Risk Manager and Contracts Manager will work from office at least 1 to 2 days per week, and GC will work from office at least 2 to 3 days. Title IX Coordinator will likely work in office 1 to 2 days during 10-day period.*
Services

OLAEC will continue to provide services either in-person or via telephone conferences through teleworking and staggered in-person work schedules. Contracts, open records requests, ongoing policy discussions and Title IX related matters are largely initiated and managed through CSU’s online resources; accordingly, impact on ability to continue providing services is judged to be minimal.
Academic Affairs Business Continuity Plan and Staffing Schedules

The Graduate School

Department/College Overview

It is the mission of the Graduate School to support the recruitment of high-quality students, to promote the academic excellence of students, faculty, and programs in a wide array of disciplines, and to graduate students prepared to contribute in significant ways within their fields of expertise.

Staff:
Employees
Number of Exempt: 1
Number of Non-Exempt: 1
Full time Faculty: 0
Part time Faculty: 0
Grad Assistants: 1
Student Employees: 0
Total Employees: 3

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Margerie Yates- Director 40% On Campus 60% Teleworking from Home</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>Y</td>
<td></td>
<td>100% Teleworking from Home</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>1</td>
<td>Y</td>
<td></td>
<td>100% Teleworking from Home</td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
College of the Arts

College Overview
The College of the Arts consists of the Schwob School of Music, the Department of Theatre, the Department of Art and the Department of Communications. These units are located on the River Park Campus in downtown Columbus, twenty minutes from the Main Campus of Columbus State University.

Employee (College of the Arts Dean's Office)
Number of Exempt: 2
Number of Non-Exempt: 3
Student Employees: 2
Total Employees: 7

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>2</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Clarence Coleman- Dean (60%/40%) Assoc Dean (80%/20%)</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>4</td>
<td>Y</td>
<td>Y</td>
<td>Art (25%/75%), Theatre (50%/50%), Music (40%/60%), Comm (70%/30%)</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>5</td>
<td>Y</td>
<td>Y</td>
<td>Dean (90%/10%), Art (25%/75%), Theatre (50%/50%), Music (60%/40%), Comm (70%/30%)</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>9</td>
<td></td>
<td></td>
<td>Dean (60%-100%/0%-40%), Art (0%/100%), Theatre (0%-100%/0%-100%), Music (0%-100%/0%), Comm (100%/0%)</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>32</td>
<td></td>
<td></td>
<td>Art (100%/0%) Music (85%/15%) Some GAs are not working at this time.</td>
</tr>
<tr>
<td>Student Workers</td>
<td>56</td>
<td>Y</td>
<td>N</td>
<td>Dean (0%/0%), Art (100%/0%), Theatre (0%/0%), Music (100%/0%) Comm (100%/0%) Some student workers are not working at this time. They may begin working with their dept. or for another dept.</td>
</tr>
<tr>
<td>Full Time (FT) Faculty (5 are already included under administrators for a total of 67 Faculty)</td>
<td>(62/68 – temp #s)</td>
<td>Y</td>
<td>N</td>
<td>100% online</td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>None</td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>14</td>
<td>Y</td>
<td>N</td>
<td>100% teleworking</td>
</tr>
<tr>
<td>Total:</td>
<td>186</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Services
Some administrator/Staff will be in the building to communicate with others on campus/off campus
Someone will be present to address questions from faculty, students and parents.
Someone to be in place to deal with the general public.
Administrators/Staff will be present to do work either at home or in their respective Offices

The following information is from the various Department Chairs:

ART DEPARTMENT

Department Overview
The department of art offers a sampling of online courses but the vast majority are conducted in-person. The latter are studio-based sessions that, in most cases, can be exceedingly difficult to teach remotely. Having said that, we are prepared to offer all our courses online for the duration of this emergency with the exception of parts of the learning in the Art Education degree. Teaching in the field (practicums in K-12 education) represents a critical component in this education. There is literally no way to migrate this instruction to an online format.

Employees
Number of Exempt: 15
Number of Non-Exempt: 2
Full Time Faculty: 14
Part Time Faculty: 1
Grad Assistants: 1
Student Employees: 7
Total Employees: 40

Staffing Plan
The Department of Art is open from 8 a.m. to 5 p.m., Monday through Friday and the Chair works extra hours, as needed. The department currently does not conduct any business in a teleworking manner but we are prepared to do so, if needed. The inability to conduct meetings may represent a challenge but that, too, can be accommodated, if need be.

Chris Whittey, Chair: In office each day.
Dori Kraft, Administrative Assistant: In office each day.
Jon Lumpkin, Staff: In office each day.
Dori Kraft does not have access to a computer or internet at her home.

DEPARTMENT OF THEATRE
Department Overview
A department of 200 undergraduate majors, offering the BFA, BA, and B.S.Ed. degrees. Also offering the M.Ed. as an intensive summer session for professional educators. We have classes in all areas of theatre: History, Literature, Design, Acting, Directing, Education, Production Management, etc. Our robust and year-round performance season includes 10 major mainstage and children’s tour productions.

Employees
Number of Exempt: 13
Number of Non-Exempt: 1 ½ (1 Full Time, 1 current unfilled Full-Time and 1 Part-Time)
Full time Faculty: 13
Part Time Faculty: 1
Grad Assistants: 0
Student Employees: 14
Total Employees: 42.5

Staffing Plan
Department Chair: Likely to work one-half of hours remotely and one-half in office
Administrative Assistant: One-fourth from home, three-fourths in office.
Box Office Assistant (Part-Time): Can work remotely from the Springer Opera House
Costume Shop Supervisor (Faculty): Likely to work full schedule in the Costume Shop
Faculty. Unknown. Some will work 100 % remotely. Some need office computers/software to accomplish instruction.

Services/Departments
Course specific delivery options have already been specified in a shared Google Drive document that indicates “Move to Online” or “Needs Online and Modified Instruction”.

SCHWOB SCHOOL OF MUSIC

Department Overview
The Joyce and Henry Schwob School of Music is increasingly known across the country (and globally as well) as an important center for professional music study. The school offers these degrees: Bachelor of Music in Performance, Bachelor of Music in Music Education, Bachelor of Ars In Music, Master of Music in Performance; and a graduate-level Artist Diploma. A number of other certificates and minors are offered.

Employees
Number of Exempt: 43
Number of Non-Exempt: 11
Full time Faculty: 29
Part Time Faculty: 12 (NB does not include PT faculty who teach Fall only)
Top Priorities are:
- Clear and unambiguous communication with all school constituencies.
- Getting acceptance letters and scholarship offers to prospective students processed in a timely manner.
- Ensuring that no student’s progress toward graduation is impeded.
- Assisting faculty in building online course materials

In addition to the staff noted above, we will be in close and continuing contact with Dr. Kristen Hansen, SSOM Coordinator of Academic Affairs; Julie LaSalle, COA Academic Advisor; Dr. Lisa Oberlander, Assistant Director of the SSOM; and Ronnet Rice, University Advancement Services.

Services/Departments
Services are those listed under “Staffing Plan”; they are presented as a bullet-point list. The Music Preparatory Division will not resume face-to-face instruction until authorized to do so. Ancillary activities such as off-site performances will not resume until for CSU and the hosting organization have authorized them to resume.

Challenges
- Student access to musical instruments, particularly piano, organ, harp, double bass, percussion, and various instruments for methods courses.
- Student access to collaborative pianists; they have paid fees to work with these essential assisting artists in performance, rehearsal and lessons.
- Students who must remain on campus need permission to practice in their dorm rooms.
- Faculty need robust two-way video solutions to do studio instruction.
- We must maintain active, and in some cases daily contact with prospective students.

DEPARTMENT OF COMMUNICATION

Department Overview
The Department of Communication offers BA (with concentration options: Communication Studies, Film Production, Integrated Media, and Public Relations), AA in Film Production, Film Production Nexus, and Film Production Certificate to 400 majors/minors/certificate students in our program. The Department’s Communication Studies concentration offers both in-seat and 100% fully online degree/concentration programs. Almost half of our courses include experiential learning components.

Employees
Number of Exempt: 11
Number of Non-exempt: 1 (1 Full-Time Administrative Assistant)
Number of Faculty: 11
Part Time Faculty: 0
Grad Assistants: 0
Student Employees: 7
Total Employees: 30

**Online-Course Development**
With the exception of Production courses in Integrated Media and Film, communication already offers fully online options for most of its courses. Faculty members were previously instructed to include some components of all their courses on CougarView (Syllabus, Schedule, Grade Book). In the event of an extended closure, it is likely that many will accomplish the online mandate through CourgarView, Youtube, Video, and Skype.

**Services/Departments**
- Course specific delivery options have already been specified in a shared Google Drive document that indicates “Move to Online” or “Needs Online Modified Instruction.”
- The comments here reflect what will be done in case of an extended (more than two-week) termination of face-to-face instruction. Every instructor has been advised to prepare to move to instruction to online delivery.
- For perhaps three-fourth of our courses, this will be accomplished with minimal effort.
Turner College of Business

College Overview

The Turner College of Business and the TSYS School of Computer Science are housed in the Synovus Center for Commerce and Technology, located on the main campus. Together, Turner College offers 9 graduate programs, 12 undergraduate programs, and numerous certifications. Students have a number of ways to get engaged on campus including student organizations, honor societies, internships, and we even host student appreciate events each semester. Our internship opportunities boast of more than an 80% placement rate, which is a direct reflection of our strong ties to the community.

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg…(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Linda Hadley- Dean 80% Telework / 20% on campus</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>4</td>
<td>Y</td>
<td>Y</td>
<td>80% Telework / 20% on campus</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>11</td>
<td>Y</td>
<td>Y</td>
<td>-20% Telework; Will be working in the cyber lab – training on cyber range. -80% Telework -3 technical staff, 5 exempt staff, 3 non exempt staff</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>6</td>
<td>Y</td>
<td>N</td>
<td>Off Campus. Most will be tutoring online. (Will allow them to make up any time lost.)</td>
</tr>
<tr>
<td>Student Workers</td>
<td>13</td>
<td>Y</td>
<td>N</td>
<td>Off Campus; Some will tutor online</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>46</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>16</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Total:</td>
<td>96</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A schedule has been prepared for staff and administrators to provide office coverage and to complete training in the cybersecurity lab. For the entire college, the maximum number of employees on campus on any day will be six. Three in the cyber lab suite and three spread out between the second and fourth floors of CCT. They have been advised about the importance of social separation.
College of Letters and Sciences

College Overview

The College of Letters and Sciences (COLS) encompasses ten (10) academic departments and the Command College. A bulk of CSU’s student body belongs to the College, which includes ~2,400 undergraduate and graduate students, and 201 full- and part-time faculty and staff (forty-three percent of our faculty are contingent/part time). COLS plays an essential role in the educational experience of the majority of CSU students, regardless of major, introducing them to the general education curriculum, a liberal arts education, and an excellent foundation for graduate study in a variety to disciplines.

Employees

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt</td>
<td>15</td>
</tr>
<tr>
<td>Non-Exempt</td>
<td>11</td>
</tr>
<tr>
<td>Full time Faculty</td>
<td>113</td>
</tr>
<tr>
<td>Part time Faculty</td>
<td>88</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>14 (estimate)</td>
</tr>
<tr>
<td>Student employees</td>
<td>8 (estimate)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area/Office College of Letters &amp; Sciences</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Annice Yarber- Allen- Dean 90%/10%</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>2</td>
<td>Y</td>
<td>Y</td>
<td>90%/10%</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>11</td>
<td>Y</td>
<td>Y</td>
<td>80%/20%</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>12</td>
<td>Y</td>
<td>3</td>
<td>80%/20%</td>
</tr>
<tr>
<td>Student Workers</td>
<td>8</td>
<td>Y</td>
<td>N</td>
<td>20%/80%</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>113</td>
<td>Y</td>
<td></td>
<td>100% online</td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>14</td>
<td>Y</td>
<td>Y</td>
<td>80%/20%</td>
</tr>
<tr>
<td></td>
<td>88</td>
<td>Y</td>
<td></td>
<td>100% teleworking</td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>249</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLS DEAN’S OFFICE**
Annice Yarber-Allen, Eliot Rendleman, Bridget Downs, and Angela Johnson will rotate the coverage of the dean’s office through a rotation of telework and flexible scheduling.

Any department meetings will be held via zoom at a distance.

**BIOLOGY**
Julie Ballenger, Brian Schwartz, and Joy Davis will perform a combination of telework and flexible scheduling to ensure that the work of the department is covered. Noncritical office work will be carried out via telework.

Brian Schwartz and Julie Ballenger will keep the biology departmental office open and provide maintenance for living organisms.

**CHEMISTRY**
Floyd Jackson and Hattie Thomas will rotate telework and flexible scheduling to ensure that the work of the department is covered.

Noncritical office work will be carried out via telework.

Any department meetings will be held via zoom at a distance. Student advising will be conducted via email. Over the two-week period, faculty will not be present on campus but will have virtual office hours.

**COMMAND COLLEGE**
William Mixon, Paige Hunt, and Judy Elliston will perform a combination of telework and flexible scheduling to ensure that the work of the department is covered.

One person will be in the office during regularly scheduled office hours, answering phones and dealing with potential walk-ins. The other two will be teleworking from home addressing day to day tasks, i.e. enrollment, scheduling, conference calls, etc. Should the need to come to the office arise (accessing Banner), there will be no more than two people in the office at a time. The layout of our building is such that being in the same room at the same time with another person is minimal. Nonessential office work will be carried out at home through the revolving schedule.

Any department meetings will be held via zoom at a distance. Student advising will be conducted via email. Over the two-week period, faculty will not be present on campus but will have virtual office hours.

**CRIMINAL JUSTICE AND SOCIOLOGY**
Ben Kamau and Edie Salyer will perform a combination of telework and flexible scheduling to ensure that the work of the department is covered.

Noncritical office work will be carried out via telework.

Any department meetings will be held via zoom at a distance. Student advising will be conducted via email. Over the two-week period, faculty will not be present on campus but will have virtual office hours.

**EARTH AND SPACE SCIENCES**

Floyd Jackson and Crystal Woods will perform a combination of telework and flexible scheduling to ensure that the department is covered.

Noncritical office work will be carried out via telework.

Any department meetings will be held via zoom at a distance. Student advising will be conducted via email. Over the two-week period, faculty will not be present on campus but will have virtual office hours.

**ENGLISH**

Judi Livingston, Rebecca Gerdes-McClain, and Annie Carey will perform a combination of telework and flexible scheduling to ensure that the work of the department is covered.

Judi Livingston (Chair) and Rebecca Gerdes-McClain (Director of First-Year Composition) will share responsibility for campus department presence with Annie Carey (Administrative Assistant) serving as backup. Both Judi and Rebecca can cover some things from home (answering emails, attending zoom meetings, working on ongoing tasks, including APR items, recruitment efforts and documentation, curriculum revisions, student emails, webpage updates, events notifications, student data collection, BI information and analysis, course schedules, etc.).

All missed phone calls going to the office will be sent to Annie Carey via her email. All calls going to the chair will be forwarded to Judi Livingston's email.

Any department meetings will be held via zoom at a distance. Student advising will be conducted via email. Over the two-week period, faculty will not be present on campus but will be available via email for advising and consultation.

Annie will also be given tasks for recruitment, McCullers Center, APR information gathering, etc., which can easily be completed from home.

**HISTORY AND GEOGRAPHY**

Doug Tompson and Patty Chappel will perform a combination of telework and flexible scheduling to ensure that the department is completed.

Noncritical office work will be carried out via telework.
Any department meetings will be held via zoom at a distance. Student advising will be conducted via email. Over the two-week period, faculty will not be present on campus but will have virtual office hours.

<table>
<thead>
<tr>
<th>Department</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MATH</strong></td>
<td>Ben Kamau, Brian Muse, and Amanda Adams will perform a combination of telework and flexible scheduling to ensure that the work of the department is covered. Noncritical office work will be carried out via telework</td>
</tr>
<tr>
<td><strong>MODERN AND CLASSICAL LANGUAGES</strong></td>
<td>Joelle Bonamy and Janet Jamieson will rotate telework and flexible scheduling to ensure that the work of the department is covered. Ms. Jamieson’s time is split between MCL and Psychology. Therefore, her schedule will be coordinated between Drs. Schmidt and Bonamy. Noncritical office work will be carried out via telework</td>
</tr>
<tr>
<td><strong>POLITICS, PHILOSOPHY, AND PUBLIC ADMINISTRATION</strong></td>
<td>Kimberly Gill and Patty Chappel will share responsibility for limited campus department presence with Judith Livingston serving as backup. Both Kimberly and Patty can and will work from home answering emails, attending zoom meetings, working on ongoing items (APR items, recruitment efforts and documentation, curriculum revisions, student emails, webpage updates, events notifications, student data collection, BI information and analysis, course schedules, etc.) All phone calls going to the office will be sent to Patty Chappel via her email. All calls going to the chair will be forwarded to Kimberly. Any department meetings will be held via zoom at a distance. Student advising will be conducted via email. Over the two-week period, faculty will not be present on campus but will have virtual office hours. Ms. Chappel’s time is split between History/Geography and PPPA. Therefore, her schedule will be coordinated between Drs. Tompson and Gill.</td>
</tr>
<tr>
<td><strong>PSYCHOLOGY</strong></td>
<td></td>
</tr>
</tbody>
</table>
Mark Schmidt and Janet Jamieson will perform a combination of telework and flexible scheduling to ensure that the work of the department is covered.

Ms. Jamieson’s time is split between MCL and Psychology. Therefore, her schedule will be coordinated between Drs. Schmidt and Bonamy.

Noncritical office work will be carried out via telework.

Any department meetings will be held via zoom at a distance. Student advising will be conducted via email. Over the two-week period, faculty will not be present on campus but will have virtual office hours.
College of Education and Health Professionals

College Overview

The College of Education and Health Professions has faculty and staff housed in three buildings and on both main campus and the Riverpark campus. The Teacher Education, Leadership, and Counseling department, and the School of Nursing are housed in Frank Brown Hall. The Department of Kinesiology and Health Sciences is housed in the Health and Wellness Building and Lumpkin Center.

Employees

Number of Exempt: 7
Number of Non-Exempt: 21
Full time Faculty: 65
Part time Faculty: 113
Grad Assistants: 10
Student Employees: 15
Total: 231

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Deirdre Greer- Dean 60%/40%</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>6</td>
<td>Y</td>
<td>Y</td>
<td>80%/20%</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>6</td>
<td>Y</td>
<td>Y</td>
<td>3 - 80%/20%</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>15</td>
<td>Y</td>
<td>Y</td>
<td>3 – 80%-/20%</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>10</td>
<td>Y</td>
<td>N</td>
<td>100% online</td>
</tr>
<tr>
<td>Student Workers</td>
<td>15</td>
<td>Y</td>
<td>N</td>
<td>100% online</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>65</td>
<td>Y</td>
<td>N</td>
<td>100% online</td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>113</td>
<td>Y</td>
<td>N</td>
<td>100% teleworking</td>
</tr>
<tr>
<td>Total:</td>
<td>231</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Services / Departments
The College of Education and Health Professions includes several academic enrichment and outreach centers, which serve CSU students and the public. These centers will remain closed to both students and the public. Employees of the Centers will telework or have limited time on campus as appropriate or take leave.

- Ivey Center for the Cultural Approach (1 full-time employee) - telework in planning and preparation, provide support to teachers via electronic communication
- Columbus Regional Mathematics Collaborative (3 full-time employees) - telework and some office work to prepare for upcoming projects
- Center for Health Disparities and Community Based Research (1 full-time employee) - telework grant writing and communication with community partners via Internet
- Coca Cola Space Science Center - (8 full-time employees) limited on-site work, telework as assigned by director
- Oxbow Meadows Environmental Learning Center (4 full-time employees) - limited time on site to make improvements to the facility, feed and care for animals, telework managing calls and electronic communication
- Center for Quality Teaching and Learning (6 full-time employees) - limited office time and telework to maintain communication and direction with students in field, schools districts, and other partners as they work to maintain instruction.
The Honors College

Department/College Overview
The Honors College provides courses, seminars and advising to students enrolled in the Honors College, as well as advising students who apply for national scholarships and fellowships. Core courses are cross-listed within academic departments and are overseen by their respective colleges. Courses with the subject code HONS and ITDS 1779H are supervised by the Honors College Dean.

Employees
Number of Exempt: 2 [Ticknor, Reid]
   [ Note: Laura Pate transferred on March 1 to Servant Leadership – but is assisting both departments with business continuity. She is not included in this number]
Number of Non-Exempt: 1 [Rehrauer]
Full time Faculty: 0
Part time Faculty: 0
Grad Assistants: 0
Student Employees: 1 [Mayer]
Total Employees: 4

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Cindy Ticknor- Dean 67% Telework/33% in office.</td>
</tr>
<tr>
<td>Other Administrators for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>67% Telework/33% in office.</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>y</td>
<td>Y</td>
<td>67% Telework/33% in office.</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>1</td>
<td>Y</td>
<td></td>
<td>100% on line</td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Services / Departments

Advising services and early registration beginning on March 23. Approximately 70 students will still need advising but will be handled via teleconference.

Challenges:
● Advising staff need access to Banner 9 to remove holds, assist in registration.
● Surveyed all current honors students (270) with 83 responding. Three have limited internet access but have plans to register by phone apps.

Departments of Academic Support

Center of Online Learning

Overview and Services
The CoOL serves faculty by supporting online learning in all forms to include instructional design, training on the use of online instructional tools, accessibility support, management of D2L, and more. This is accomplished by:

● Compiling faculty survey responses and identifying online learning tools in which to offer training
● Providing online group training on specific instructional tools identified through the faculty survey
● Creating experimental D2L sandboxes to enable faculty to test online tools
● Testing online proctoring tools and services
● Consulting with individual faculty who are moving their courses online
● Captioning instructional videos

Their main challenges are (1) identifying the tools that the training should address in time to make decisions and (2) completing video captioning in time to meet instructional and student needs. The CoOL has already distributed a needs survey to faculty, with a response rate of about 10%. Captioning services will have to be prioritized according to need, with courses that enroll students with hearing impairments getting the top priority; the Center for Accommodation and Access identified 30 course sections that should take precedent. If there are other student assistants who are looking for work, the CoOL can use their assistance with video captioning.

Employees
Number of Exempt: 6
Faculty Center for the Enhancement of Teaching and Learning

Department Overview

The Faculty Center provides opportunities for professional development in high-impact, active, and experiential learning. We collaborate with partners across campus to facilitate leadership development and promote inclusive, equitable teaching practices.

Employees

Number of Exempt: 1
Number of Non-Exempt: 1
Full time Faculty: 0
Part time Faculty: 0
Grad Assistants: 1
Student Employees: 0
Total Employees: 3

<table>
<thead>
<tr>
<th>Area/Ooffice</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>Dr. Susan Hrach- Director 100% teleworking</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>100% Teleworking</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>100% Teleworking</td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Services / Departments

- In lieu of on-campus workshops, we will provide webinars, as needed.
- We will provide remote teaching and learning resources to faculty.
- The administrative coordinator will handle paperwork and data management online.

Quality Enhancement Plan

Department/College Overview

QEP Office provides professional development opportunities for staff and faculty to enhance CSU students’ real-world problem-solving skills in accordance with SACSCOC accreditation standard. Professional development opportunities include, but not limited to, faculty fellowship program, on-campus workshops, and external conferences. We use these development opportunities to support faculty develop learning activities for their courses and support staff in designing co- and extra-curricular activities.

Employees

Number of Exempt: 1
Number of Non-Exempt: 1
Full time Faculty: 0
Part time Faculty: 0
Grad Assistants: 0
Student Employees: 0

Total Employees: 2

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>0</td>
<td></td>
<td></td>
<td>Dr. Mariko Izumi- Director</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Services / Departments

- QEP faculty fellows will continue its by-weekly meeting via email. We will work asynchronously to design and peer review assignment designs to be presented at the Staff/ Faculty Recognition Day on May 5.
- In lieu of on-campus workshops, we will provide webinars.
- We will provide remote teaching and learning resources to faculty over 5-6 newsletters
- The administrative coordinator will handle paperwork (such as processing stipends and requisitions) and data management online

Office of Institutional Research and Effectiveness

Overview and Services

The Office of Institutional Research and Effectiveness (OIRE) conducts research and analysis about the university's students, faculty, staff, and programs to provide information in support of institutional planning, assessment, policy analysis, and decision making by:

- Refining admissions data organization
- Building out recruiting datasets for honors college
- Building out tracking reports for continuing education
- Working on Assessment activities: strategic plan, data for HIP and low-cost materials, senior survey, revising rubrics, prepping for APR submissions for June 15. Conduct Comprehensive Program Review meetings through Google Docs
- Working on freshman retention data set structures for Business Intelligence dashboards.
- Working on student profile procedure generation.
- Ongoing data collection and reporting functions
- Completing the spring 2020 census
- Preparing student course evaluations

Employees

Number of Exempt: 5 (full time staff members)
Number of Non-Exempt: 1 (Student employee)
Grad Assistants: 0
Student Employees: 1 (included in non-exempt category)

Total employees: 6
## Office of Sponsored Programs

### Overview and Services

The Office of Sponsored Programs (OSP) offers pre- and post-award grants administration services. The office will operate using a combination of online and campus-based scheduling as described in the Staffing Plan below.

### Employees

**Number of Exempt:** 2  
**Number of Non-Exempt:**  
**Full time staff:**  
**Part time staff:** 0  
**Grad Assistants:** 0  
**Student Employees:** 0

**Total Employees:** 2

### Staffing Plan

<table>
<thead>
<tr>
<th>Area/Office of Sponsored Programs</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment</th>
</tr>
</thead>
</table>
| The Senior Administrator for the area/office | 1 | Y | Y | Robert McGoey- Temporary Coordinator  
57% telework / 43% on campus |
| Other Administrators for the area/office (collectively) | 0 | | | |
### CSU Advise, Academic Center for Tutoring (ACT), First Year Experience (FYE) and Learning Support

#### Department Overview

The Associate Provost for Undergraduate Education oversees CSU Advise, the Academic Center for Tutoring (ACT), First Year Experience (FYE) and Learning Support (LS).

#### Employees – CSU Advise

- **Number of Exempt:** 19
- **Number of Non-Exempt:** 1
- **Grad Assistants:** 1
- **Student Employees:** 11
- **Total employees:** 32

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Lisa Shaw- Director 10% telework/ 90% office I have been coming to the office daily. I am spending some mornings teleworking and afternoons in the library offices and in Frank Brown Hall.</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>N</td>
<td>Y</td>
<td>100% office Melissa Young has been working from the office exclusively. She can work from home but prefers to come in to the office because she lives rurally and has inconsistent WiFi because Verizon is the only ISP in her area.</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>2</td>
<td>Y</td>
<td>N</td>
<td>100% telework We have 1 part time and 1 full time administrative assistants between the two campuses. Both have been working from home supporting advisors and...</td>
</tr>
</tbody>
</table>

---

10% telework/ 90% office

I have been coming to the office daily. I am spending some mornings teleworking and afternoons in the library offices and in Frank Brown Hall.

100% office

Melissa Young has been working from the office exclusively. She can work from home but prefers to come in to the office because she lives rurally and has inconsistent WiFi because Verizon is the only ISP in her area.

100% telework

We have 1 part time and 1 full time administrative assistants between the two campuses. Both have been working from home supporting advisors and
responding to calls & voicemails which have been forward to their phones/emails.

Additional Employees (full & part-time) 16 Y Y 2 PT and 14 FT Advisors. 80 telework/20% office Most advisors are working 100% from home (9), while 7 of them are doing a combination of 100% in office and 80/20 in office/home.

Graduate Assistants 1 Y N 100% working from her apt-19 hours.

Student Workers 11 Y N 100% telework-All student mentors/coaches have been issued laptops and we have set up a course shell in CougarView for them to be able to use Collaborate Ultra to continue to mentor/coach students on probation/exclusion/SAP warning etc. We have a new list of potential students that need support now that midterm grades have published-these students will begin their reaching out and providing remote service to this population this week.

Full Time (FT) Faculty 0
FT Faculty – special exceptions for labs etc. 0
Part Time Faculty 0
Total: 32

### Academic Center for Tutoring (ACT)

Number of Exempt: 2  
Number of Non-Exempt: 2  
Grad Assistants: 0  
Student Employees: 28  
Total Employees: 32

<table>
<thead>
<tr>
<th>Area/Office Academic Center for Tutoring (ACT)</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
</table>
| The Senior Administrator for the area/office  | 1     | Y              | Y              | Dr. Hillary Fleenor- Director 90%/10%  
I can teach my classes and run the tutoring lab from home. I may need to come in to help distribute equipment to tutors |
| Other Administrators for the area/office (collectively) | 1     | Y              |                | 100% telework  
Randall Castleton is the co-director for peer leading. He is also math faculty. He has been working from home. |
| Administrative Assistants (collectively)     | 2     | Y              | Y              | 100% telework  
We have two part time admin assts. One is working entirely from home. The other will have difficulty working from home so she has been coming to campus. |
| Additional Employees (full & part-time)       | 0     |                |                |                                                             |
| Graduate Assistants                           | 0     |                |                |                                                             |
Student Workers | 28 | Y | 100% - They may need to come to campus to pick up equipment
Full Time (FT) Faculty | | Y | Randall and I also teach. We are able to teach from home.
FT Faculty – special exceptions for labs etc. | 0 | | 
Part Time Faculty | 0 | | 
Total: | 32 | | 

First Year Experience/Learning Support

Number of Exempt: 5
Number of Non-Exempt: 1
Grad Assistants: 1
Student Employees: 11
Total employees: 18

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
</table>
| The Senior Administrator for the area/office | 1 | Y | Y | Dr. Melody Shumaker - Director
Director who is faculty: 50% Telework/50% Campus as needed |
| Other Administrators for the area/office (collectively) | 1 | | | Administrative Coordinator: 95% Telework/5% Office as needed |
| Administrative Assistants (collectively) | 0 | | | 
| Additional Employees (full & part-time) | 0 | | | 
| Graduate Assistants | 1 | | | GA: 100% |
| Student Workers | 11 | | | Student Workers: 100% Telework. Logging start and end times in system. |
| Full Time (FT) Faculty | 0 | | | 
| FT Faculty – special exceptions for labs etc. | 1 | Y | Y | Hassan Hassani LS Math Coordinator/ SIP Grant CO-Coordinator for LS Math: 70% Telework/30% Campus |
| Part Time Faculty | 3 | Y | | Three part-time FYE teachers: 100% telework |
| Total: | 18 | | | |

Services / Departments

ACT - We plan to have tutors be available online to help students that need to catch up in classes.

CSU Advise - Most Advisors will telework from home via email and other electronic means. Advisors have the option of working in their offices if that is better for them. Remote work and computers will be provided for our student workers (GA, peer tutors, & peer coaches).
FYE & LS - Melody Shumaker and Lisa Nixon will telework from home but will be on campus when needed. Learning Support academic coaches (as stated in the SIP grant) have been equipped with online learning tools to conduct coaching sessions from home. Technology is being provided as needed. Student schedules have been created to disseminate as needed.

Center for Global Engagement

Department Overview

Columbus State University strives to ensure that all its students have opportunities to become globally competent. Students must have the knowledge, cultural self-awareness, and adaptability to function effectively in an interconnected world. It is through the study of other cultures and by studying, working and living with diverse peoples that CSU students will be prepared for working in business, government or education, and contributing to their communities, all of which are globally connected.

Center for Global Engagement focuses on the following areas:

1. infusing international perspectives as broadly as possible across the curricula;
2. promoting and assisting international faculty development;
3. providing a broad range of quality study abroad programs;
4. ensuring international students receive vital support and services;
5. encouraging international students to participate in campus internationalization activities;
6. supporting visiting and exchange scholars who will share their different perspectives and knowledge with CSU faculty and students;
7. and stimulating general campus and community awareness of international issues and other cultures.

Employees – Center for Global Engagement

Number of Exempt: 4
Number of Non-Exempt: 1
Full time Faculty: 0
Part time Faculty: 0
Grad Assistants: 2
Student Employees: 0

Total Employees: 7

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Global Engagement</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Eric Spears- Director 90% telework / 10% office (he is a higher risk person)</td>
</tr>
</tbody>
</table>

186
1 day a week in the office / 4 days at home

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>90% telework / 10% office</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>25% telework / 75% in office (MTW at work/RF at home)</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>2</td>
<td>Y</td>
<td>Y</td>
<td>80% telework / 20% in office (MTW at work/RF at home)</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>2</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td>Y</td>
<td>N</td>
<td>100% telework/online (Both faculty are the CGE Director and Assistant Director, already included in the count of 7 total)</td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Online Course Development**

Courses taught by the director and assistant director are 100% online.

**Services / Departments**

All Study Abroad Programs are cancelled until further notice.

**Center for Career Development**

**Department Overview**

Center for Career Development provides career development opportunities for students. It manages electronic platforms for assessment and talent recruiting platform, provide development opportunities such as resume critique, and serve as a liaison with employers,

**Employees**

Number of Exempt: 1  
Number of Non-Exempt: 1  
Grad Assistants: 0  
Student Employees: 0  

Total Employees: 2
<table>
<thead>
<tr>
<th>Other Administrators for the area/office (collectively)</th>
<th>0</th>
<th>Y</th>
<th>N</th>
<th>100% telework QEP Director oversees Career Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td>Y</td>
<td>N</td>
<td>100% telework QEP Director oversees Career Services</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Services / Departments**

- Contact Focus 2 Career vendor to replace Am I Job Ready career inventory; Draft an agreement with Focus 2 Career for institutional subscription
- Draft an agreement with JobScan, a resume critique platform that allows Career Center to provide more job-specific feedback and handle large volume of resume critique requests
- Review and approve employer account requests
- Continue providing resume critique to students
- Design a short activity for ROAR orientation using What Can I Do With This Major information
- Submit a critical hire form for the director of Career Center position
- Create a Google Form for each academic department to solicit input on how academic units can be an integral part of career development for each major
- Schedule a visit to each department
- Review the data collected by Cunningham Center in 2016 to gain understanding of the community needs for the Career Center

**CSU Libraries**

**Schwob Memorial Library, 4225 University Avenue, 706-507-8671**
Reference, Circulation, Interlibrary loan, Technical Services, Government Documents, Archives, Special Collections, Administration

**Music Library, 900 Broadway, 706-641-5045**
Music Collections

**CSU Libraries Employees**
Number of Exempt: 10
Number of Non-Exempt: 8
Full time Faculty: 8
Part time Faculty: 0
Grad Assistants: 1
Student Employees: 3
Total Employees: 30

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Libraries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Alan Karass- Dean 60% in office, 40% telework</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>80% in office, 20% telework</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>15</td>
<td>Y</td>
<td>Y</td>
<td>80% in office, 20% telework</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>1</td>
<td>Y</td>
<td></td>
<td>100% telework</td>
</tr>
<tr>
<td>Student Workers</td>
<td>3</td>
<td>N</td>
<td>Y</td>
<td>100% in office</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>8</td>
<td>Y</td>
<td>Y</td>
<td>90% online, 10% admin work in office</td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>1</td>
<td>N</td>
<td>Y</td>
<td>100% in office</td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Continuing and Professional Education**

**Department Overview**

Continuing and Professional Education is the outreach arm of CSU, offering non-credit classes for all ages. The CSU Testing Center and the Prometric Testing Centers are also a part of CPE.

**Employees**

Number of Exempt: 15
Number of Non-Exempt: 5
- p/t office staff,
- 1 f/t on maternity leave,
• 2 f/t staff (does not include teacher since classes are suspended.)
Full time Faculty: N/A
Part time Faculty: N/A
Grad Assistants: None
Student Employees: 5
Total Employees: 25

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing and Professional Education / CSU Testing Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>Susan Wirt - Director Camille Hassenplug - Testing Center Director 100% telework</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>Testing Center Director 100% telework</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>18</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>5</td>
<td>N</td>
<td>N</td>
<td>Not currently working</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

University Information & Technology Services

Department/College Overview

UI TS, CSU’s technology team, has put a flexible staffing plan in place that maximizes remote and tele-commuting. Senior IT management will review and adjust this plan on a daily basis. While

Employees

Number of Exempt: 26
Number of Non-Exempt: 14
Grad Assistants: n/a
Student Employees: 20

Total employees: 60
<table>
<thead>
<tr>
<th>The Senior Administrator for the area/office</th>
<th>1</th>
<th>Y</th>
<th>Y</th>
<th>Ted Laskaris- Director 80% telework / 20% in office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>5</td>
<td>Y</td>
<td>N</td>
<td>80% telework / 20% in office</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>80% telework / 20% in office</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>33</td>
<td>Y</td>
<td>Y</td>
<td>80% telework / 20% in office</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>20</td>
<td>N</td>
<td>Y</td>
<td>20 total students 12- students work on campus 8- students not currently working</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>60</td>
<td></td>
<td></td>
<td>12 people on campus 48 people 80% telework / 20% in office</td>
</tr>
</tbody>
</table>

**Services / Departments**

- Network/Internet/Enterprise software systems will remain operational and available.
- Helpdesk for Students, Faculty and Staff will remain operational and available.

**Enrollment Management**

**Department Overview**

EM includes the following areas: undergraduate and graduate admissions and recruitment; financial aid; registrar; enrollment services center; and military and adult learners. While admissions and recruitment activities deal with external populations, all other EM offices assist both prospective and current students. Other than processing incoming mail and generating outgoing mail, all components of EM can be performed remotely.

**Enrollment Management Leadership**

**Employees**

Number of Exempt: 2

Total Employees: 2
EM management functions will continue. In addition, Sallie and Brandy stand ready to assist all EM areas with other duties such as meeting with students and covering phones.

Services

Leadership of all EM will continue to include continuous evaluation of service and shifting resources as needed.

Enrollment Services Center (ESC)

The ESC is the front-line, one-stop service provider for all EM areas – walk-ins, phones, emails. They also handle some calls regarding billing, advising, and general information.

Employees

Exempt – 1
Non-exempt – 7

Total Employees: 8
### Employees

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Stephanie Lawrence- Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No more than 20% on campus</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>2</td>
<td>Y</td>
<td>N</td>
<td>100% remote</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>5</td>
<td>Y</td>
<td>N</td>
<td>4 – 100% remote</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 – no more than 20% on campus</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>8</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Services

ESC can function as normal if working remotely other than seeing people in person.

### Financial Aid

Staff in the Office of Financial Aid evaluate, approve, and award financial aid to students in accordance with federal, state, and university regulations, policies, and operating guidelines. Additionally, they assess the financial needs of students, and advise students and parents regarding financial aid options, processes, and requirements.

### Employees

Number of Exempt: 3

Number of Non-Exempt: 5

Total Employees: 8
Services

The Office of Financial Aid will continue to process all awards without disruption. All staff who are working remotely will have access to complete their daily tasks. The staff on campus will continue to perform their tasks and can see students and parents who schedule appointments.

The staff who are working in the office will:

- meet with students in person and via phone;
- process federal, state, and institutional aid for spring, summer, and fall; and
- continue outreach efforts (via phone, email and text) to get students to complete their FAFSAs and submit verification documents.

The staff not in the office will:

- review and process verifications;
- update/correct error reports for GSFC system for Hope and Zell;
- respond to emails;
- update policy and procedure manuals;
- post scholarships; and
- process aid.

Admissions and Recruitment

Admissions and recruitment are responsible for all aspects of the graduate and undergraduate recruitment funnel and the processing of their applications for admissions.

Employees

Number of Exempt – 10
Number of Non-Exempt - 10
Total Employees: 20

<table>
<thead>
<tr>
<th>Area/Office Admissions/Recruitment</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
</table>
| The Senior Administrator for the area/office | 1 | Y | Y | Gary Bush- Director
| | | | | No more than 20% on campus |
| Other Administrators for the area/office (collectively) | 3 | Y | N | 100 % remote |
| Administrative Assistants (collectively) | 0 | | | |
| Additional Employees (full & part-time) | 15 | | | 14 - 100% remote |
| | 1 | | | 1 - 100% on-campus |
| Graduate Assistants | 0 | | | |
### Student Workers
0

### Full Time (FT) Faculty
0

### FT Faculty – special exceptions for labs etc.
0

### Part Time Faculty
0

### Total:
20

---

**Services**

Communication unit will continue to work with Target X to:
- communicate with prospective students via email and texts
- dedupe system
- load new contacts
- rebrand emails
- create new communication plans

Regional recruiters will:
- make phone calls
- respond to text messages and emails
- conduct video chats
- create social media
- develop virtual programming

All recruitment and admissions processing functions can be performed remotely except for receiving and sending mail.

---

**Registrar’s Office**

Number of Exempt – 2
Number of Non-exempt – 4

Total Employees: 6

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar’s Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>Stephanie Speer- Director 100% remote</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>1 - 100% remote 1 - no more than 20% on campus</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>4</td>
<td>Y</td>
<td>N</td>
<td>2 – 100% remote 1 – no more than 20% on campus</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area/Office Military and Adult Learners</td>
<td>Count</td>
<td>Work from Home</td>
<td>Work on Campus</td>
<td>Comment (% of telework vs % in office needed) eg... (80%/20%)</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------</td>
<td>----------------</td>
<td>----------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Susan Lovell- Director 100% remote</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>3</td>
<td>Y</td>
<td>Y</td>
<td>2 – 100% remote</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Services**

All services of the registrar’s office can occur remotely.

**Military and Adult Learners**

Number of Exempt Employees – 1
Number of Non-exempt employees - 3
Total employees: 4

**Services**

All functions of this office will continue. The use of the military and adult student lounges will be closed.

Department Overview

Camp P.R.O.W.L gives students a memorable experience designed to focus on student success in the transition from high school to college. This four-day, three-night camp will engage students in a fun and energizing program that creates an exciting entrance into the first year at CSU. PROWL provides holistic onboarding experience for incoming first-year students and new faculty. In alignment with the USG’s Momentum Approach, it aims to encourage students to make purposeful choices for academic and career goals, foster growth mindset and sense of belonging, and provide continuous engagement throughout the participant’s first-year. It also provides professional development opportunities for new faculty to better equip them for teaching CSU students.

Employees

Number of Exempt: 1  
Number of Non-Exempt: 0  
Full time Faculty: 0  
Part time Faculty: 0  
Grad Assistants: 1  
Student Employees: 3  
Total Employees: 5

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>0</td>
<td></td>
<td></td>
<td>Dr. Mariko Izumi (Interim)- Director</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>0</td>
<td>Y</td>
<td>N</td>
<td>100% telework QEP Director oversees Camp PROWL</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td>Y</td>
<td>N</td>
<td>100% telework QEP Director oversees Camp PROWL</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>Faculty Associate for PROWL</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Student Workers</td>
<td>3</td>
<td>Y</td>
<td>N</td>
<td>100% telework</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Services / Departments

- Outline PROWL leader training schedule
- Draft PROWL leader training week schedule
- Review PROWL manual and identify logistical needs
- Review PROWL budget and place order for materials needed
- Outline PROWL logistic plan
- Inform new faculty hires regarding the PROWL requirements
- Design faculty development portion of PROWL curriculum
- Complete 2019 cohort of faculty sign-up for PROWL and communicate details
- Design leadership development activities for PROWL head leaders
Student Affairs Business Continuity Plan and Staffing Schedules

Center for Accommodation & Access

Department Overview
CAA provides accommodations for students with disabilities. This includes developing reasonable accommodation plans, communicating with faculty about accommodations and students of concern, providing testing accommodations, working with students one-on-one in academic coaching sessions, reviewing disability related documentation, and providing assistive technology for students.

Employees
Number of Exempt: 3
Number of Non-Exempt: 1 full-time & 1 part-time
Grad Assistants:0
Student Employees: 0 & 0 are federal work studies
Total Employees: 5

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>Lauren Jones-McKown- Director 50% in the office; 50% telework</td>
</tr>
</tbody>
</table>
| Other Administrators for the area/office (collectively) | 2 | Y | Y | Sarah – 20% in the office; 80% telework
Kaitlan – 40% in the office; 60% telework |
| Administrative Assistants (collectively) | 1 | Y | Y | 40% in the office; 60% telework |
| Additional Employees (full & part-time) | 1 | Y | Y | 100% in office |
| Graduate Assistants | 0 | |
| Student Workers | 0 | |
| Full Time (FT) Faculty | 0 | |
| FT Faculty – special exceptions for labs etc. | 0 | |
| Part Time Faculty | 0 | |
| Total: | 5 | |

Online Course Development
Not applicable; CAA provides no online classes, but has provided support to COOL regarding transitioning accommodations to an all-online class structure.
The CAA is prepared in the event that tests are all moved to online proctoring and for in-class accommodations (notetakers, recordings, etc) to be provided in the all-online class structure.
Services / Departments
All staff members will maintain their regular work responsibilities. Staff members can access SAM, CSU email, and MYCSU through the internet remotely. CAA full-time staff will pay attention to emails and their cell/google numbers phones to reply to students. Office phones will be forwarded to the respective staff members’ cell phone.

CAA full-time staff members will have a daily meeting around 8:30AM that can be joined via phone call or Skype. Information will be relayed to part-time staff by the Director thereafter.

Staff members, including the student worker and part-time testing assistant, will have research projects to do because replying to emails will not keep employees engaged in meaningful work for their maximum work hours each week. When a task/project is completed, they can contact the Director for another assignment. Full-time staff can also do professional development, such as watching webinars (though limited to 3 hours/day) with proof of completion (either through certification of completion or notes from the webinar) for verification.

RE: Academic Coaching and student meetings – Program Coordinators will coordinate with their students whether they would like to Skype/Facetime/phone conference meetings or review their plans over email.

Counseling Center

Department Overview
The CSU Counseling Center provides counseling, testing, and informational programming in support of students’ wellbeing, academic success, and degree completion. The Counseling Center offers personal counseling, diagnostic testing, career counseling, workshops, and support groups.

Employees
Number of Exempt: 5
Number of Non-Exempt: 2
Grad Assistants: 0
Intern Therapists: 5
Student Employees: 4
Total Employees: 16

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Center</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Dan Rose- Director 100% on line</td>
</tr>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>y</td>
<td>100% on line</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>y</td>
<td>y</td>
<td>100% on line</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>13</td>
<td>y</td>
<td>y</td>
<td>100% on line</td>
</tr>
<tr>
<td></td>
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<td>----------------------</td>
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<td>--------</td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>4</td>
<td>n</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(not currently working)</td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>16</td>
<td>y</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100% on line</td>
<td></td>
</tr>
</tbody>
</table>

Phone Tree

Beginning with the first person who hears of the emergency. Calling the Director and Administrative Assistant triggers the top tier tree.

Plan for classes moving to online model, campus and dorms are open, contact discouraged.

Immediate Operational Adjustments

- RiverPark offices will be closed.
- Therapists, intern therapists, and Administrative Assistant will all continue to report to the Main Campus offices per usual.
- All non-essential services, to include Outreach Events and presentations, committees, meetings, etc. will be suspended.
- Work study students will not report.

Clinical Service Adjustments

- Group therapy will be suspended.
- Diagnostic Testing will be largely suspended, with exceptions on a case-by-case basis.
- Career Counseling will be suspended.
- Therapy sessions will be offered via phone or web conferencing on a case-by-case basis.
• New clients and staff / faculty referrals, including CARE, will continue to be screened.

Administrative Adjustments
• Information about impact on services will be posted on the department website, along with resources for managing COVID-19 related anxiety, grief, racism, etc.
• Utilize Titanium Web Component as a way for students to fill out paperwork remotely.
• Develop cleaning / disinfection protocols for when students must come in (before and after meeting).

Technology needs
• If web conferencing is needed, computers will need Doxy.me, webcams, and preferably headsets.
• Change access permissions for Titanium Web Component so clients can access the URL from home.

Plan for Campus closing (short and long term)

Immediate Operational Adjustments
• Therapists and Administrative Assistant will work from home.
• A phone tree will be used for urgent communications – see attached.
• Leadership succession will be followed in case of illness – see attached.
• All non-essential services, to include Outreach Events and presentations, committees, meetings, etc. will be suspended.
• Intern therapists and Work study students will not report.

Clinical Service Adjustments
• Group therapy will be suspended.
• Diagnostic Testing will be suspended.
• Career Counseling will be suspended.
• Continue to provide therapeutic contact to high risk clients. Low risk clients will be referred out to service providers in their community.
• Therapy sessions will be offered via phones or web conferencing. Therapists’ cell numbers must be masked. Where applicable, note deficiencies in confidentiality.
• If a client lives out of state, consultation and referrals- but no treatment - will be offered.
• High risk clients on intern schedules will be reallocated to staff therapists’ schedules.
• New clients and staff / faculty referrals, including CARE, will continue to be screened.

Administrative Adjustments
• Calls from the main line will be forwarded to the Administrative Assistant’s cell. She will use number masking when making calls.
• Information about impact on services will be posted on the department website. Add detailed procedural information where needed as well as prioritizing crisis resources, including resources for managing COVID-19 related anxiety, grief, racism, etc.
• Utilize Titanium Web Component as a way for students to fill out paperwork remotely.

Technology needs
• If web conferencing is needed, therapists’ home computers will need Doxy.me, webcams, and preferably headsets. Doxy.me is free for therapists and clients. Therapists may also use their cellphones as the app will not reveal their phone numbers.
- Staff will VPN to remotely access their work desktops from home, so they may use Titanium and the P: Drive.
- Change access permissions for Titanium Web Component so clients may access the URL from home.

Services / Departments

Staff professionals will make determinations regarding optimal service delivery on a case-by-case basis. If necessary, service will be delivered in the Counseling Center in normal fashion. In cases where possible and if needed due to client absence from campus, services may be delivered through distance methods and technology. In the event of a campus closure, services will be continued to the extent possible through distance technology as noted above.

Office of the Dean of Students

Department Overview

The Office of the Dean of Students coordinates all Non-Academic Student Misconduct issues and works as a liaison with the Provost’s Office on Academic Misconduct. The Create Care reporting system is managed by the Office of the Dean of Students and the Dean of Students serves as the chair of this team. The Office of the Dean of Students handles medical withdrawals, student advocacy, coordinates safety and community educational programs, and oversees the Office on Violence Against Women Campus Grant.

Employees

Number of Exempt: 3
Number of Non-Exempt: 0
Grad Assistants: 0
Student Employees: 0

Total employees: 3

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. John McElveen- Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>60% telework / 40% in office</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>60% telework / 40% on campus</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>80% telework / 20% in office</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departments/Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Create Care Reporting</strong> follow up will continue with immediate outreach by phone to students and assessment of the best services needed for individual cases. The biweekly Create Care meetings will continue with Google Hangouts. Possible solutions and plans for each individual case will be assessed by the Create Care Team. Alternative and remote tasks that will be conducted during this time are monitoring of, and responding to the Create Care database. Letters in Maxient will be reviewed for updates, additions, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Advocacy</strong> will continue to be offered by answering students’ questions via email and phone calls. The DOS office will also be proactive in reaching out to students that have utilized services in the past or that might need extra services or guidance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Conduct Services</strong> will continue with investigations continuing by phone and email, and hearings may be conducted by conference calls. The Office of the Dean of Students will also continue to work with the Associate Provost for Faculty Affairs to structure a plan for the Office of the Dean of Students to work more closely with the Provost’s Office to be more consistent and proactive with Academic Misconduct. The Office of the Dean of Students will also continue working with the Residence Life staff to review a more structured sanction list for all violations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Medical Withdrawals</strong> will continue to be processed online as is routine procedure. More leniency will be given for consideration for individual circumstances that are affected by the COVID-19 if the remainder of the semester is converted to all online format.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Office on Violence Against Women Campus Grant</strong> Strategic Plan Drafts to OVW can be completed digitally and submitted through the GMS (Grant Management System) online. Any communication can be handled by phone and email to OVW, Assistant Dean of Students Dana Larkin, and the SAVE Task Force. Online Athletic Program can be developed online in CougarView. Any communication can be handled by phone and email to Julio Llanos and an Everfi representative. Athletic Video can be developed online. Any communication can be handled by phone and email to Julio Llanos, Todd Reeser, and Athletic staff helping design and script. Revised resources list on Webpage can be completed online. Any communication can be handled by phone and email to the UITS HelpDesk. Counseling Group Initiative can be developed online. Any communication can be handled by phone and email to the staff of the Counseling Center, Kyle Bair (SASC), and the Family Center in Columbus. Other program development (Engaging Men Program, Advocate Sample, Stalking Program, Study Abroad, other action plans from the Strategic Plan) can be developed online. Any communication can be handled by phone and email to perspective individuals who need assistance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Residence Life

Department Overview
Residence Life will run normal business operations with little change to administrative services. Front Desk Operations will continue to be 24/7 in all three housing areas in order to continue student support and safety. Residence Life Staff have followed the directive of communicating with residents to depart campus. However, housing will remain available for students that are unable to leave.

Employees:

- Central Office:
  - Exempt: 4
  - Non-exempt: 1
  - Graduate Assistants: 0
  - Student Employee: 1
  - Interns: 2
- Clearview Hall:
  - Exempt: 1
  - Graduate Assistants: 0
  - Student Employees: 0
- Courtyard/Maryland Circle:
  - Exempt: 1
  - Graduate Assistants: 0
  - Student Employees: 2
- RiverPark:
  - Exempt: 1
  - Graduate Assistants: 0
  - Student Employees: 0

Total Employees: 13

<table>
<thead>
<tr>
<th>Area/Office Residence Life</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg...(80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Sarah Secoy- Director 40%/60%</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>2</td>
<td>Y</td>
<td>Y</td>
<td>50%/50%</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>5</td>
<td>Y</td>
<td>Y</td>
<td>20%/80% (will be mostly on campus through the consolidation process, then can be reduced)</td>
</tr>
</tbody>
</table>
Graduate Assistants | 0 |
---|---|
Student Workers | 5 | Y | Y | 80%/20% |
Full Time (FT) Faculty | 0 |
FT Faculty – special exceptions for labs etc. | 0 |
Part Time Faculty | 0 |
Total: | 13 |

**Departmental Services:**
Most Services will continue as normal operations. Student Programs will be cancelled/rescheduled as needed. Below is an outline of service changes.

- **Policy Changes**
  - Restrict guest access—No Guests are allowed to be in housing areas, except Parents or Guardians.

- **Food Service Options**
  - Aramark will coordinate—see published Hours of Operation.
  - Food Pantry is an option through Servant Leadership (Cortney Laughlin).

- **Occupancy and Health/Safety Checks**
  - Full time staff will enter each hall to assess conditions, remove fire hazards, remove excess trash.
  - Each student will be contacted to discuss occupancy timelines.

- **Maintenance Request Response**
  - Corvias will be staffing to operate business as usual and will be able to respond to work requests as well as address upkeep of housing areas.
  - Plant Operations will be able to respond to work requests as well as address upkeep of housing areas.
  - Residence Life Staff will be monitoring work order requests as normal.

- **Mail Operations**
  - Main Campus and RiverPark mail operations will run as normal.

- **Communication plans for modification of service include email, text, social media, virtual meetings via google hangouts if necessary.**

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**Student Health Services**

**Department Overview**
The Department of Student Health Services provides health services to students who have paid the student health fee. Additionally, personnel in the department provide informational programming in support of student health. During this period, students who have not paid the student health fee will be offered assistance in signing up with a fee for services telehealth option and offer community resources. Services are offered on location in the Student Health Center on the Main Campus, as well as through a third-party contract at a location operated by Piedmont Health near the RiverPark campus in Uptown
Columbus. Services are provided at the Main Campus location by two part-time Registered Nurses and by a Nurse Practitioner, supported by a receptionist, and at times, a contract physician.

**Employees**
Number of Exempt: 1
Number of Non-Exempt: 5
Grad Assistants: 0
Student Employees: 1
Total Employees: 7

<table>
<thead>
<tr>
<th>Area/Occurrence</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Vicil Roebuck- Director/Provider 100% in office unless a shelter in place is ordered</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>3 (FTE) 2 (19 hour PT)</td>
<td>Y</td>
<td>Y</td>
<td>2) RN 100% in clinic unless a shelter in place is ordered 1) Receptionist 100% in clinic unless a shelter in place is ordered 2) PT RNs 50% in clinic, possibly 50% telework</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>100% telework, unless she is needed to replace the receptionist (Currently vacant)</td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>7</td>
<td></td>
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</tr>
</tbody>
</table>

**Services / Departments**

Regular health services will be provided on-site unless a full campus shutdown occurs. Referrals for Covid19 screening and testing will be made to Piedmont Health per DPH guidelines and protocol. The Student Health Center does not have access to Covid19 test kits at this time.

In order to protect the health of all students and providers, a notice will be placed on the door of the Student Health Center asking anyone with a fever, productive cough, shortness of breath, a sore throat, or have traveled out of the country in the last 14 days or had exposure to someone who has, to not enter the clinic until speaking with a nurse via phone at a designated number. This will give the staff the opportunity to properly clear the waiting room and isolate the student in an appropriate manner.
In the event of a campus closure or a delay in students returning to campus, additional services may be offered through distance utilizing such vehicles as Skype. Staff will also further develop and edit a new policies and procedures manual if on-site student volume is low.

Student Life & Development

Department Overview
The Office of Student Life & Development provides programs and services across all populations of students. The programs include Orientation, Parent & Family, Diversity, Leadership, Student Activities, Student Organizations, African American Male Initiative, Fraternity & Sorority Life, and Community Outreach. In addition, special programs and initiatives include eSports, Cougar Kickoff, Homecoming, WinterFest, and Miss CSU.

Employees
Number of Exempt: 5
Number of Non-Exempt: 1 (Temporary/Part-time)
Grad Assistants: 1
Student Employees: 15
Total Employees: 22

Access: All departmental documents are saved through the Google Drive or P: Drive. The office has a sufficient number of laptops to ensure all staff have the ability to work remotely if needed, and office coverage can be rotated on a schedule to ensure access/coverage. Generic emails and website announcements will be utilized.

Alternative Work: Staff can be assigned to identify internal projects or work that can be completed in the case of students not being on campus or campus closure. Tasks may include annual reports, goal setting, transition planning, and tasks associated with making arrangements to cancel, reschedule or provide alternative programming.

Communications
- Alternative Spring Break Students
- Student Organizations Communications
- Diversity Forum Communication
- Student Programming Updates
- Orientation communications, website notices
- Information to parent & family through the monthly newsletter

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment</th>
<th>Area/Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Life &amp; Development</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Dr. Melissa Dempsey- Director 60% telework/40% in office</td>
<td>The Senior Administrator for the area/office</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment/goals for next year</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan Cougarthon Retreat</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Outreach Newsletter</td>
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<td></td>
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<tr>
<td>Communication</td>
<td></td>
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<tr>
<td>Students will be informed about the cancellation of events via email.</td>
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<tr>
<td>Vendors will be notified of cancellation of events and intent to work with them at a later date.</td>
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<tr>
<td>Communicate with Community partners on future projects.</td>
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</tr>
<tr>
<td>Email Community Outreach Ambassadors about suspending volunteering programs until further notice.</td>
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</tbody>
</table>

Diversity Programs

209
• Programming
  o InterFaith Workshop (includes community members on campus): Evaluated individually based on RSVP. This event can be deferred to a later date.
  o Weekly Diversity Peer Educator (DPE) meetings will be held via email or online platform.
  o During DPE office hours, time will be used to create flyers, timelines for upcoming events, communications, social media content, etc.. These activities will transition to online and remote work.
  o Diversity Training Powerpoints can be shared to professors to utilize in classrooms.
  o In the event that the university is not open, some events will be postponed to later dates TBD.
• African American Mail Initiative (AAMI)
  o Email and text message correspondence will keep the students up to date with information concerning AAMI.
  o Online brochure can be sent to incoming potential Men About Change Program students.
• Alternative Work
  o Develop incentives for AAMI Men About Change Program (MACP).
  o Research topics for diversity training presentations.
  o Plan annual retreat.
  o Orientation preparation (tabling materials, powerpoint presentation, etc.).
  o Annual Report/Goals Preparation.
  o Work on AAMI Grant Proposal for next year.
  o Research Diversity Forum speakers & break out speakers.
• Communication
  o DPE communications via email.
  o AAMI communication via EAB.

Fraternity & Sorority Life (FSL)

• Programming
  o Greek Life New Member Processes: Chapters have been advised by their national organization to continue to operate unless the host institution cancels classes, and recommends limited social interaction. If the current situation continues or reoccurs, national organizations have communicated to extend new member processes until the following semester or a later date TBD.
  o Executive Board, General Body, and President’s Meetings: These meetings can happen through Zoom or some other video communication. Fraternity & Sorority Life has been advised through national umbrella organizations to continue on necessary voting through SurveyMonkey or another platform to continue council operations.
  o FSL 101: These could be turned into online educational opportunities for the remainder of the semester if the situation continues or reoccurs.
  o Officer Roundtables: Officer Roundtables could take place through Zoom or some other video communication, or be pre-recorded information and track progress.
  o Advisor Meeting: Advisor meetings will be able to happen through Zoom or some other video communication.
  o Programming Board Meeting: Could take place through Zoom or some other video communication, could begin planning programming for the upcoming semester(s).
National Pan Hellenic Council (NPHC) Weeks (Chapter Individuals): Each individual chapter has a different week throughout the semester. FSL can work with these organizations to send out newsletters or some other communication during that week to celebrate those organizations.

Greek Week Events: Greek Week would still be able to operate unless the situation is extended. If this occurs, events would possibly be rescheduled during the remainder of the semester depending upon space availability.

Greek Week Speaker: Speaker would be re-scheduled once official dates for Greek Week are determined.

Greek Life Awards: Awards will still be decided and can be communicated digitally via an awards newsletter. Awards can be picked up at a later date.

Pillars of Excellence: If the situation continues or reoccurs, the Pillars of Excellence accreditation system might have to be restructured. FSL will work with the chapters on electronic submissions/redefining pillars/and planning education instead of events.

Communication:
- FSL will work on communication to all of stakeholders (students, advisors, national organizations) regarding the continued expectations of all organizations.

Graduate Assistant
- Weekly one-on-one will be moved to online communication. Additionally, work could be done remotely if it becomes necessary.

Alternative Work:
- Keynote for Summer Communication
- Recruitment Counselor Training
- Online Advisor Training
- New Member Summit
- Monthly FSL Newsletter
- Meet the Greeks
- Panhellenic Recruitment Orientation
- Researching and ordering supplies for FSL tableling for Orientation.
- Online UIFI Scholarship Application/Selection/Registration

Cougar Kickoff (CKO)

Communication
- Email departments about CKO dates and solidify events.
- Email vendors to secure them for specific events.

Alternative Work
- Create training and planning workshops timeline.
- Create an outline of events for the two weeks.
- Research and purchase promotional items.
- Create Save the Date for CKO.

Miss CSU
● Trainings
  o The online training and educational materials could be communicated through Zoom or another online platform leading up to Miss GA.

● Appearances
  o Appearances that would happen on campus will have to be rescheduled. Those happening off-campus in the Columbus Community or across Georgia could possibly continue operating as normal.

Orientation

● Programming:
  o Head Leader Weekly Meeting: Option to move to online/email.
  o Graduate Assistant Weekly one-on-one: Option to move to online/email.
  o Training Ween: Unless the situation warrants it, Orientation Training Week will remain as scheduled.
    ▪ In the scenario of partial or full university closing, various aspects of training week can be provided through an online platform.
  o 1 Day ROAR Session
    ▪ 1-Day Orientation will remain as scheduled.
    ▪ Alternative: 1-day orientation considered to be cancelled, rescheduled or conducted online.
    ▪ Students can take the CougarView Online Modules.
    ▪ If the students complete the CougarView Online Modules in order to replace on-campus orientation, requiring the payment of the Orientation fee would have to be evaluated.
    ▪ Not charging the Orientation fee can significantly impact the operating budgets for the remainder of the fiscal year.
  o 2 Day ROAR Sessions
    ▪ In the scenario of a partial, reduced services decision through the semester, the traditional 2 day Orientation could be cancelled.
      ● ROAR information can be presented through the CougarView Modules.
      ● If some early sessions are cancelled, students can be accommodated to a later summer date.
    ▪ In the scenario of a full university closing through the semester, ROAR information can be presented through the CougarView Modules.

● Alternative Work
  o Adding new students to online pre orientation modules on CougarView.
  o Orientation Class materials are currently on CougarView.
  o Finalizing ROAR Schedules, adding the schedules to Guidebook, orientation surveys, logistical aspects (eQuest and reservations), purchases.
  o Pedagogy of ROAR- active, momentum, growth mindset.
  o Working with Academics and Advising on alternative ROAR plans.

● Communication
  o Email sent to new students regarding the continue operations of ROAR registrations
  o Email to faculty/staff requesting their presence at Orientation sessions.

Parent & Family
● Programming
  o Parent & Family Day (addressed above)
  o Newsletter will be sent out as events allow.
● Alternative Work
  o ROAR schedules for parents, purchases of items for ROAR/Parent Orientation.
  o Online parent information updated.
● Communication
  o Information about university closing would be distributed.
  o Updates on Orientation registrations would be distributed.

Student Activity Council

● Programming
  o Executive Board Interviews: Reschedule for when campus reopens with the option to
delay or interview remotely.
  o Weekly Executive Board & Committee Meetings: Option to move to online/email.
  o Weekly Individual Meetings: Option to move to online/email.
  o Committee Volunteer Activities: Reschedule for later dates TBD
● Communications
  o Text System Updates about events.
  o Executive Board/Committee updates.
● Alternative Work
  o Rescheduling events, cancelling, communicating with vendors
  o Annual Report/Goals Prep
  o Summer ROAR planning
  o Event planning and organization
  o Summer Retreat planning
  o Promotional ordering
  o Student transition documents

Student Organizations: All updates and requirements for Student Organizations can transition to email communication.

● Consideration for enforcing minimum requirements
● Summer Orientation Registration for RSOs

Campus Recreation

Department Overview

The mission of the Department of Campus Recreation is to provide recreational activities that enhance healthy lifestyles, personal and team integrity, self-respect, personal growth and leadership skills. Campus Recreation provides comprehensive programs and services in a variety of program formats that reflect and promote the diversity of participant interests, needs and ability levels. Campus Recreation contributes to the public relations efforts of the institution, including recruitment, retention
of students, faculty and staff. In addition, Campus Recreation and Fitness programs engage students at every point of their college experience.

Employees
Number of Exempt: 4
Number of Non-Exempt: 1
Grad Assistants: 0
Student Employees: 0

Total employees: 5

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Lashica Thomas- Assistant-Director Telework 80%/ office 20%</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>4</td>
<td>Y</td>
<td>Y</td>
<td>Telework 80%/Office 20%</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>5</strong></td>
<td><strong>Y</strong></td>
<td><strong>Y</strong></td>
<td></td>
</tr>
</tbody>
</table>

Student Employees
Campus Recreation Professional staff will notify the student employees that the Student Recreation Center will be closed. The status of the facility will be reevaluated periodically. There will be a limited number of opportunities for student staff to work remotely as the need is determined. Some students may possibly be allowed to work at the facility during the closure. The list below shows some of the tasks that a student could complete if they are allowed to work during the closure.

Student Recreation Center Closure Plan for each area’s student employees

- Facility student employees will complete the following task while working in the facility:
  - Cleaning Racquetball courts, cleaning machine weights, cleaning free weights, cleaning Cardio Deck.
  - Organizing the lost and found, washing, drying and bagging for drop off.
  - Wiping down all handrails.
  - Clean all vents, air ducts and door frames.
Aquatics student employees will complete the following task while working in the Aquatics Center:
  o  Clean and drain the spa.
  o  Clean all windows in the pool.
  o  Clean the tile above the water line for all bodies of water.
  o  Clean all strainer baskets.
  o  Clean the locker rooms (showers, lockers, benches and remove the mats).
  o  Clean and polish all stainless steel in the Aquatics Center.
  o  Work on safety drills and rescue techniques.

Group Fitness instructors will create content that can be shared through virtual formats:
  o  Importance of staying active video.
  o  Short clips on working out at home using household items for weights or equipment.

Rock Wall student employees will complete the following task while working in the facility:
  o  Clean and reorganize the rock wall storage.
  o  Clean and wash all holds and remove all chalk on surfaces.
  o  Clean and wash the blue crash mats.
  o  Spray each shoe, helmet, and harness.

Professional Staff
Campus Recreation Professional staff will be notified by the Assistant Director of the closure and that staff will begin working in staggered shifts. The schedule and work assignments will be sent out via email. The staff will do a mixture of remote and in-office work. Once the closure is over, the Campus Recreation department will wait for further guidance before returning to business as usual.

Departments/Services
The Student Recreation Center will reassess operational plans in the event of a long-term shutdown.

University Police

Department Overview
The CSU Police Department is a fully authorized state police agency, providing both police and security services to the Main and RiverPark campuses. The mission of the Columbus State University Police Department is to complement and support the advancement of the University's goals by providing professional services to the campus community and to enhance the collegiate experience by instilling a safe and secure environment that is conducive to learning, working, and living on our campuses. The Department collaborates regularly with the city of Columbus Police Department and other regional law enforcement agencies. The Department utilizes a philosophy of community policing that integrates crime prevention, problem resolution, and community involvement to provide the support and service deserved by CSU guests, students, and employees.

Employees
Number of Exempt: 4
Number of Non-Exempt: 33
Grad Assistants: 0
Student Employees: 0
Total Employees: 37

**Staffing Plan**
The Columbus State University Police Department is a Georgia POST recognized law enforcement agency and employees are deemed essential personnel. As such, all employees are expected to report to work at their regularly scheduled time in order to continue to provide services twenty-four hours a day, seven days a week. Due to the sensitive nature of University Police work, the timeliness of the need for the department’s services, and the chain of command structure, a work-at-home option is neither practical nor feasible.

The Columbus State University Police Department will maintain normal operations during this period of time. Members of the department who are sick will be able to use the appropriate sick leave to be away from work.

The Columbus State University Police Department operates under a para-military chain of command. Within its policies and procedures, the Chief of Police has the authority to require employees to report to work, despite the fact other departments on campus may not be required to be on-site during emergency circumstances. The work and staffing of the department is informed by the departmental standard operating procedures, ESF 8 Public Health guidelines, and NIMS guidelines.

On March 13, 2020, Chief Mark R. Lott sent a department-wide email ordering that all police personnel will continue normal work schedules unless otherwise directed.

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Count</th>
<th>Work from Home</th>
<th>Work on Campus</th>
<th>Comment (% of telework vs % in office needed) eg... (80%/20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police</td>
<td></td>
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</tr>
<tr>
<td>The Senior Administrator for the area/office</td>
<td>1</td>
<td>N</td>
<td>Y</td>
<td>Laura Bennett- Interim Chief of Police 100% on campus</td>
</tr>
<tr>
<td>Other Administrators for the area/office (collectively)</td>
<td>7</td>
<td>Y</td>
<td>Y</td>
<td>Command staff required to be on campus. Two detectives and one training officer teleworking 50%</td>
</tr>
<tr>
<td>Administrative Assistants (collectively)</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>50% telework / 50% on campus</td>
</tr>
<tr>
<td>Additional Employees (full &amp; part-time)</td>
<td>28</td>
<td>N</td>
<td>Y</td>
<td>100% on campus (sworn police officers, communication) except one officer who has an at-risk person at home and is allowed to work from home.</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time (FT) Faculty</td>
<td>0</td>
<td></td>
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<tr>
<td>FT Faculty – special exceptions for labs etc.</td>
<td>0</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Part Time Faculty</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>37</td>
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Services / Departments
Services will be provided as normal throughout the current and future periods.
Appendix E - NCAA Core Principles of Resocialization of Collegiate Sport

Core Principles of Resocialization of Collegiate Sport

The United States is currently utilizing physical distancing and stay-at-home as the primary means of preventing disease spread of COVID-19 – a highly contagious and virulent disease, especially for the elderly and for individuals with pre-existing pulmonary and cardiovascular disease. COVID-19 has penetrated all 50 states, with variable rates of community infection, hospitalization and death. Because of the widespread nature of this disease presently, containment strategies such as testing, identification and isolation are neither practical nor efficacious.

Sport, as a microcosm of society, is similarly utilizing physical distancing and stay-at-home as the primary means of preventing COVID-19 disease spread. Group practice and all sport competition have ceased.

Once COVID-19 infection rates diminish for at least 2 weeks, resocialization of society and sport may be possible. Importantly, there will not be a single day of re-emerging into society as normal. Rather, resocialization must be rolled out in a stepwise manner that helps assure sustained low infection spread coupled with the ability to rapidly diagnose and isolate new cases. Bear in mind that upward spikes in infection spread may cause resocialization efforts to halt or even retreat until infection spikes lower again.

Collegiate sports differ from professional sports because all collegiate athletes are first and foremost students. Thus, resocialization of collegiate sport must be grounded in resocialization of college campuses. As with society at large, such resocialization must be measured, nimble, and based on sound science. In all instances, college athletics must operate with approval of the students’ institutional leadership; and the institution must be operating in accordance with local and state public officials with regard to return to campus, return to practice, and return to competition. In the end, institutional and governmental leadership determine who can participate in; assist with; and watch student-athlete practices and competition.

The recently released document: Guidelines – Opening Up America Again (Guidelines), provides national recommendations that allow a regional approach for resocialization. Three phases of resocialization are described, with each phase addressing those aspects of daily life for which restriction remains appropriate due to COVID-19. The core principles outlined below are offered as a premise for resuming practice and competition at the collegiate level. They are meant to be consistent with the Guidelines and otherwise reflective of the best available scientific and medical information available at the time of print. These core principles are intended as resources for member schools to use in coordination with the Guidelines and related institutional and local governmental decision-making, all of which remain subject to further revision as available data and information in this space continues to emerge and evolve.

Core principles of resocialization of collegiate sport:

1. There must not be directives at the national level that preclude resocialization.
2. State and local authorities must have in place a plan for resocialization.
   1. In accordance with the Guidelines, such plan assumes the following state/local GATING CRITERIA have been satisfied:
1. A downward trajectory of influenza-like illnesses reported within a 14-day period and a downward trajectory of covid-like syndromic cases reported within a 14-day period.

2. A downward trajectory of documented cases of COVID-19 within a 14-day period or a downward trajectory of positive tests as a percent of total tests within a 14-day period.

3. Hospitals can treat all patients without crisis care and there is a robust testing program in place for at-risk healthcare workers, including emerging antibody testing.

3. There should be a plan in place at the university/college level for resocialization of students. In keeping with the Guidelines, universities should consider the following guidance provided to employers:
   1. Social distancing and protective equipment.
   2. Temperature checks.
   3. Testing, isolating, and contact tracing.
   5. Use and disinfection of common and high-traffic areas.
   7. Monitor the workforce for indicative symptoms, and do not allow symptomatic people to physically return to work until cleared by a medical provider.
   8. Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.

4. There must be a plan in place at the university/college level for resocialization of student-athletes within athletics. In keeping with the Guidelines, athletics should consider:
   1. All student-athletes, athletics health care providers, coaches and athletics personnel should practice good hygiene.
   2. All student-athletes, athletics health care providers, coaches and athletics personnel should stay home if they feel sick.
   3. Guidance noted in (3) for university employees should be in place within athletics.

5. There must be adequate personal protective equipment for athletics health care providers, and sanitizers to manage infection control in all shared athletics space.

6. There must be the ability to assess immunity to COVID-19 at a regional and local level. This could include immunity at the college campus, plus a more focused assessment of herd immunity for athletics teams.

7. There must be access to reliable, rapid diagnostic testing on any individual who is suspected of having COVID-19 symptoms.

8. There must be in place a local surveillance system so that newly identified cases can be identified promptly and isolated, and their close contacts must be managed appropriately.

9. There must be clearly identified and transparent risk analyses in place. Such risk analyses consider issues such as economics, education, restoration of society, and medical risk of sport participation, including COVID-19 infection and possible death.

Phase One:

In accordance with the Guidelines, resocialization of sport for Phase One assumes the following:
1. **GATING CRITERIA** have been satisfied for a minimum of 14 days.
2. Vulnerable student-athletes, athletics health care providers, coaches and athletics personnel, including individuals with serious underlying health conditions such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy, should continue to shelter in place.
3. Members of dorms and other residences where vulnerable individuals reside should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home and appropriate isolating precautions should be taken.
4. Physical distancing should continue.
5. Gatherings of more than 10 people should be avoided unless precautionary measures of physical distancing and sanitization are in place.
6. Gyms and common areas where student-athletes and staff are likely to congregate and interact, should remain closed unless strict distancing and sanitation protocols can be implemented.
7. Virtual meetings should be encouraged whenever possible and feasible.
8. Non-essential travel should be minimized and CDC guidelines regarding isolation following travel should be implemented.

**Phase Two:**

In accordance with the Guidelines, if Phase One has been implemented successfully, with no evidence of a rebound, and gating criteria has been satisfied for a minimum of 14 days since the implementation of Phase One:

1. Vulnerable individuals should continue to shelter in place.
2. Awareness and proper isolating practices related to vulnerable individuals in residences should continue.
3. Physical distancing should continue.
4. Gatherings of more than 50 people should be avoided unless precautionary measures of physical distancing and sanitization are in place.
5. Gyms and common areas where student-athletes and staff are likely to congregate and interact, should remain closed or appropriate distancing and sanitation protocols should be implemented.
6. Virtual meetings should continue to be encouraged whenever possible and feasible.
7. Non-essential travel can resume.

**Phase Three:**

In accordance with the Guidelines, if Phase Two has been implemented successfully, with no evidence of a rebound, and gating criteria has been satisfied for a minimum of 14 days since the implementation of Phase Two:

1. Vulnerable student-athletes, athletics health care providers, coaches and athletics personnel can resume in-person interactions, but should practice physical distancing, minimizing exposure to settings where such distancing is not practical.
2. Gyms and common areas where student-athletes and staff are likely to congregate and interact can reopen if appropriate sanitation protocols are implemented but even low risk populations should consider minimizing time spent in crowded environments.

3. Resume unrestricted staffing.

The transition from the above core principles to a relaxation of these principles can occur when COVID-19 can be managed in a manner like less virulent influenza strains. COVID-19 has essentially shut down society because it is highly contagious and has an unacceptably high death rate. More common strains of influenza do not close society because society has learned to adapt to and develop acceptable management strategies for influenza. For COVID-19, future phases are dependent on the successful development of widely available treatment, including prophylactic immunotherapy, coupled with widespread, effective vaccination.

- Sport Science Institute (https://www.ncaa.org/sport-science-institute)
Recommended Social Distancing Ruffer

- Stay to the right
- Single file
- Do not stop in stairwell
- Maintain 6" from the person in front of you

Appendix F – Seating and Traffic Flow Charts
Recommended Social Distancing Buffer:
- Stay to the right
- Single file
- Do not stop in corridor
- Maintain 5’ from the person in front of you

Corridor Diagram - Social Distancing
Appendix G – Dispensers & Signage
SOCIAL DISTANCING

KEEP YOUR DISTANCE

6 FEET
If you have these symptoms, stay at home and call your doctor.

- Cough
- Shortness of breath/difficulty breathing
- Fever
- Chills
- Runny nose/new sinus congestion
- Muscle pain
- Sore throat
- New loss of taste or smell

www.ColumbusState.edu/Coronavirus/
PRACTICE PHYSICAL DISTANCING
6 FEET / 2 METERS

COUGARS
LET’S DO OUR PART!

STOP THE SPREAD

- Wash
- Cover
- Avoid
- Clean
- Stop
- Distance

DO YOUR PART
Help Prevent the Spread of COVID-19

- Wear a face mask
- Practice physical distancing
- Avoid touching your face
- Wash your hands
- Avoid social gatherings
- Stay home when you are ill

COLUMBUS STATE UNIVERSITY

For more information visit
www.ColumbusState.edu/Coronavirus

COUGARS
LET’S DO OUR PART!

SUGGESTED OCCUPANCY
OF 2 PEOPLE

PROTECT YOURSELF AND
OTHERS AROUND YOU

COLUMBUS STATE UNIVERSITY
Appendix H – USG Planning Best Practices

This following best practices list is a combination of items identified by the USG during their review of the 26 System institution’s Return to Campus Plans. Not all of these recommendations fit each institution, however, each institutional Planning Workgroup should review and consider each.

Athletics

<table>
<thead>
<tr>
<th>Item</th>
<th>Description / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-screen for all student athletes upon return</td>
<td>Student athlete screening for comorbidities related to COVID-19 increased risk for severe illness; Students athletes that may exhibit signs of COVID</td>
</tr>
<tr>
<td>Procedures and Cleaning for facilities management</td>
<td>Capacity limits on certain facilities, reconfiguration of space to allow for minimal cross contamination of athletes; create a facilities cleaning schedule to permit cleaning between group practices; establish a cleaning protocol for facilities between practices and competition</td>
</tr>
<tr>
<td>Resocialization - See NCAA guidelines for resocialization of student athletes</td>
<td>Staggered return to campus based on sport/competition timeline; consider isolation or quarantine period to account for incubation period of COVID prior to returning to group practice or competition</td>
</tr>
</tbody>
</table>

Virtual Meetings, Interactions, and Participation

<table>
<thead>
<tr>
<th>Item</th>
<th>Description / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish protocols for non-practice related team events such as virtual team meetings, alternating the location for in person meetings to permit social distancing between athletes. Consider whether virtual or smaller groups of study hall is appropriate</td>
<td></td>
</tr>
</tbody>
</table>

Plans for use of athletic facilities by location (field, track, coliseum, court, etc.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outline how capacity limits, cleaning schedules, etc. will differ based on the specific facility</td>
<td></td>
</tr>
</tbody>
</table>

Campus Recreation

<table>
<thead>
<tr>
<th>Item</th>
<th>Description / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of cards to indicate sanitized/unsensitized equipment (also could be used for showers)</td>
<td>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. His 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.</td>
</tr>
</tbody>
</table>
Disinfecting space/equipment between reservations
Add time between reservations to allow for disinfecting of the space in addition to set up changes and/or verification that spaces are appropriately set for social distancing.

Rotating equipment that is in use (cardio machines, etc.) so equipment gets used every other day

Schedule of new SOP and cleaning/disinfecting training for campus rec staff as they return, including student staff
Consider also creating cleaning/disinfecting task checklists for staff to use to ensure schedule is maintained

Temporary Shutdown protocols
The Student Center is developing plans with appropriate campus partners for temporary shut-down protocols if COVID-19 positive presence is identified in the facility to provide time for thorough cleaning before reopening.

Cleaning and disinfecting schedule
Hours of operation will be from 5 a.m. to midnight with 3 two-hour closures for cleaning. Nightly disinfection will also be performed.

Guest memberships/visitors
Starting Fall 2020, guest passes will no longer be available and a “no guest” policy will be implemented to minimize the risk of exposure. Additionally, new memberships, tours, and visitor privileges will be restricted.

Communications

<table>
<thead>
<tr>
<th>Item</th>
<th>Description / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delineating goals of comms plan is a best practice</td>
<td>The purpose of the RTC communications plan is to direct the news and communications to internal and external audiences regarding the returning to campus strategy. The plan includes both internal and external stakeholder communications, including students, faculty, staff, community members, prospective students, alumni, donors, and the media. The goal is to inform the various audiences of the university’s plans and contingencies in a timely and relevant manner. The communication will be designed and distributed through targeted owned, shared and earned media channels.</td>
</tr>
</tbody>
</table>
Messages from the President to campus

"5 Things to Know Today" is a best practice as an internal comms tactic
Communications plan components are listed throughout the plan with the specific message and channels listed in a chart for each area.
Delineating goals of comms plan

Central landing page for information related COVID-19 is also a best practice a Must-Have.

To ensure continuity and consistency of messaging, a landing page has been established to serve as a central point for updated and accurate information flow

Communication with conference officials and the NCAA would also be important.

Athletics, University Communications and Marketing and University Advancement would be responsible for communicating with media, students, student-athletes, Athletics and University staff, fans and donors.

Use of a postcard to home addresses is a good strategy to reach parents

Guidebook reminding the campus of the current hygiene/safety protocols in place at any given time during this process.

Town Halls - mostly virtual

Communicating "clear expectations...address concerns about returning to campus" is a good guiding principle

Clear and proactive communications regarding planning and implementation processes, operational changes are essential. A fluid environment with many unknowns contributes to anxiety and confusion among students, employees and community stakeholders. The University is committed to effective communication that supports effective work, fosters student success, and builds strong communities.

Evaluating effectiveness of comms through a variety of metrics
Breakout matrix details of technology-specific comms

Acknowledgement that plans are living documents to be continually reassessed is a best practice. Flexibility is critical
Listing action steps and who’s responsible increases accountability and is a best practice.

Early timeline for communicating with students so they can consider the impact/limitations of social distancing on campus is a smart move.

We will begin communicating in earnest to students about reopening plans beginning on June 15, 2020. By starting at this time, we will allow students adequate time to consider the limitations of social distancing on their academic experience. We plan to communicate with students at least once a week.

Multitiered but also multiplatform communications plan targeting students to educate them on the importance of social distancing and proper hygiene.

Detailed Q&A for various audiences (employees, students, etc.)

Building Trust

Consistent communication can establish and maintain trust of students and parents. We want to underscore the importance of consistent, steady communications to students to address any concerns about health and safety associated with their decision to matriculate or return to campus. To meet our enrollment goals, it is paramount to communicate the plans being implemented regarding the well-being of students, faculty, and staff.

Branded messaging campaigns

“An overarching communications campaign, “Georgia Strong, Dawg Strong,” has been proposed to be used in appropriate communications materials to convey the importance of personal accountability and to express that the information is part of a community-wide effort to combat COVID-19.”

Use of Chatbots

highly effective communications tool

Moving traditional communications to earlier in the summer

Student and Faculty standard notices will be updated to reflect methodologies and will be sent earlier than normal once decisions are made. Goal is to begin sending updated notices after July 4th - typically sent week before start of classes.
### Dining

<table>
<thead>
<tr>
<th>Item</th>
<th>Description / Examples</th>
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</thead>
<tbody>
<tr>
<td>Disinfecting between dining shifts</td>
<td>All dining operations will temporarily shut down after meal shifts for more thorough cleaning, and each facility will be disinfected overnight each night.</td>
</tr>
<tr>
<td>No self-serve dining options</td>
<td>Within dining facilities, all food stations will be fully served. Self-service will be eliminated. Dining staff will wear personal protective equipment and follow best practices in food preparation and delivery.</td>
</tr>
<tr>
<td>Dining plan flexibility</td>
<td>Dining contracts for new signups have been modified to reflect updated selections in the dining program. While the residential dining program will remain intact, additional flexibility within the plan will be provided.</td>
</tr>
<tr>
<td>Use of GrubHub for campus dining facilities</td>
<td>Expansion of existing Grubhub program</td>
</tr>
</tbody>
</table>

### Center for Accommodation & Access

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<thead>
<tr>
<th>Item</th>
<th>Description / Examples</th>
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</table>
Accommodations for disabled students - personal care assistants/interpreters

When considering class sizes, keep in mind additional spots for personal care attendants and two ASL interpreters if necessary as well as spots for social distancing for both the professor and interpreter to be in the front of the classroom. Captioning: All captioning will be completed remotely. CAA will continue to use the two companies that currently provide captioning. Most of the service is already done remotely, and CAA will notify both companies that all captioning will need to be performed remotely until further notice.

With remote captioning a student signs in through the Wi-Fi and the captioner listens from home and captions as the class is happening.

Enrollment Management

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Early full schedules</td>
<td>Students will also receive full schedules via email and through the Guide App, this is an attempt to get students committed as soon as possible.</td>
</tr>
<tr>
<td>Phone campaign</td>
<td>The Jags Care Phone Call Campaign was completed the last two weeks of spring semester. Fifty-nine campus volunteers called 5,123 undergraduate students. The Office of the Dean of Students completed 253 follow-up contacts with students who required additional help.</td>
</tr>
<tr>
<td>Virtual campus website</td>
<td>Implemented the Virtual AU web site, a comprehensive resource to help students virtually connect with offices, events, and services across the campus. It includes information on online learning, academic support, student engagement, health and wellness, and more — making it a resource for both students’ academic needs and engagement needs while at a distance.</td>
</tr>
</tbody>
</table>
Monitoring Enrollment/Gauging Outcomes

*Monitor various enrollment markers as we progress including: 1) number of new and returning students enrolling versus last year, 2) number of new students signing up for Orientation, 3) number of FAFSAs completed for new and returning students, 4) number of credit hours per student and in total this year versus last year, 5) outstanding student balances as we start classes and, 6) student login activity in D2L and mail during the first week of classes.

*At a minimum we will monitor the following indicators:
Inquiry volumes for all new student populations; Applications, Acceptances, Cancellations, and Incompletes for all new student populations; SOAR (Orientation) Registrations for all new student populations; Housing applications for all new and continuing student populations; FAFSA/ISIR submissions for all new and continuing student populations; Registration activity for all new and continuing student populations; Add/Drop/Withdrawal activity for all students populations; Drop for non-payment for all student populations; Advising appointments and registration activity for all student populations (for the next term).

Redirection of travel funds for recruiters to advances in technology

In the upcoming fiscal year, it is our plan to continue to utilize our previously allocated Travel funds and in order to aid our Student Search efforts, purchasing additional student names from traditional vendors as well as bolstering and further expanding digital communication efforts (email, text message, social media, interactive video) with students.

Co-curricular Retention Strategies

As indicated in the Academics & Research section, the College has a clear plan for the continued engagement in the Momentum Year and Momentum Approach efforts, and has identified steps to address potential challenges for each of the scenarios under consideration. With advising, and the various components of instructional support also addressed within Academic & Research, the section below will focus solely in additional retention activities that are executed in parallel to the work performed by the various student support services. The activities indicated in each of the scenarios below correspond to the institutional framework of Retention Campaigns (a structure designed to better conceptualize, design, track and evaluate retention activities), and include: Academic Standing Campaign, Midterm Grades Campaign, Registration Campaign, 15 to Finish, the Always Alert System, and the Mariner Success Crew.
New ticketing for financial aid issues
Because call centers had to be closed due to the pandemic, we developed a new ticketing process for dealing with student queries to our Office of Financial Aid and have actually seen an uptick in the number of cases handled on a daily basis.

Proactively categorizing students into communication plans
Students will be categorized into four outreach models: Ready to Start. Specific Requirements. Direct Contact, and No Engagement.

Enrollment Services office visits
Make alternatives such as Zoom or Teams available to prospective/current students who may wish to meet with a staff member. When face-to-face meetings are necessary, use booking or scheduler functions to create in-office appointments to help control traffic volume in office. Utilize virtual check-in and instruct students to remain outside until staff are ready to meet with them. Text or call students when staff member is available. Notify students of the social distancing and health status expectations that are in place in advance of their visit to campus. Consider including this information on the department webpages. Ensure a space sufficient for social distancing is available for face-to-face meetings. Establish a protocol for cleaning the space between visitors.

Recruitment/admission document submission
Encourage electronic submission of documents whenever possible. Use DocuSign or similar for documents that require a signature. For those documents that must be dropped off on campus, utilize secure document drop-off locations outside of the office to minimize visitors to the office.

Recruitment/admission tours/visits
Only offer in-person campus tour/visit options when adherence to the current social distancing guidelines is possible. Continue to provide virtual and self-guided tour options for those who may not be comfortable with a face-to-face tour at this time. Cap number of guests permitted on each campus tour/visit and require appointments so the caps can be enforced. Include information on social distancing and health status expectations in communications sent to tour/visit registrants in advance of their tour/visit date. Consider also including this information on the Admissions webpage. Reconfigure visit rooms to promote social distancing. Evaluate tour routes to ensure social distancing can be easily maintained throughout and adjust if necessary. Consider temporarily removing indoor locations from the tour weather permitting. Ensure tour guides are trained on the social distancing protocols. Consider offering additional tour slots to meet demand while the size of the tour groups is limited.
Recruitment virtual alternatives

A number of great virtual options were discussed in the various plans including: Facebook and Instagram social media live sessions, student panels, student takeovers of social media, virtual tours, 360 views of various campus locations, interactive campus maps, drone video/photography, recorded student testimonials, a virtual college fair experience that allow guests to explore campus services, student life groups, programs of study, etc., hold a virtual "Apply to College" day, online meet/chat with recruiters, virtual financial aid sessions, step-by-step how to guides or videos for students (how to apply to college, how to apply for financial aid, etc.), allow prospective students to sit in on courses offered with a remote option, etc. Provide virtual options specifically to engage with high school counselors.

Recruiter safety

Ensure recruiters are trained on how to maintain a safe environment while on the road. If allowed to visit high schools, recruiters should be prepared to follow the guidelines established by the school in addition existing CDC< DPH, and institution guidelines. Recruiters should be provided necessary items to maintain a safe environment while on the road (hand sanitizer, face coverings, cleaning supplies, etc.). If high school visits are not possible, be sure the schools are aware of the virtual alternatives and consider providing communications that they may share with their students.

Tracking admission and enrollment outcomes

Regularly monitor indicators such as:
Number of inquiries
Number of virtual tour/visit/event attendees and in-person tour/visit/event attendees
Applications by status (pending, incomplete/complete, admits, denials, etc.)
Accepts registered for orientation
Accepts attending orientation
New and continuing students submitting housing applications/deposits
New and continuing students submitted FAFSA applications and complete/incomplete FAFSA
New and continuing student advisement appointments
New and continuing student registrations
New and continuing student drops for non-payment
Admission deadlines

Consider extending application submission and completion deadlines to provide prospective students with extra time to secure documents, complete any required testing, etc.

Facilities

<table>
<thead>
<tr>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>Repurpose space on campus that will be underutilized for classroom space (temporary)</td>
<td>Identify non-academic spaces and other internal spaces, that are likely to be underutilized for their intended purpose, to be temporarily reclassified as classrooms</td>
</tr>
<tr>
<td>Classroom configurations - faculty and students may not change.</td>
<td>Faculty and students will be instructed to not change the configuration of classrooms at any time during the semester.</td>
</tr>
<tr>
<td>Hallway Traffic Patterns for physical distancing</td>
<td>Establish hallway patterns to maximize social distancing when possible</td>
</tr>
<tr>
<td>Use scheduling optimization software to model course scheduling options with revised room capacities.</td>
<td>Perform new 25Live Scheduling runs to develop an alternate set of classroom assignments.</td>
</tr>
<tr>
<td>Trash collection</td>
<td>Redirecting staff from trash collection within private office spaces to allow custodial staff more time to focus on cleaning and sanitizing tasks.</td>
</tr>
</tbody>
</table>

Student Health Center

<table>
<thead>
<tr>
<th>Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Ongoing Training</td>
<td>Need to ensure ongoing CDC and DPH safety training to maintain certification in telecounseling and telehealth procedures. Staff as well as any student workers should participate in training in use of PPEs, facility sanitation, etc. (Counseling Centers too).</td>
</tr>
</tbody>
</table>
### Health Safety

<table>
<thead>
<tr>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>Training for students prior to coming to campus</td>
<td>Identify/develop a short video to educate students on COVID-19 and the behavior adjustments needed in classrooms, and to create a general safety awareness among students. Share the video electronically with every returning and new student prior to the beginning of each upcoming semester. Play the video during Student Orientation. Additionally, University Communication will develop a communication protocol to ensure students and other members of the campus community promote healthy safety habits.</td>
</tr>
<tr>
<td>Self-Check questions</td>
<td>Daily Self-Screening Questions</td>
</tr>
<tr>
<td>Training</td>
<td>Training on best practices in the remote work environment will be disseminated and participation will be encouraged for all staff. The trainings listed below are available for all USG institutions.</td>
</tr>
<tr>
<td>App for contact tracing</td>
<td>Georgia Tech/GTRI, in conjunction with the open-source CoEpi project (coepi.org) and The Commons Project (thecommonsproject.org), is designing a Georgia Tech COVID-19 mobile app available for download on iOS and Android devices. The app, designed with input from students, faculty, and staff, will store fully anonymous Bluetooth-based contact information only on the user’s phone. Notification protocols are being developed and will be deployed in consultation with guidance from GDPH. Georgia Tech community members may opt out of utilizing this app.</td>
</tr>
<tr>
<td>Randomized testing in the residence halls</td>
<td>To facilitate testing, mobile collection will be established in residential areas. (Would be voluntary)</td>
</tr>
<tr>
<td>Redeployment of custodial staff to residence halls from other areas of campus</td>
<td>Sanitation and cleaning crews will be redeployed from now low-use or unoccupied buildings to residential areas and research facilities that remain open.</td>
</tr>
<tr>
<td>Time to move to online instruction</td>
<td>Staying in the residence halls - 3 days</td>
</tr>
<tr>
<td>Telework training materials for managers</td>
<td>Human Resources has already developed and deployed telework training materials for managers. These materials have been well received by campus and will continue to be updated.</td>
</tr>
</tbody>
</table>
Return to Work Guide

Staggering start/end work days

The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 15 minutes will reduce traffic in common areas to meet physical distancing requirements.

Employee Return to Campus Welcome Kit

Care Kits with masks, self-assessment questions, what to do if.../Who to call..., hand sanitizer, etc.

Alternate work arrangement process

Include the processes associated with requesting work alternatives and leave requests within the plan document to ensure clarity with all constituents.

Manager Training

Manager training documents should include process expectations when they need to send someone that is ill home to ensure that employees are provided all the details that are needed and supervisors are making consistent decisions.

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Instruction

<table>
<thead>
<tr>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>Define priorities for physical classroom space</td>
<td>Because of the limited supply of rooms with adequate capacity to accommodate social distancing, we will prioritize certain categories of class for in-person delivery: (a) lab classes, group project classes, senior design classes, and other classes that require interaction with physical projects and equipment in most or all class sessions; (b) small discussion classes.</td>
</tr>
<tr>
<td>Define different hybrid modalities</td>
<td>Remote with limited in-person (Hybrid): defining the five delivery modes 1. Hybrid hands-on 2. Hybrid touch points 3. Hybrid Split</td>
</tr>
<tr>
<td>Define the types of modalities faculty may use</td>
<td>Classes will be scheduled in one of 5 modes/formats listed below and are described in detail in the academic accompanying documentation.</td>
</tr>
<tr>
<td>Change the academic calendar</td>
<td>Eliminate fall break and any other breaks in order to finish all face-to-face instruction by Thanksgiving break. Students would not return but would do remaining reviews/exams in an online environment.</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
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</tr>
<tr>
<td>Engage faculty in low stakes assessments</td>
<td>Faculty are being strongly encouraged to assess student performance continually using low-stakes tests and assignments rather than relying on a few high-stakes timed exams.</td>
</tr>
<tr>
<td>Establish discipline-specific communities of practice for online learning</td>
<td>Establish disciplinary communities of practice for online learning to engage groups of faculty members who can develop and implement discipline-specific tools and practices. Begin in May, continue through August.</td>
</tr>
<tr>
<td>Set faculty expectations for minimum requirements in online learning</td>
<td>All course FOLIO accounts will be active with expectations for faculty to upload basic course information and content. This will allow for continuity of instruction under all three contingency plans. ...Faculty will be asked to activate their FOLIO accounts and upload each course syllabus, policies, content, and any learning support/supplemental materials.</td>
</tr>
<tr>
<td>Develop syllabus language for expectations if there is a move to fully online instruction</td>
<td>A statement and list of expectations of students regarding fully online learning will be included in all course syllabi to plan for a move to fully online curricular delivery.</td>
</tr>
<tr>
<td>Cross-list courses f2f and online</td>
<td>Cross-list courses f2f and online</td>
</tr>
<tr>
<td>Develop syllabus language for social distancing</td>
<td>Put physical distancing rules/guidelines in the syllabus and go over on first day of class. For example:</td>
</tr>
<tr>
<td>Front load clinical hours at the beginning of the semester</td>
<td>We will front load clinical/practicum hours if our students are allowed in sites earlier in the semester.</td>
</tr>
</tbody>
</table>
Statement of principles and methodology for reassigning space for F2F instruction.

Begin reassigning classrooms to allow for physical distancing using these principles for reassignment:
1. 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.
2. 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.
3. 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.
4. If there is a 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.
5. When no other rooms are available, classes may need to be separated by more than ½ to accommodate distancing in the classroom.
6. A department or faculty member’s room and building preferences will only be considered when there are equal options for a room.

Support part-time and adjunct faculty with training
Provide training opportunities for part-time/adjunct faculty similar to that for full-time faculty

Social distancing in the Syllabus
Place statement outlining social distancing and other hygiene practices in the syllabus

Instructional Design
Distinguish between hybrid and flex models. In courses that split participation between in person and online, the online section should not be just watching the video of the lecture occurring in the classroom. Asynchronous and synchronous virtual coursework should contribute in appropriate ways to the educational experience. Using the face-to-face section as recitation opportunities with discussion and appropriately spaced group work on material covered and reviewed online is a best practice.

Inform Students of clinical/practicum/internship/etc. requirements
MGA has a model letter that could be shared with campuses as an example- very planful and detailed
The annual UNG LEADS professional development program for all employees is being adjusted to a virtual “conference” format this year, and content will be delivered synchronously throughout the day on August 10. UNG has developed a model list of professional development topics.

Allow more time between classes to allow social distancing during class transitions

Shorten the instructional time to allow for classroom exchanges (especially for 50min classes). The lost time could be made up through an online component that students would do each week as part of the course, to account for contact hours for accreditation purposes.

Faculty evaluations

Align faculty roles and responsibilities with recognition for annual evaluation and tenure and promotion

Research

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Revised IRB approval for human subject research that must continue face to face.</td>
<td>Before engaging in onsite research activities, each research faculty member/principal investigator must develop a Research Resumption Plan (RRP) using the form attached as Appendix A. Each RRP must be approved by the faculty member’s/principal investigator’s immediate supervisor (e.g., department head, center director, school chair, associate dean for research, dean, or vice president, depending on the unit).</td>
</tr>
<tr>
<td>Use of a Research Resumption Plan</td>
<td>It is recommended that a standing COVID-19 Research Safety Committee be established consisting of Department Chairs, Institute Directors, and other invested parties. This Committee will meet monthly to discuss safety protocols and effectiveness of existing regulations. Part of this Committee’s purview will be to revise safety regulations as conditions change or if existing regulations are not felt to be accomplishing their intended goal. This Committee will report to the Senior Vice President for Research and will liaise with AU Health by including a hospital epidemiologist and an infectious disease specialist. This Committee will issue monthly health updates that will be made available to the AU Research Community via internal communications and to AU’s Division of Communications and Marketing.</td>
</tr>
</tbody>
</table>
Define types of research and creating plans for each for each contingency

Regarding the four different contingency plans provided by the USG and how they relate to the protection of researchers, each of these contingencies has been addressed in detail in the responses to Question 1 above.

Residence Life

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Accelerated disinfecting upon request</td>
<td>Periodic disinfectant fogging will be made available to students upon request.</td>
</tr>
<tr>
<td>Disinfecting of residence hall common spaces</td>
<td>Other common spaces, that are more essential, will have scheduled closings throughout the day, to afford the housekeeping team ample time to clean and disinfect the space. Occupancy of those spaces will be limited to adhere to social distancing practices, including limiting community restrooms to one person at a time.</td>
</tr>
<tr>
<td>Water foundations change to hydration stations</td>
<td>Residence Hall water fountains are being changed over to hydration stations.</td>
</tr>
<tr>
<td>Triage plans for isolation/quarantine</td>
<td>Housing and Residence Life, Dining, and Student Health Services have collaborated on a triage plan to assist, should the need to isolate residential students arise.</td>
</tr>
<tr>
<td>Move In Guide for Students</td>
<td>All residential students will receive a “Move-in Guide” in print and electronic version. Reservation confirmation emails will include a link to the online “Move-In Guide”.</td>
</tr>
<tr>
<td>Expanding Wi-Fi bandwidth in housing</td>
<td>Upgrade Wi-Fi bandwidth in all residence halls to support a shift to online instruction before or during a semester.</td>
</tr>
<tr>
<td>Revision of &quot;What to Bring&quot;</td>
<td>On website, modify list of what to bring to include:</td>
</tr>
<tr>
<td>Best practices posted in rooms</td>
<td>Designate specific location in student rooms for COVID-19 best practices to post in advance of move-in*</td>
</tr>
</tbody>
</table>
Granting exemptions for on-campus living requirements. Current contracts will have a window to "opt-out" without penalty. Staff will offer incoming students more latitude in requesting exemptions to the University's first-year live-on requirement. Students granted exemptions will be free either to stay in family settings or pursue other living accommodations in the area. Currently contracted returning students will also be provided a window of opportunity to opt-out of the executed housing contract without fees. Should additional beds become available as students opt out of living in the residence halls, University Housing will welcome applications from other returning students. The established fee structure for housing will remain intact for AY2020-21.

Roommate agreements Students will, with their roommates, complete a roommate agreement that will outline cleaning procedures and other parameters for their shared spaces. In addition, this agreement will allow the students to discuss and plan should one student become ill during the year. This plan will be reviewed by Residence Life staff prior to approval. Once a roommate agreement is completed and electronically signed by all roommates, the students will be permitted to select a check-in time through the housing software based on the student/family availability.

Best Practices against COVID-19 in Residential Living document Each student will receive a copy of Best Practices against COVID-19 in Residential Living with the other required documents that must be completed prior to check-in

**Student Success**

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<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Assessment</td>
<td>Provide training and support to faculty on authentic assessment that does not require online or in person proctoring.</td>
</tr>
<tr>
<td>Survey of students</td>
<td>Survey students within the first week of the term to assess their technology and connectivity.</td>
</tr>
<tr>
<td>Advising/Student Support</td>
<td>Use MS Bookings or queueing software to schedule any in-person appointments.</td>
</tr>
<tr>
<td>Follow up/engagement</td>
<td>Use D2L reports to identify and follow up with students who do not engage with critical resources.</td>
</tr>
<tr>
<td>Hybrid/flex schedules</td>
<td>For institutions with large non-residential populations, cohort students for alternate-session course participation by a common measure to efficiently compress their visits to campus and reduce the potential for congregating.</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
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</tr>
<tr>
<td>Student Support/Engagement</td>
<td>Concierge Coaching/Care Team Approach – single point of contact for students who are trained to conduct outreach and connect students with resources – utilize staff who are partially idled because of limited contact (and other volunteers).</td>
</tr>
<tr>
<td>Orientation online</td>
<td>Utilize D2L as a delivery system for online orientation modules – track progress, award badges, cohort students.</td>
</tr>
<tr>
<td>Student Success</td>
<td>Keep learning tips for students (and faculty) maintained, updated and promoted on campus.</td>
</tr>
<tr>
<td>Advising</td>
<td>Utilize virtual sessions as a primary mode of advising;</td>
</tr>
<tr>
<td>Student success/survey of students</td>
<td>Survey students on what works (and does not work) with hybrid/flex/online course delivery and provide support for faculty and staff to adapt in response.</td>
</tr>
<tr>
<td>Survey of students</td>
<td>Survey students early in the term to assess their technology and connectivity.</td>
</tr>
<tr>
<td>Training for students on online learning</td>
<td>Provide training for students on how they can learn effectively in an online environment.</td>
</tr>
<tr>
<td>Mindset</td>
<td>Support student expectancy around online/flex models through instructional and support messages and practices (<a href="https://motivatelab.org/expectancy">https://motivatelab.org/expectancy</a>).</td>
</tr>
<tr>
<td>Tutoring/peer instruction</td>
<td>Deploy training for online tutoring and support techniques for peer instructors and other student workers engaged in supporting students in online/virtual, modes.</td>
</tr>
<tr>
<td>Student Organization Training</td>
<td>Ensure ongoing training whether face to face or online for RSOs and student leaders in CDC and DPH safety guidelines for meetings while ensuring these groups also continue efforts to ensure student engagement.</td>
</tr>
</tbody>
</table>
Appendix I – Dear Academic Leaders (Addition: July 1, 2020)

Dear Academic Leaders:

As we continue to prepare for the coming semester instruction, I am writing to share USG identified best-practices from all USG institutions that need to be considered for safety, campus uniformity, external communication and expectations, instructional design, and support for faculty. These USG institutional practices are to be used as guides to strengthen experiences for students and to assist faculty in preparing to deliver instruction in multiple formats, while encouraging social distancing when engaging with students in face-to-face environments.

Our instructional planning will include:

- Prioritizing physical classroom spaces for in-person delivery: (a) lab classes, group project classes, senior design classes, and other classes that require interaction with physical projects and equipment in most or all class sessions; (b) small discussion classes.
- 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, 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 ½ 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.
- Encouraging faculty members to assess student performance continually using low-stakes tests and assignments rather than relying on a few high-stakes timed exams. It will be important to provide a variety of ways to measure student learning outcomes.
- Ensuring that hybrid courses and face-to-face courses that are divided for social distancing purposes split participation between in person and online, and that the online component should consist of more than just watching the video of the lecture occurring in the classroom. Asynchronous and synchronous virtual coursework should contribute in appropriate ways to the educational experience. Using the face-to-face section as recitation opportunities with discussion and appropriately spaced group work on material covered and reviewed online is a best practice.
- Establishing discipline-specific, online learning communities to engage groups of faculty members who can develop and implement discipline-specific tools and practices for the enhancement of teaching and learning in online environments. [Begin in May, continue through August. COOL, QEP, and the Faculty Center for the Enhancement of Teaching and Learning will assist with this initiative]
• Ensuring that all CougarView courses will be active with expectations for faculty to upload basic course information and content. This will allow for continuity of instruction under all three contingency plans. Faculty will be asked to use their CougarView accounts and upload each course syllabus, policies, content, and any learning support/supplemental materials.

• A statement and list of expectations of students regarding fully online learning will be included in all course syllabi to plan for a move to fully online curricular delivery. Provost’s Office will provide uniform syllabus statement language for social distancing and expectations if there is a move to fully online instruction.

• Front load internship and clinical hours at the beginning of the semester. This will help manage expectations for internships, clinical activities, and other external student experiences.

• Providing faculty development and online instructional training for all faculty (full-and part-time) COOL, QEP, and the Faculty Center for the Enhancement of Teaching and Learning will provide.
Appendix J – Changes in Guidance for People Who Need Extra Precaution and Face Coverings (Addition: July 6, 2020)

From: Stuart Rayfield <Stuart.Rayfield@usg.edu>
Subject: Changes in Guidance for People Who Need Extra Precaution and Face Coverings
Date: July 6, 2020 at 5:33:20 PM EDT

Presidents,

Recently the Centers for Disease Control and Prevention (CDC) updated its guidance for managing COVID-19 related issues. Among the changes are to definitions for people who will need extra precaution due to age and underlying medical conditions. In response to those changes from the CDC, the University System of Georgia is providing updated guidance on the wearing of face coverings and for who is eligible to seek alternate work arrangements due to falling into one of these categories.

Older Adults
The CDC no longer gives a minimum age for those at risk. The USG will continue to use 65 as its measure for evaluating requests for alternate work arrangements. Individuals who are younger than 65 can provide documentation from a health care provider that their age is a determining factor for risk that should prevent them from working on campus as scheduled.

People of Any Age with Underlying Medical Conditions
People with the following underlying medical conditions may request alternate work arrangements under the previously developed process:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus
- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
Use of Face Coverings
Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in one’s own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

If you have any questions, please let me know.

Stuart

Stuart Rayfield
Vice Chancellor for Leadership and Institutional Development
University System of Georgia
270 Washington St., S.W.
Atlanta, Georgia 30334
stuart.rayfield@usg.edu
Appendix K – Application of the USG Face Coverings Policy, in response to COVID-19 (Addition: July 8, 2020)

Application of the USG Face Coverings Policy, in response to COVID-19

USG Policy Use of Face Coverings Received, July 6, 2020:

Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in one’s own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Education of the CSU Campus Community

1. Partner with the Student Government Association, Faculty Senate, and Staff Council to promote peer-to-peer compliance with USG use of face coverings.
2. The organizations above should work with the University’s Executive Leadership and the Office of University Relations to develop themed messaging and distribute information about the policy and promoting compliance.

Compliance and Enforcement

1. Per policy, any person not using a face covering in compliance with requirements under conditions and locations described in the USG use of face coverings policy will be asked to wear one or leave the area, location, or event.
2. Persons refusing to comply with directives issued by an appropriate college official under this policy or who are responsible for repeated failures to comply will be subject to the applicable conduct code for faculty, staff or students.
   a. **Students**: Disorderly Conduct, h: No person shall exhibit behavior that is irresponsible or dangerous to the well-being or safety of self or any member or visitor of the University community.
Application of the student conduct process will be progressively applied as appropriate in the judgment of the Office of the Dean of Students utilizing the following progressive steps and with provision of due process rights if formal charges under the student conduct code are applied:

I. Educational discussions regarding the policy and individual responsibility for community health practices.

II. Referral to available on-line educational modules promoting health related practices.

III. Additional charges may be applied under: Disorderly Conduct, e: Failure to cooperate with a University Official, may be applied if non-compliance is sufficiently severe in nature and number in the judgement of the Office of the Dean of Students.

IV. Should the application of previous measures and sanctions prove to be insufficient to prevent repeated instances of non-compliance by an individual student or organization, appropriate sanctions of progressive seriousness up to suspension may be applied as part of the student and/or organization conduct process after providing full due process rights.

b. Employees: Progressive Corrective Action Procedures: When possible and appropriate, a series of progressively serious corrective actions designed to improve performance should be taken prior to dismissal.

i. Under progressive corrective action procedures, verbal counseling is generally recommended as the first step depending upon the nature of the infraction. Counseling involves a discussion between a supervisor and an employee about a work performance problem.

ii. If the problem is not resolved through verbal counseling, further action should be taken in the form of a verbal discussion and warning of corrective action to include expected plan outcomes.

iii. Should initial counseling, followed by a corrective action plan, not resolve the problem, a written plan may be prepared by the supervisor. This plan is discussed with the employee, signed by both the supervisor and the employee, and a copy is placed in personnel files. The employee may make a written response to the plan and have this response placed in the file.

iv. Should the problem not be resolved with the first written plans of corrective action, the supervisor may consider a written warning. The next step may be suspension or possible discharge.

1. An employee terminated for deliberate malfeasance (i.e., theft, assault, deliberate and serious violation of University rules or policies, or serious insubordination) shall have no right to notice (excepting the five-day appeal mandated by Board of Regents policy).

2. Termination for cause shall be the responsibility of the immediate supervisor; however, prior to termination, the supervisor shall notify
both their immediate supervisor and the Director of Human Resources of the impending dismissal.

v. Employees have the right to appeal terminations as outlined in the Grievance section of this handbook.

Appendix L – Transportation: Campus Shuttle Transit System (added: July 8, 2020)

Transportation
Campus Shuttle Transit Systems

Columbus State University Department of Facilities values the health and safety of our students, Faculty, staff, and campus community visitors. This Department wants to assure all that we will continue to provide safe, comfortable, reliable transportation service during this evolving situation of the Coronavirus. Understanding that individual vehicle capacity will be reduced by at least 50% on shuttle services, additional vehicles will be placed in service, as needed. This will ensure that the standard daily capacity of shuttle services between campuses remains consistent to support the class schedule.

We recognize that vehicles represent a special challenge, as they are most often used as shared resources. Therefore, in the best interest of our passengers, frequent cleaning of all vehicles will utilize the recommendations and guidelines for vehicle cleaning and disinfecting from the Center for Disease Control (CDC), Georgia Department of Public Health, the University System of Georgia, and Original Equipment Manufacturers.

In order to maintain a high level of passenger and driver safety from COVID-19, the following measures will be employed.

Maintain Social Distance:

- Bus passenger capacity will be reduced by at least 50% on each vehicle.
- All buses will be equipped with Operator and Passenger Barrier protection.
- Bus Operators will have Plexiglass barriers, that will be installed on buses.
- Each row of seats will have a Plexiglass “Sneeze Shield” behind each seat.
- Due to space limitation in SUV’s and Vans, the driver and passengers are encouraged to wear cloth or disposable face covering and observe social distancing guidelines, when possible.

Bus Operator Requirements:

- All Bus Operators will have temporal temperature scans prior to beginning their route.
- All Bus Operators are REQUIRED to wear cloth or disposable face coverings and gloves while operating the bus.
- All Bus Operators will use disposable sanitizing wipes on any surface with which they have regular contact. All highly touched traffic surfaces, such as handrails and seats, will be sanitized regularly.
- At the end of each route for the day, each bus will be sanitized with disinfectant wipes or other appropriate cleaning devices, such as electrostatic sprayers.

Passenger requirements

- Passengers should remain home if they feel sick or experience any symptoms of COVID-19.
- Passengers shall maintain social distancing by seating in designated seats only.
● ALL Passengers are REQUIRED to wear either a cloth or disposable face covering.
● If a passenger feels uncomfortable on a specific vehicle for whatever reason, they are encouraged to wait on the next available vehicle.
● Passengers are encouraged to dispose of any wipes or tissues after exiting the vehicle.

Dispatched Vehicles

● All frequently touched surfaces will be sanitized/disinfected thoroughly before and after each dispatch. Sanitizers and disinfectants must contain at least 65% alcohol.
● All returned dispatch vehicles will be thoroughly wipe down of all frequently touched surfaces with disinfectant wipes or other appropriate cleaning solutions prior to dispatching.
● ALL drivers are REQUIRED to wear face masks.

Department Controlled Vehicles

● Department management must ensure vehicle sanitizing for all vehicles in their department. Vehicles to include: Cars, Trucks, Vans, SUV’s, Tractors, Carts, and any Yard Equipment.
● All frequently touched surfaces on a vehicle must be sanitized/disinfected on a regular basis. Management should maintain appropriate records of when vehicles were sanitized, with date and signature.
● All vehicles used that particular day shall be sanitized regularly throughout the day and again at the end of the workday. This can be accomplished with either disinfectant spray, wipes, or electrostatic sprayers, as appropriate.

Vehicle Serviced by Automotive Shop

● All frequently touched surfaces on vehicles must be sanitized by the requesting department before any service can be performed at the Automotive Shop.
● Automotive technicians will be REQUIRED to wear face coverings and gloves while servicing the vehicle.
● After vehicle service is complete, the vehicle will again be sanitized with disinfectant wipes or other appropriate cleaning solutions prior to returning it to the customer.

If a vehicle is exposed to the COVID-19 virus

● The vehicle will be removed from service for designated quarantine period for disinfecting and sanitizing.
● ALL Columbus State University staff will follow USG and GDPH guidelines after possible exposure to COVID-19.
● After quarantine period, the vehicle will be thoroughly disinfected and sanitized before releasing it back into fleet.

What must be done to ensure conformance to requirements?

Recorded measurements and audit of compliance

● All vehicles must have a disinfectant cleaning schedule.
● Each department shall have Vehicle Inspection Checklists at each location for cleaning completion accountability and signature.
● Supervisors should observe cleaning process/PPE usage for proper employee safety.
● Supervisors are required to conduct two quality control inspections.
Quarantine Guidance: What to do if you were exposed to someone with the novel coronavirus (COVID-19)

COVID-19 is a respiratory disease caused by a new virus called SARS-CoV-2. The most common symptoms of the disease are fever, cough, and shortness of breath. Other symptoms may also include fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Most people with COVID-19 will have mild disease, but some people will get sicker and may need to be hospitalized. If you have contracted the virus, symptoms may develop within 2 to 14 days from exposure. Unless precautions are taken, your health is at risk, and other people may possibly contract this disease from you.

You will be contacted by the Georgia Department of Public Health if we have determined that you have been exposed to someone with COVID-19 or if a close contact of yours supplied your information because they tested positive for COVID-19. In order to prevent the spread of disease, and help advise you if you do develop symptoms of COVID-19, please respond to the phone call from public health. Additionally, if you are reviewing this information online because you know, or believe, that you are a close contact of a COVID-19 case but have not yet been contact by DPH, please follow the guidance below.

It is very important for your own safety and for the safety of others that you monitor your health for 14 days from your last possible exposure to COVID-19, and that you remain at home, avoid congregate settings and public activities, and practice social distancing. You are required to cooperate fully with all state and federal public health authorities, including the Georgia Department of Public Health, and to follow the measures outlined below. The Georgia Administrative Order for Public Health Control Measures can be found here:


Specifically, you agree to:
If you are not sick, you agree to monitor your health for fever, cough and shortness of breath during the 14 days after the last day you were in close contact with the sick person with COVID-19.

- Check your temperature twice a day and watch for symptoms.
- Quarantine yourself at home except in case of emergency or to be tested for COVID-19.
  - If you are a health care provider, emergency medical services worker, first responder, or other critical infrastructure worker, you may continue to work, in consultation with your workplace occupational health program and if necessary to ensure adequate staffing, if you have no symptoms, wear a mask while on duty, and remain at home at all other times.

- If possible, stay away from other people living in your home, especially those who are at high risk for getting very sick from COVID-19: https://www.cdc.gov/coronavirus/2019ncov/need-extra-precautions/index.html
- Enroll in active monitoring. Through active monitoring, you will report your temperature and any symptoms to the Georgia Department of Public Health each day, either by responding to a text message or calling 1-888-357-0169 if you are unable to text.

**COVID-19 Testing.** You should obtain a test for COVID-19 at least once during your quarantine. If you have no symptoms, the test should take place on the 10th day of quarantine. You should obtain a test earlier in your quarantine if you experience any of the following symptoms:

- Fever (measured temperature above 100.4 degrees Fahrenheit, or you feel feverish)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Call your local health department to schedule testing. You can find contact information for your health department here: https://dph.georgia.gov/document/document/covid-19-testingdirect-patientline/download. Please note that even if your test results are negative, you still must remain in quarantine for the entire 14 days. If you develop symptoms of COVID-19 at any point during your quarantine period,
Please also follow the guidance below “What should I do if I am a close contact to someone with COVID-19 and get sick?”.

If you seek a test on day 10 of your quarantine, ideally your results should be available by day 14. It is recommended that you do not return to work until a negative result is returned. If your results are still pending after your 14 day quarantine is complete, and you decide to return to work, we recommend that you take extra care with prevention measures to avoid exposure to others in the event that your test result comes back as positive.

If you receive a positive COVID-19 test regardless of your symptom status, you must follow DPH isolation guidelines https://dph.georgia.gov/isolation-contact.

Return To Work Guidance After Exposure

- If you are a Healthcare Worker, please follow guidance from DPH https://dph.georgia.gov/document/document/dph-return-work-guidance-03-262020/download

How may I have been exposed?
You generally need to be in close contact with a sick person to get infected. Close contact includes:

- Living in the same household as a sick person with COVID-19;
- Caring for a sick person with COVID-19;
- Being within 6 feet of a sick person with COVID-19 for about 15 minutes; OR,
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

COVID-19 virus is circulating in Georgia and you should take steps to protect yourself. Wash hands often with soap and water, use hand sanitizer, and avoid touching your eyes, nose and mouth with unwashed hands. Disinfect frequently touched surfaces in your home daily. Maintain distance from others, especially those who are sick.

What should I do if I am a close contact to someone with COVID-19 and get sick?
If you develop symptoms of COVID-19 (even if your symptoms are very mild), you must stay at home and away from other people.

- Call 911 immediately if you believe you are experiencing a medical emergency. You must inform 911 that you may be sick with COVID-19 and wear a face covering.
• If it is not an emergency, but you are sick and require medical care, please contact your primary care doctor, an urgent care clinic, or your local federally qualified healthcare center.

• If you are mildly ill and do not require medical care, you can schedule testing by calling your local health department. You can find contact information for your health department here: https://dph.georgia.gov/document/document/covid-19-testingdirect-patientline/download

• In order to prevent spreading COVID-19 it is critical that you follow the isolation instructions found here: https://dph.georgia.gov/isolation-contact

• The information provided here is not intended or implied to be a substitute for professional medical advice, diagnosis or treatment.


Contact information for the Georgia Department of Public Health (DPH): 1-866-PUB-HLTH (782-4584)
Appendix N – Alternative Educational Arrangements for Student who are at Higher Risk for Severe Illness (added: July 17, 2020)

Alternative Educational Arrangements for Student who are at Higher Risk for Severe Illness

*It is important to note that an institution’s legal obligations to consider and process student accommodation requests under the ADA and Section 504 has not changed as a result of the onset of the COVID-19 pandemic. However, the nature of the interactive process and the determination of reasonable accommodations may be affected by the COVID-19 pandemic. USG institutions should continue to follow their normal procedures for any the ADA and Section 504 accommodations requests institutions receive from students.*

Students who fall into one of the following CDC categories for being at higher risk for severe illness due to COVID-19 may request an alternative educational arrangement. Students who believe that they fall into one of the risk categories must submit a request for an alternative educational arrangement. Institutions will then undertake efforts to provide a reasonable alternative arrangement for the requesting students. Students must submit documentation demonstrating that they have one of the underlying medical conditions as part of their requests. The nature of a reasonable accommodation or alternative educational arrangement may be affected by the unique circumstances of the COVID-19 pandemic and will be an interactive process. Decisions about what reasonable alternative arrangements are feasible will be made on a case-by-case basis, and the decision may vary by institution and by student depending on the particular circumstances involved.

Note: Because of potential legal issues, an institution should NOT proactively identify students who have conditions or are perceived to have conditions that place them at a higher risk for severe illness with COVID-19. Students must initiate requests for alternative educational arrangements.

**Qualifying CDC categories for higher risk for severe illness with COVID-19:**

*Students who are 65 or older* (Students who are younger than 65 can provide documentation from a health care provider that their age is a determining factor for risk that should prevent them from attending and participating in regular on-campus instruction.)

*Students with the following underlying medical conditions:*

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus
- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

If a student requests an alternative educational arrangement based on one of the qualifying risk categories and provides supporting documentation, then the institution should engage in an interactive process with the student to determine a reasonable alternative educational arrangement. This process will be similar to the way that institutions address ADA and Section 504 accommodation requests from individuals with disabilities and/or temporary impairments.

**Process to Request Alternative Educational Arrangements**

Institutions should determine the most efficient process for students to request alternate educational arrangements. Processes should be well-publicized and documented. The processes can be the same as or reflective of the normal process for requesting accommodations under the ADA and Section 504. Medical documentation demonstrating that the student has one of the risk factors is required for underlying conditions.

**Note:** Institutions should keep statistics for reporting purposes as they would for the typical annual report to the University System of Georgia

**Example Alternative Educational Arrangements**

Accommodations and alternative educational arrangements should be determined through the interactive process in the same manner as the process for determining accommodations for non-CVOID-19 related disabilities. However, the nature of a reasonable accommodation or alternative educational arrangement may be affected by the unique circumstances of the COVID-19 pandemic. Below is a list of potential accommodations and alternative educational arrangements that could be considered by institutions as part of the interactive process. These are meant only as examples. This list is meant purely as an aid, and is not intended to indicate that the listed accommodations and arrangements must be granted, nor that other accommodations and arrangements are not available:

- Course substitutions (with permission of the appropriate academic department)
- Adaptation of modality (lecture capture, synchronous/asynchronous, online, etc.)
- Smaller groups for labs, etc...
- Alternatives to traditional masks (such as scarves, special masks for glasses wearers, or clear face shields*)
- Clear masks (this may be necessary for all students in the class, group members, and/or the professor)
- Modified performances
● Assistance in demonstration of physical activities (for physical education courses, dance classes, etc...) if student experiences difficulty demonstrating and explaining because of their disability and wearing a mask
● Modified arrival/departure times for classes
● Instructions provided in written format
● Ability to use computer in class
● Ability to record class
● Rental of hearing amplification devices
● Rental of recorders
● Peer notetaker
● Preferential seating
● Priority registration (anticipating that COVID-19 is still around going into the Spring 2021 semester)
● Waiver of live-on requirement
● Housing Modifications, if available
● Modified Attendance Agreement
● Additional PPE

*Note that the CDC warns against substituting a face shield for a face covering.


**Face Shields**

It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer’s face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use. **Plastic face shields for newborns and infants are NOT recommended.**
Message from the President

Since the onset of the coronavirus crisis, Columbus State University has been reminded of this institution’s flexibility and creativity, as well as energizing our resolve to put the safety of our campus community and the success of our students at the forefront of all we do. Our faculty and staff are committed to implementing our Return-to-Campus Planning document in both a thoughtful and collaborative manner.

In the material to follow we will provide you with direction and guidance as you do the important work as a supervisor within the university, and now a supervisor during this coronavirus pandemic. Providing a safe environment for our campus community is an important role for all. Additionally, the employees that you train and empower to carry out the many tasks associated with delivering course content and services to our students may need your assistance in a big way if they or their loved ones have medical-related issues resulting from COVID-19.

After reviewing this material, please reach out to Human Resources or a member of the Return-to-Campus Task Force if you have any questions or concerns.

Sincerely,

Christopher L. Marcwood
President
Purpose of This Training

- Provide supervisors with information regarding their role in the re-opening of the campus
- Educate supervisors and employees on important measures CSU is implementing to create a safe and healthy environment
- Understand basic information about COVID-19 and how it is spread from person to person
- Provide information regarding CSU’s staged approach to employees returning to campus
- Emphasize the importance of supervisors conveying the message to all CSU employees that each person has a role in proactively creating a safe and healthy working environment
- Convey COVID-19-related Human Resources policies and procedures
- Provide checklists and resources that aid supervisors in their efforts to promote a healthy environment for their employees

What is CSU Doing to Create a Safe Working Environment?

- Following best practices from the University System of Georgia, the Georgia Department of Public Health and the Centers for Disease Control and Prevention
- Implementing a phased approach for employees returning to work
- Providing training modules for supervisors, employees and students
- Issuing three (3) reusable and washable cloth face coverings to all students, staff and faculty
- Enhancing cleaning and disinfection protocols
- Placing reminder signage in buildings that encourage healthy hygiene habits to prevent the spread of COVID-19
- Making members of the Return-to-Campus Task Force and Human Resources available to answer questions from supervisors
What is COVID-19 and How Does it Spread?

- COVID-19 is a mild (or no symptoms) to severe respiratory illness caused by Severe Respiratory Syndrome Coronavirus 2 (SARS-CoV-2)
- COVID-19 is primarily spread from person to person through respiratory droplets, generated when an infected person coughs, sneezes, talks, shouts or sings
- You also may become infected by touching your mouth, nose or eyes after handling an object contaminated by the virus
- Since SARS-CoV-2 spreads between people who are in close contact with one another, it is important to physically distance (6 feet) from others when possible, and wear face coverings when around others.
- Frequent and thorough handwashing and cleaning and disinfection of public and high touch surfaces are also critical to prevention of disease spread

What are the Symptoms of COVID-19?

- Cough
- Shortness of breath (difficulty breathing)
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain or body aches
- Headache
- Sore throat
- Fatigue
- New GI symptoms (nausea, diarrhea, vomiting)
- New loss of taste or smell

The CDC may add additional symptoms as identified. Symptoms appear 2 to 14 days after exposure. The average incubation period of COVID-19 is reported to be about 5 days.

For the most up-to-date information on COVID-19 symptoms, check the CDC’s website: www.cdc.gov
Important Terms to Know During a Pandemic

**Pandemic** refers to a global epidemic or one that has spread over several countries or continents, affecting many people.

**Physical Distancing** means avoiding congregating into groups and maintaining 6 feet of distance from others.

**Congregate settings** are public places where close contact with others may occur.

**Isolation** separates those suspected of being exposed to or are sick with a contagious disease from those who are not to avoid transmission.

**Quarantine** separates and restricts movement of people who may have been exposed to a contagious disease, but do not show symptoms.

**Incubation period** refers to the time from exposure to an infectious agent like SARS-CoV-2 to the onset of symptoms.

**Asymptomatic carriers** are individuals who are infected with an infectious agent, such as SARS-CoV-2, who may spread the illness without showing symptoms of the disease.

**Contact tracing** is a strategy where public health officials work with a patient to help them recall everyone with whom they may have had a close contact during the timeframe while they may have been infectious.

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How Can Sars-CoV-2 Infection be Prevented?

- Wash your hands often with soap and warm water for at least 20 seconds — use an alcohol-based hand sanitizer (at least 60% alcohol) if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Stay home if you are sick.
- Avoid close contact with people who are sick.
- Get a flu shot. A flu shot will not protect against COVID-19, but if you do get the flu, your symptoms will be less severe, easing the burden on healthcare facilities. It will also reduce your chances of being mistakenly quarantined for COVID-19, when you have an unrelated illness.

Source — Georgia Department of Public Health
Examples of Physical Distancing in the University Environment

All work areas are different and may require different types of risk-mitigation strategies. Please consider the following as examples of physical distancing and mitigation strategies in a work environment:

- Signage reminders to practice physical distancing in certain shared areas (e.g., conference rooms)
- Partitions, where needed and as available, for customer-facing areas
- Multi-occupant restrooms may need signage and possible closure of alternating sinks and urinals
- Develop sanitizing procedures for work areas with common equipment, tools, computers, copiers, etc.
- Appropriate sanitization of shared department vehicles between uses
- Signage to reinforce physical distancing in common areas
- Continue to limit group meetings and use distance communication tools like MS Teams, Google Meet or Zoom

Remember, many of these considerations may not be applicable to your area, and this is not an exhaustive list. Utilize the risk assessment process to determine the specific considerations you may need to implement.

ColumbusState.edu/return-to-campus
Best Practices for Cleaning/Disinfecting Surfaces

These are basic guidelines that members of our campus community can perform in their personal and shared work spaces to reduce pathogen exposure. While cleaning alone may not kill germs, it does remove dirt/imurities that can interfere with the success of disinfection procedures to kill germs (https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-the-response.html)

- Clean/disinfect by using a disinfectant to wipe down metal/plastic surfaces (or other non-porous surfaces). All typical contact points subject to touch by multiple users should be wiped, such as doorknobs and handles, light switches, counter surfaces, file drawer handles, desks, chairs, tables, or sink faucets and handles. Use caution when spraying any aerosol chemical and do not spray close to face (i.e., eyes, mouth, nose) or on computing devices sensitive to liquids or moisture.
- Soft (porous) surfaces, such as carpet flooring, fabric chairs, rugs or drapes, should have visible contamination and waste removed and then be cleaned with appropriate cleaner.
- For items such as keyboards and other types of technology equipment, alcohol-based wipes may be used. Do not allow cleaning product to pool on the surface during cleaning. It is recommended to use wipeable computer covers if applicable.

Cleaning and Disinfecting Frequently Touched Surfaces

- Frequently touched surfaces may include doors, door handles, chair armrests, tabletops, handrails, podiums, light switches, trash receptacles, elevator buttons, drinking fountains, vending machines, etc.
- University Support Services will clean high-touch surfaces on a more frequent basis.
- Additional disinfection between classes can be performed by faculty and students as desired using the sanitizing wipes that are available in the many sanitation stations located in all buildings on campus. These sanitizing wipes may be used by faculty and students to disinfect classroom surfaces they might touch, including classroom tabletops, chair armrests, and computer workstations.
- Additional cleaning supplies can be obtained by submitting an eQuest to University Support Services.
Other Enhanced Disinfection Processes

For the protection of the campus community and staff, USS custodial staff will modify existing cleaning practices to incorporate disposable mopheads and cleaning cloths in some portions of daily frequencies. This will decrease possible cross-contamination and minimize potential exposure to building occupants.

Custodial staff will utilize enhanced disinfection procedures with specific attention to restrooms, entry ways, door knobs, water fountains, lounges, classroom/lab touch surfaces, corridors and public circulation areas (elevators, interior handrails).

The disinfectants used in these areas will comply with CDC-approved COVID-19 products, including those used with electrostatic sprayer equipment.

In areas with known COVID-19 exposure, cleaning/disinfecting procedures will be handled by a select, trained group of employees with oversight from their safety professionals. Scope of cleaning will be assessed based on the infected person's location, travel, and duration in spaces.

Restroom Cleanings:
(Daily w/disinfectant)
- Doors and door handles/push plates (if applicable)
- Light switches
- Countertops
- Faucet handles
- Soap dispensers
- Seat cover dispensers
- Paper towel dispensers
- Toilets/urinals
- Urinals/fixtures
- Hygiene containers
- All partitions (inside/outside)
- Hand dryers
- Baby changing stations

Personal Protective Equipment (PPE)

- In the best interest of the health and safety of our community, and based on instructions from the USG, all CSU employees, students, service providers and campus visitors are required to wear a face covering in campus facilities to minimize the potential for COVID-19 virus spread.
- Face covering use will be in addition to, and is not a substitute for, physical distancing.
- This includes all public spaces and spaces used by multiple people. However, face coverings are not required when alone in an enclosed office or study room, dorm room, or in campus outdoor settings where physical distancing requirements are met.
- Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.
- Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.
Personal Protective Equipment (PPE) - Continued

- According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.
- Staff do not need to wear goggles and face shields on campus unless their normal work environment requires this type of enhanced protection (e.g., teaching laboratory).
- All students, staff, and faculty will be issued three (3) reusable and washable cloth face coverings.
- Details regarding distribution will be communicated to campus as those distribution plans are completed. If needed, departments may order additional PPE via regular procurement and purchasing processes.
- Masks and face coverings protect others from asymptomatic shedding of the virus and they do not lessen the importance of physical distancing.

Employee Health - Fitness for Duty

Fitness for Duty
A supervisor has the authority to send an employee home if that employee is unable to perform the essential functions of the position due to a medical condition that has been observed by that supervisor or acknowledged by the employee.

COVID-19 Related Symptoms
A supervisor has the authority to send an employee home if the employee exhibits COVID-19 symptoms as identified by the CDC. Please see the list of symptoms on Slide 6 of this presentation.

Face Covering are Required
Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.
COVID-19 Related Leave and Absences From Work

If an employee is experiencing COVID-19-type symptoms, they should not report to work.

If an employee experiences such symptoms while at work, they should report to their supervisor that they are ill and should leave work immediately.

If an employee has been exposed to a person who has a positive test, they should immediately notify their supervisor.

If an employee receives a notification of a positive test, they should immediately notify their supervisor.

Exposure is defined by the Georgia Department of Public Health as being in close contact with a sick person. Close contact includes:

- Living in the same household as a sick person with COVID-19;
- Caring for a sick person with COVID-19;
- Being within 6 feet of a sick person with COVID-19 for about 15 minutes; OR,
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

COVID-19 Related ADA Accommodations Requests

The Centers for Disease Control and Prevention (CDC) has determined that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Requests from faculty and staff for an accommodation due to COVID-19 will be handled through the University’s existing Americans with Disabilities Act (ADA) accommodations process. Please contact the Office of Human Resources if you have any questions regarding a COVID-19 workplace accommodation question or request.

https://www.dol.gov/general/topic/disability/ada
COVID-19 Related ADA Accommodations Requests

Faculty and staff who seek an accommodation through the Americans with Disabilities Act (ADA), based on the CDC at higher risk for severe illness factors will need to submit a Request for Reasonable Accommodation Based on Disability Form to the Office of Human Resources.

This form can be found on MyCSU | Staff | Forms | Human Resources

At-High Risk Conditions

Leave Options

Family Medical Leave Act (FMLA) - Eligible employees may be granted up to 12 work weeks of job-protected leave during a 12-month period for certain health-related and/or military deployment situations. FMLA leave eligibility is not performance-based. An employee is required to exhaust their sick and personal leave balances while on FMLA.

https://www.usg.edu/hr/benefits/fmla

Families First Coronavirus Response Act (FFCRA) - Provides expanded FMLA coverage for employees that are unable to work due to a need to care for a child if the school or place of care has been closed due to a public health emergency associated with COVID-19.

Telecommuting

Telecommuting (also known as Telework) is an arrangement to permit an employee to perform their essential job functions at a designated alternate location. Telecommuting is not an employee right, benefit, or requirement, but rather a work arrangement that can be revised or terminated by the supervisor at any time without notice.

- Supervisors should consider a telecommuting arrangement only when it is beneficial to the individual unit and the university.
- Approvals should be based on the position’s duties and responsibilities, as well as the employee’s record of performance and other factors, each independent of one another.

https://www.usg.edu/hr/manual/teleworking_flextime_policy

Flexible Work Schedule

Flexible work schedules are alternative work schedules that differ from the university’s regular business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

University supervisors may use flexible work arrangements to meet present and future departmental needs and challenges, better manage workflow, control the use of overtime, or lengthen the hours of service. The goal should be to enhance the business operations of the department while at the same time providing enhanced flexibility to employees.

Supervisors should consider the following:
- Can the job duties be performed during hours other than regular business hours?
- Can the job duties be performed independent of others who may not be working the same shift?

https://www.usg.edu/hr/manual/teleworking_flextime_policy
Employee Health - Return to Work

Return to Work
An employee is required to contact the Office of Human Resources before returning to work. This is to ensure that all current guidelines from the Georgia Department of Public Health are met.

The Office of Human Resources will coordinate with the employee’s supervisor as to the appropriate date of returning to work.

Supervisors are not permitted to directly contact an employee’s healthcare provider.

COVID-19
Employees are required to follow CDC [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html] and GADPH [https://dph.georgia.gov] guidelines for quarantine or isolation prior to returning to the workplace.

Employee Travel

- Non-essential travel of any kind is currently prohibited for USG employees.
- Any prospective traveler must justify that the proposed travel, whether domestic or international, is essential by documenting the consequences of not travelling. This justification must be included in the travel authorization and approved by the immediate supervisor.
- Research-related travel should depend on the work itself being approved by the Office of Academic Affairs.
- A Travel Authorization is now required for all in-state travel involving a hotel stay.
- Faculty, staff and students traveling on non-University related travel are strongly encouraged to follow relevant CDC and Georgia Department of Public Health post travel quarantine guidance and may be subject to quarantine requirements.
Contacts for Additional Assistance

General Human Resources Questions
Contact • 706-507-8920 or hr@columbusstate.edu

Faculty and Staff Relations Questions
Carole Clerie, Director of Human Resources
clerie_carole@columbusstate.edu | 706-507-8927

Venus Frank, Human Resource Specialist
frank_venus@columbusstate.edu | 706-507-8924

Other COVID-19 Related Questions
Chip Reese, Associate Vice President & Emergency Management Coordinator
reese_chip@columbusstate.edu | 706-507-8962

Other Resources for Supervisors

CSU Coronavirus website with information for faculty, staff, students and parents
https://www.columbusstate.edu/return-to-campus/

Frequently Asked Questions
https://www.columbusstate.edu/return-to-campus/faqs.php

Georgia Department of Public Health
https://dph.georgia.gov/

Centers for Disease Control and Prevention
https://cdc.gov/

CDC At-High Risk Conditions
Protect CSU Agreement and Training Certification

I understand by completing this training that I agree to do my part to help promote a safe and healthy environment on the Columbus State University campus. I understand that my role involves, but is not limited to, the following actions:

- Practice physical distancing myself and encouraging its practice among the employees that I supervise
- Wear a mask or face covering while inside campus facilities/buildings where six feet physical distancing may not always be possible
- Model good hygiene through frequent hand washing or the use of hand sanitizer
- Assess the work environment of the employees that I supervise to prevent or minimize the risks and hazards associated with COVID-19 and promote the successful re-opening of my area of responsibility
- Be aware of COVID-19 symptoms in myself and the employees that I supervise

By signing my name below, I hereby acknowledge that I have reviewed the CSU COVID-19 Supervisor Training module in its entirety.