Plans for a Phased Return to Full Operations

A Compilation of 8 Working Group Reports
Executive Summary

Since the emergence of the COVID-19 pandemic, Fort Valley State University has closely monitored the public health reports, the progression of the disease and its potential impact on the health, safety and continuing viability of our institution. With millions of employees and many universities across the country working on similar strategies in a variety of settings, our response to COVID-19 is informed and guided by developing best practices and continuing guidance from the Centers for Disease Control and Prevention (CDC), state and public health agencies, and the University System of Georgia.

In May 2020, Dr. Paul Jones, president of FVSU, appointed eight workgroups to address the reopening of campus for in-person instruction in fall 2020. This report presents the recommendations of the workgroups. The overarching framework for the deliberations and recommendations of the workgroups from the University System of Georgia (USG) is the following:

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 2020-2021 academic year or during any part of the fall term; however, we can develop plans that account for some of the scenarios under which we might be asked to begin the fall term. There are multiple scenarios for the fall semester for which institutions should have plans.

1. Contingency Plan 1 – Fall classes begin with social distancing expectations.
2. Contingency Plan 2 – Fall classes start entirely online.
3. Contingency Plan 3 – Classes and operations must go to an online format for a period during the semester.

Our plan takes into consideration FVSU's unique circumstances, needs and capabilities. Guided by our motto, "Empower the Possible," we put forward a bold plan that provides for effective and efficient business continuity in an environment that values the safety and welfare of employees, students and the community. Our priority is the health and welfare of all students, faculty, staff, vendors and visitors. Health and safety on a university campus is a shared responsibility for all involved. All students, employees, vendors, and visitors will be subject to new policies, procedures and oversights designed to promote a safer and healthier environment for teaching, learning and working, including strategies to protect individuals at higher risk for developing adverse outcomes to COVID-19.

This plan considers the safest ways to reopen the campus without compromising daily operations and the quality of instruction for our students. As such, we are implementing a phased plan to
bring faculty and staff back to campus. The university will offer in-person/on-campus classes with some classes having synchronous online components. Classes that were previously offered online before the onset of the coronavirus will continue in that format. A decision to move entirely to an online instructional environment, should that be warranted in the fall 2020 semester, will be made at the University System Office (USO) in consultation with the Governor's Office and the Department of Public Health.

Due to continued safety and social distancing guidelines that remain in effect, students are encouraged to complete all course registration, financial obligations and academic appeals remotely/online before returning to campus.

To help mitigate the spread of COVID-19 during the onset of the flu season, the university has adjusted the academic calendar for fall 2020 so that classes end by Thanksgiving. The fall 2020 start date has been moved up by one week to Aug. 10, 2020. See the full schedule at https://www.fvsu.edu/academic-calendars/.

The plan emphasizes the following:

- Education and training of community members about safety guidelines, testing and tracing.
- Social distancing, frequent hand-washing and use of face coverings in the presence of others.
- Spaces reconfigured to allow social distancing.
- Monitoring the campus health environment with a daily screening tool that allows for quick, effective response.
- Provision for high-risk employees and students (or those with families at high risk) to work and learn remotely, unless they choose otherwise (or can be reasonably expected to be immune).
- Contact tracing of students and employees testing positive for COVID-19.

For more information about COVID-19 protocols, visit https://www.fvsu.edu/coronavirus-updates/.
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Introduction

FVSU President Paul Jones appointed eight workgroups to address the reopening of campus for in-person instruction in fall 2020. The eight workgroups are:

1. Workplace and Health Safety.
2. Academic and Research.
4. Enrollment Management.
5. Student Life.
6. Athletics.
7. Communication.

(See Appendix A for a list of workgroup members).

This report includes recommendations from all eight workgroups.

To assist with the early planning of campus reopening, the Workplace and Health Safety Workgroup’s recommendations were sent for review and feedback to the USO on May 15, 2020. Two critical aspects of the Workplace and Health Safety Workgroup recommendations are a phased return to campus schedule for fall 2020 (Appendix B) and health and safety guidelines for mitigating the spread of COVID-19 (Appendix C).

The overarching framework for the deliberations and recommendations of the workgroups from the USG is the following:

*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 2020-2021 academic year or during any part of the fall term; however, we can develop plans that account for some of the scenarios under which we might be asked to begin the fall term. There are multiple scenarios for the fall semester for which institutions should have plans.*

1. Contingency Plan 1 – Fall classes begin with social distancing expectations.
2. Contingency Plan 2 – Fall classes start fully online.
3. Contingency Plan 3 – Classes and operations must go to an online format for a period during the semester.

A decision to move to an online instructional environment, should it be warranted, will be made at the USO in consultation with the governor’s office and the Department of Public Health.

Each workgroup deliberated on discrete aspects of issues relating to reopening in fall 2020. However, the university will adopt uniform guidelines for COVID-19-related workplace safety and an institution-wide approach to resource needs. The COVID-19-related needs will be funded through internal redirection of funds and the CARES Act HBCU funding. The FVSU Office of
Business and Finance will coordinate the funding oversights. A summary of vetted needs is reflected in Appendix D.

**Guiding Principles**

The CDC has issued guidance for institutions of higher education (IHE) to protect students and employees (faculty, staff and administrators) and slow the spread of COVID-19. The more individuals interact with others, and the longer the interaction, the higher the risk of spreading COVID-19. We recognize the various risk levels associated with reopening in the fall in this rapidly changing COVID-19 environment, as identified in the CDC guidelines below.

**IHE General Settings**

- **Lowest Risk:** Faculty and students engage in only virtual learning options, activities and events.
- **More Risk:** Small in-person classes, activities and events. Individuals remain spaced at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full-size, in-person classes, activities and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

**IHE On-Campus Housing Settings**

- **Lowest Risk:** Residence halls are closed where feasible.
- **More Risk:** Residence halls are open at a lower capacity, and shared spaces are closed (e.g., kitchens, common areas).
- **Highest Risk:** Residence halls are open at full capacity, including shared spaces (e.g., kitchens, common areas).


Our goal is to minimize these risks by promoting behaviors that reduce the spread of COVID-19:

- Staying home or self-isolating when appropriate.
- Social distancing.
- Hand hygiene and respiratory etiquette.
- Cloth face coverings.
- Adequate supplies to support healthy hygiene behavior.
- Educating the community on the proper protocols for engagement in a COVID-19 environment.

As part of a coordinated campus response and action plan, the Campus COVID-19 Response Team (CC-19RT) will draft protocols on testing and contact tracing, temperature checks, use of face covering and quarantine (Appendix E: COVID-19 Health and Safety Protocol; Appendix F: Protocols for COVID-19 Testing and Follow-ups for Students). These protocols shall be effectively communicated to students, faculty, staff, visitors and vendors. The CC-19RT shall establish a process for creating, documenting, approving and monitoring such protocols, including enforcement mechanisms. The overarching and consistent message in our plan is that health and safety on our campus are a shared responsibility of all of us. All students,
employees, vendors, visitors and volunteers will be subject to new policies, procedures and oversight designed to promote a safer and healthier environment for teaching, learning and working, including strategies to protect individuals at higher risk for developing adverse outcomes from Covid-19.
WORKPLACE & HEALTH SAFETY WORKGROUP STAGGERED PLAN

Introduction

Since the emergence of the COVID-19 pandemic, FVSU has closely monitored the public health reports, the progression of the disease and its potential impact on the health, safety and continuing viability of our institution. With millions of employees and many universities across the country working on similar strategies in a variety of settings, our response to COVID-19 is informed and guided by developing best practices and continuing guidance from the Centers for Disease Control and Prevention (CDC) and state and public health agencies. Our plan takes into consideration FVSU’s unique circumstances, needs and capabilities. Guided by our motto, "Empower the Possible," we put forward a bold plan that provides for effective and efficient business continuity in an environment that values the safety and welfare of employees, students and the community.

We developed this plan with the following overarching goals:

1. To safely bring faculty and staff who have been in non-closure, telework or flexible work arrangements back to campus in preparation for the resumption of in-person instruction in August 2020.
2. To put in place protocols to ensure the workforce's health and safety by mitigating the spread of COVID-19.

This plan provides recommendations for a staggered return of employees to campus and focuses on workplace and health safety specific to our employees. We will implement the proposals in three phases. Our recommendations are data informed and include guidance from medical and public health experts.

Employee Return to Campus (General Recommendations)

The recommendation for returning to campus is provided in three phases using a staggered approach and categorizing employee groups based on identified work requirements. We strongly encourage telecommuting and working remotely for employees who can complete work duties/responsibilities without disruption using telecommuting or teleworking. Employees utilizing the telecommuting option are required to complete the telecommuting agreement and adhere to the check-in protocol policy. To reduce work in proximity situations, we recommend that department heads establish flexible work schedules for employees by offering:

- Early and late start/end work hours.
- Multiple/rotating shifts.
- 10/40 (10 hours in 4 days).
- 9/80 (off work one day every other week - generally used for exempt employees).
- Combined work schedule (in-office hours combined with telecommuting); an employee may not work more than 40 hours in one week to avoid required overtime.
- Telecommuting (working remotely from another location).
For those employees with internet issues, departments should facilitate access. (Department will be required to budget for this use).

Consider possible assistance from Macon Occupational Medicine (MOM) for COVID-19 testing and for those faculty and staff who may get sick while on campus. Georgia Department of Public Health (GDPH) has provided a list of testing sites in the area available for employees.

**Phased Return of Employees to Campus**

The three phases of returning employees to campus are intended to stagger staff spatially and amid their arrival to campus. It begins with the return of specific groups essential to preparing the campus for reopening in the fall. See Appendix B

Phase I is divided into two groups (a and b):

Employees who would return to work as early as May 18, 2020, and no later than *June 15, 2020.* This includes employees currently utilizing the non-closure emergency leave. However, extending the non-closure emergency leave will necessitate an extension to June 15, 2020. Employees identified in this category are those employees for whom most of their work may not be completed remotely, or effective remote work may be minimal.

**Phase I (a)**

Consists of:

- Facilities operations staff.
- Staff on non-closure emergency leave.

Employees in this category would return no later than *June 1, 2020,* to physically prepare for the return of employees and students.

**Phase I (b)**

Consists of:

- Administrative staff (primary contact in the office, customer facing, handling telephones and greeting visitors).
- Campus Safety Operations staff.
- Research/laboratories/farm animal staff.
- Child Development Center and Head Start/Early Head Start staff (as university employees, communication with county agencies will be necessary).
- Residence Life staff.

This category of employees will return on *June 15, 2020.*

Phase II divided into two groups (a and b):

These are employees who may need some additional time to return (will need to provide appropriate documentation in this case). Approval would be on a case-by-case basis. Employees
identified in this category are those employees who are primary to preparing for student return and other essential support staff. No employees in this category are using non-closure emergency leave.

Phase II (a)
Consists of:
- Residence assistants.
- Enrollment Management & Student Affairs.
- Coaches.

This category of employees will return on * July 13, 2020.

Phase II (b)
Consists of:
- All other staff, faculty on 12-month appointments and those faculty serving as department chairs.

This group of employees will return on * July 27, 2020.

Phase III: Consists of all other employees not included in the categories above, specifically ten-month faculty.

These employees will return on * Aug. 3, 2020. By this date, we expect all employees to be back. However, the university may continue the appropriate use of flexible work schedules and telecommuting.

**IT Infrastructure**

In planning for our employees’ return, we strive to do our best to provide a safe environment for our employees, students and the community. We do this by being flexible, agile and capable of quickly adapting to new ways of doing business.

As our response to the pandemic has continued to develop, we have realized that we need a clear and well-defined IT communication process. We are working with our Information Technology Office to create digital platforms that will allow us to focus more closely on the resources needed to keep our campus operating safely and efficiently.

**Safety and Health Protocols**

We will establish and comply with the necessary protocols for mitigating the spread of the virus. These include communicating adequate sanitation, disinfection and hand-washing techniques, and taking steps to promote the strongly encouraged social distancing. Our best practices applicable to all personnel include:
• Implementation and utilization of digital platforms whenever feasible while embracing the reduction of close contact among employees.
• Options for flexible working schedules to reduce the concentration of personnel in offices.
• Promoting healthy work habits to minimize exposure.
• Actively encouraging social distancing behavior.
• Use of personal protective equipment (PPE) whenever possible and appropriate.
• Enhanced disinfecting and cleaning procedures.

Recommendations for Social Distancing, Cleaning and Space Density Management

Social distancing guidelines are strongly encouraged in all areas of the campus and apply to all personnel, students and visitors. This includes common areas both indoors and outdoors, as well as personal or laboratory spaces in FVSU buildings and facilities.

These guidelines include the following:

• Avoid congregations of people.
• Maintain 6 feet of social distancing indoors and outdoors.
• Avoid personal contact (hand-shaking, hugs, etc.), even if you are wearing PPE.
• Adhering to movement signage in shared spaces for flow and circulation patterns.
• Strictly following posted signage and directions applicable to critical, but potentially high-density, areas such as elevators and restrooms.
• Redesign doors and other common touch spaces to facilitate "touchless" access.
• Each building will be cleaned and disinfected (common spaces, including restrooms, at least once daily).
• The cleaning schedules will be posted in each building. Aside from trash removal, individuals are responsible for cleaning and disinfecting their own offices (or designated work areas).

Emergency Management and Facilities Operations staff have some vulnerability due to their roles. Therefore, we will need to work to ensure that the staff is provided with adequate PPE supplies and disinfectants. Personnel who have questions or concerns with cleaning and disinfecting practices should address their concerns with the Emergency Management and Facilities Operations offices.

Specific recommendations for applicable safety procedures for key common spaces are given below. These include (i) shared offices, (ii) meeting rooms, (iii) restrooms, (iv) common areas and (v) elevators and stairwells.

**Recommendations for Common Spaces Occupied by Employees**

**Shared Offices**
• Office spaces with a density >1 person per 150 square feet or smaller cannot be used in their current configuration. Safe office configurations can be designed by shift work and temporarily repurposing conference rooms for office use.
• Office space accommodations and space reallocation will be handled locally but with the direct involvement of Emergency Management and Facilities Operations.
• Telecommuting and flexible work schedules continue to be strongly encouraged.

Meeting Rooms

• Face-to-face meetings in meeting/conference rooms are only allowed if both 6 feet social distancing guidelines and space density guidelines (150 square feet or smaller/person) can be met in the space. The use of online virtual conferencing for meetings remains strongly encouraged.
• Smaller meeting room locations may be eliminated or temporarily repurposed into office use. Repurposed smaller conference rooms that do not allow for social distancing will be configured to provide additional workstations for employees whose original seating arrangement would violate social distancing recommendations.

Room reconfigurations to include the following:

• Work with Emergency Management and Facilities Operations to ensure that the airflow in meeting rooms is adequate to pull potentially contaminated air out and not recirculate it.
• Remove/block seating from meeting spaces if seats cannot be placed 6 feet apart (in all directions).
• Post signs to remind employees to stay 6 feet apart and with maximum occupancy.
• Create and post guidelines for wiping down surfaces: seats, tables, remotes, any other shared surface at the end of each meeting.
• Place cleaning supplies inside each meeting room. If sufficient supply is unavailable, the meeting room should be closed by Emergency Management and Facilities Operations until such supply is available.

Restrooms

• All bathrooms should be assessed for "touch" points (door handles, paper towel dispensers, hand-activated sinks and hand-activated toilet flushing systems) whenever possible.
• Bathroom doors will have signs reminding people of the danger of "touch points" and maximum occupancy (to be determined by an assessment of the Emergency Management and Facilities Management). Emergency Management and Facilities Operations will determine if standard occupancy signage can be obtained and deployed. Personnel must comply with occupancy guidelines.
• Use automatic doors or low-touch options, such as with foot-pulls or arm-pulls, to open doors whenever possible.
• Users of facilities should seek to minimize messes to make the upkeep of restrooms by custodial staff safe and straightforward.
Common Spaces

- Avoid sitting in common spaces unless social distancing guidelines can be met.
- Follow tape markings on floors that indicate the directional patterns of walking to reduce cross circulation and close interactions.
- Utilize squares out of tape on the floor marking where individuals should stand 6 feet apart from any location where a line may develop while waiting for a resource (such as the elevator).
- Be aware not to congregate in specific areas such as time clocks, entrances, etc.
- Centralized break rooms should not be used unless social distancing guidelines can be followed (6 feet spacing plus density maxima).
- General office shared coffee pots and the use of shared refrigerators should be discouraged.
- Employees who are clocking in/out must stand more than 6 feet away from others and use time clocks in various areas/buildings on campus.

Elevators and Stairwells

- Only one or two person(s) should use an elevator car at one time, depending on the size of the elevator (6 feet spacing and the use of face coverings must be maintained).
- Where practical, stairwells should be designated for unidirectional flow (except during emergency). Before entering a staircase, assess the stairwell to ensure that the stairs can be accessed while maintaining 6 feet social distancing guidelines. When this recommendation is impractical, and when the bidirectional flow is required, individuals should stay to the right and not stop in a stairwell.
- Emergency Management and Facilities Operations should assess and determine if stairwells will operate as unidirectional or bidirectional and mark appropriately.

The recommendation is for personnel to use common areas to have access to supplies and to exercise reasonable safety precautions, avoid touching surfaces and sanitize if surfaces must be touched. For example:

- Recommend the strategic positioning of hand sanitizer hands-free station at the elevator and stairwell entrances if/when they are available.
- Recommend that tissues and trash bins be located at elevator entrances.
- Recommend using a tissue covered finger to operate elevator buttons and dispose of the tissue in the trash when exiting the elevator.

Action Items Before Employees Return to Campus:

- Each PI or unit head should review with employees/students/research staff the social distancing guidelines in open and enclosed spaces.
- In enclosed spaces, personnel density is limited to 1/150 square feet. The team needs to work in shifts within the targeted research hours if there is a demand for lab use.
• Target research hours may be from 7 a.m. to 11 p.m., though 24/7 operation is possible with coordination with building/unit supervisors. For laboratory work, standard safety practices remain in effect, such as the use of the buddy system (work in pairs or notify PI of activity) for work outside regular business hours.
• Shift work and personnel density management are to be managed locally.
• Emergency Management and Facilities Operations should develop a standard signage and color template for easy recognition of occupancy levels in bathrooms, shared spaces and meeting rooms.
• Facilities to repair automatic doors or install low-touch options, such as foot-pulls or arm-pulls, to open doors whenever possible.
• Inside doors that can be left ajar while still maintaining fire code and security compliance should be identified and left open during standard operating hours.
• Facilities to schedule increased restroom housekeeping so that the restrooms can be cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs and light switches.
• Facilities Operations to ensure the housekeeping staff receives hazard communication training about any new disinfectants being used.
• Facilities Operations should coordinate with housekeeping staff to ensure that the restrooms are regularly stocked with hand-washing supplies, including soap and materials for drying hands. Usage rates should be calculated for each of these supplies to estimate the amount used based on the number of occupants to ensure that adequate supplies are secured before reopening.
• Emergency Management and Facilities Operations must, where possible, create a gap between sinks and urinals by eliminating the usage of one or two. Smaller restrooms should move to single occupancy.
• Emergency Management and Facilities Operations must remove seating in shared spaces that encourage congregation or space seats an appropriate distance apart.
• Emergency Management and Facilities Operations must mark floors and stairwell doors with tape to indicate the directional patterns of walking to reduce cross circulation and close interactions.
• Emergency Management and Facilities Operations must place squares out of tape on the floor marking where individuals should stand 6 feet apart in any location where a line may develop while waiting for a resource (such as the elevator or restroom).
• Emergency Management and Facilities Operations must post signs in all common areas reminding employees to stay 6 feet apart to comply with social distancing recommendations.
• Emergency Management and Facilities Operations must provide materials so personnel can avoid touching surfaces or to sanitize hands if surfaces must be handled. For example, see the above recommendations for common areas.

Campus Visits

Visitors to the campus are required to adhere to the following protocols:

• Upon entering the campus, stop at the security gate to inform the security officer of the visit.
• The security officer may contact that specific office to make them aware of the visitor's presence.
• Security officers must keep a roster of names and contact information of visitors entering the campus for contact tracing purposes.
• Upon entering buildings on campus, use free hand sanitizing stations.
• Wear masks or face coverings and gloves as necessary while on campus.
• Do not come to campus if sick; handle business with specific offices via telephone or email.

_Campus Safety is considering laser temperature checks as employees and visitors enter campus gates._

Recommended Guidance for High-Risk Populations

We strongly encourage flexible work schedules on a case-by-case basis, including telecommuting or arrangements to ensure they can work with limited face-to-face interaction. 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 healthcare provider that their age is a determining factor for risk that should prevent them from working on campus as scheduled.

Strong consideration should be given to employees who have self-identified as having high-risk conditions and/or taking care of children or immediate family due to COVID-19. The Georgia Department of Public Health (GDPH) identifies high risk as:

1. **Adults age 65 or older.**
2. **Individuals of Any Age 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

These employees are required to follow the guidelines below:

• The employee must inform HR of the high-risk condition if they seek accommodation by submitting a request via email to FVSUhr@fvsu.edu.
• HR will consult with the supervisor (employee is not required to share the condition with the supervisor).
• Documentation is required.
• HR will advise on appropriate leave options.
• Possible telecommuting is strongly encouraged.

High-risk employees who need to continue to work remotely due to COVID-19 must complete a request form and provide medical documentation detailing their needs and requested support. If the employee's job duties can be done remotely, the employee will be granted temporary accommodation to continue working remotely.

If high-risk employees have been advised by a health care provider not to work on campus and their work cannot be done remotely, they must provide medical documentation. They may be eligible to take leave under the Families First Coronavirus Response Act (FFCRA).

Employees who live with or care for an individual who is considered high risk and can work remotely due to COVID-19 must provide medical documentation and be granted temporary accommodation to continue working remotely. Employees who are unable to perform their duties remotely may be eligible to take leave under the Families First Coronavirus Response Act (FFRCA).

While our employees’ health and safety continue to be a priority, ensuring safety measures requires specific methods of return, including the recommendations below:

If You Get Sick Recommendations

If an employee tests positive for COVID-19 or begins to exhibit symptoms of COVID-19, the employee must report the illness immediately by adhering to the following steps.
Step 1: Communicate

- Notify FVSU Human Resources at (478) 825-6301 or FVSUhr@fvsu.edu.
- HR will inform the Emergency Management Office due to the handling of contact tracing.
- HR will inform the supervisor, as necessary.
- Upon notification, FVSU HR will consult with the employee on the appropriate leave measures and follow up with the employee's supervisor.
- Contact your primary care doctor for guidance regarding medical evaluation.

Step 2: Evacuate and/or Isolate

If an employee becomes ill while working on campus, the employee should immediately go home. If an employee becomes ill while telecommuting, the employee should not come to campus.

For either situation, the employee should follow the below guidelines for returning to work:

- Do not leave your home except to get medical care. Do not visit public areas or return to campus.
- Monitor yourself for symptoms of COVID-19, which include fever, cough and shortness of breath (other symptoms may also be present).
- Take care of yourself. Get rest and stay hydrated.
- Stay in touch with your doctor. Be sure to seek medical treatment if you have trouble breathing, have any other emergency warning signs or think it is an emergency.
- Follow care instructions from your health care provider and local health department. Your local health authorities may give instructions for checking your symptoms and reporting information.
- Separate yourself from other people.

If an employee is sick:

- The employee should stay home and follow policy regarding appropriate leave measures and submit leave accordingly.
- The supervisor should encourage the employee to go home and/or stay home.
- The employee is required to follow applicable leave policy and guidance and submit leave as appropriate.

If an employee has symptoms of COVID-19:

- The employee should contact Emergency Management and HR in the event quarantine is necessary.
- HR will consult with employee on proper leave measures.
• Emergency Management will contact Facilities Operations on disinfecting and sanitizing the area.

If an employee is or has tested positive for COVID-19:

• The employee should inform the office of HR at FVSUhr@fvsu.edu or (478) 825-6301.
• The Office of HR will notify the Emergency Management Office.
• The employee will need to provide proper documentation.
• The employee should consult HR regarding appropriate leave measures.
• The Emergency Management Office will contact Facilities Operations on disinfecting and sanitizing the area.
• The Emergency Management Office and HR, in consultation with Communications, will draft campus messaging.

If an employee is or has been in contact with someone who tested positive for COVID-19:

• The employee should follow guidance from CDC https://www.cdc.gov/ and DPH https://dph.georgia.gov/.
• The employee should seek medical attention.
• The employee should contact the Office of HR at FVSUhr@fvsu.edu or (478) 825-6301.
• HR will inform the Emergency Management Office to handle contact tracing, etc.
• HR will consult with employee on appropriate quarantine and leave measures.
• Emergency Management will contact Facilities Operations on disinfecting and sanitizing the area.

Step 3: Returning to Work

Employees must notify HR of their return to work date at least five (5) business days in advance of the return to work date. A statement from the employee's physician certifying that the employee is physically able to return to work is to be turned in to HR before or on the employee's first day back to work. The employee is responsible for ensuring that the documentation is delivered to HR by email or by facsimile. HR is responsible for notifying the employee's supervisor of the employee's status.

Recommended Preventative Practices

Preventative methods for keeping employees safe should be in place no later than June 13, 2020. The department head/supervisor should work closely with the Emergency Management Office and Facilities Operations to determine appropriate guidance for office locations and spacing of work areas and proper social distancing. Each department should contact the Emergency Management Office and Facilities Operations before June 13, 2020. For all employees, we recommend the following:

• Personal Protective Equipment (PPE), including facial coverings, face shields, masks and gloves, can be useful in reducing the spread of illnesses. This information can be found
at https://www.cdc.gov/. Consider providing masks and gloves to areas specific to Facilities Operations.

- Encourage employees to bring their masks and gloves.
- Educate employees on how to use and dispose of masks and gloves properly.
- Consider face shields for instructors where their lips are visible (departmental budget); approximate cost $5-$7.
- Regular disinfecting and sanitizing offices and buildings (fogging, etc.).
- Continuous disinfecting methods specific to offices as necessary but not required.
- Consider redesign of office (one-way entrance, floor decals for specific places to stand and sit-in waiting areas, etc.).

Collaboration with the Emergency Management Office, Facilities Operations and Human Resources for the identification of equipment and spacing. We will provide consistent and ongoing communications to everyone on campus. The Emergency Management Office will update the listing of employees for every building on campus.

We recommend that employees follow CDC (https://www.cdc.gov/) and DPH (https://dph.georgia.gov/) guidance, as well as promote healthy habits throughout campus, including the following:

- The Emergency Management Office will post signage throughout campus, break rooms, elevators, offices and institution vehicles regarding the importance of following healthy habits.
- The Emergency Management Office will work with the department to post signage and floor markings to encourage physical and social distancing.
- The Emergency Management Office will post signage throughout campus, notifying everyone if they feel ill to go home after notifying your supervisor. The university will provide consistent internal and external messaging to the FVSU family.
- Consider recorded messaging encouraging social distancing and practicing recommended hygiene that is consistently played (this is being implemented by HR) including:
  - Encouraging employees to practice hygiene recommendations regularly.
  - Washing hands often throughout the day.
  - Cleaning frequently touched surfaces.
  - Encouraging offices to disinfect and sanitize their offices frequently.
  - Encouraging employees to wipe down operating equipment after every use.
  - Strongly encouraging a minimum of 6 feet physical distance from others to reduce the spread of illness.

Personal Protective Equipment (PPE) Supply & Use Principles:

- Ensure that PPE use is uniform across campus to provide the safest possible working environment for those who must return to campus to complete their job duties.
- Ensure that employees requiring the use of specific equipment to complete their job responsibilities receive PPE needed to work safely, independent of the group's financial consideration. This would include areas such as Facilities Operations, Emergency Management and Campus Safety.
• Prioritize returning of required PPE before distributing supplies more broadly.
• Maintain strong connections to PPE supply chains and move quickly to purchase supplies when possible, as the supply chains are very fluid.

PPE Supplies Central Availability

• Single-use surgical masks (number needed/2,500 count); these are the recommended masks for use in laboratories that use chemical and biological agents.
• Cloth masks, launderable, reusable (3,500 count); these are recommended for routine use outside laboratories that use chemical and biological agents.
• Nuisance masks (3,000 count); alternate masks for dust/pollen/etc.
• Hand sanitizer (100+ gallons).
• Nitrile gloves (3,000 count).

Emergency Management and Facilities Operations proactively ordered additional centralized supplies beyond this list. However, specific department budgets may be responsible for incurring the cost.

Preparations for Return of Employees:

• Areas requiring PPE should confirm needed equipment sufficient to operate for at least two weeks and ideally for at least 30 days. Emergency Management and Facilities Operations can advise more appropriately on this.
• Each PI or unit head should review with students/researchers/staff the PPE use requirements specific to the operation of the unit/lab with Emergency Management and Facilities Operations.
• Requiring 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.
• Cloth masks, which can be laundered and reused, are appropriate for general use on campus, excluding laboratory environments that include chemical or biological agents.
• Disposable masks, such as surgical masks, are appropriate for labs containing chemical or biological agents. Such masks are also suitable for general campus use, though they would preferably be saved for critical laboratory uses, with reusable masks preferred for daily, general purpose.
• Gloves of the type/color used in laboratories are not to be worn outside a laboratory environment. Gloves should be changed when moving from one lab to another. Some employees, researchers/staff may wish to wear gloves in offices and common areas to minimize their exposure to the virus. Gloves should be changed when entering a new location.
• Emergency Management will work to identify appropriate gloves for use in non-laboratory environments. In all cases, frequent hand-washing and sanitizing are advised.
• Emergency Management to establish a list of those groups/individuals who had prior training and certifications for N95 masks (Campus Safety); reach out to that group to identify needs and anticipated usage requirements.
• Emergency Management to provide required PPE and hygiene training for campus re-entry. Emergency Management to disseminate messaging about safety recommendations and correct PPE use across campus, including signs and display of loop videos that can play on all the screens on campus.
• Emergency Management to establish and communicate with various units/groups a system for returning some PPE supplies.
• In times of stress, some may be inclined to hoard or steal PPE for their personal use at work or home. This theft is a direct violation of the honor code for students and may incur legal action for employees. The FVSU community must continue to remain vigilant about our ethical and legal obligations. This may be considered for addition to our training protocols.

*The Emergency Management Office and Facilities Operations will offer guidance to enhance and increase the availability of procedures, equipment and supplies outlined below (departments should be responsible for budgeted supplies specific to their areas):

• Hand sanitizer stations.
• Hand wipe stations.
• Consider installing protective Plexiglas screens at service counters for those offices that have consistent face-to-face contact with others.
• Display signage at entrances reminding customers of physical distancing.
• Add floor decals to encourage physical distancing and reduce areas of congregation.
• Limit waiting areas and meeting spaces to two people at a time.
• Close sitting areas and/or reduce the use.
• Consider an approach to queue visitors to maintain physical distance.
• Use monitoring technology or physical monitoring of capacity limits of in/out traffic of buildings/offices.
• Maintain clean work environments by keeping offices and areas disinfected and sanitized.
• Ensure stocking of restrooms more frequently. *Consider third-party cleaning company to assist with the increased cleaning demand as needed.
• Ensuring ADA accessible doors are fully operational.
• Limit elevator car to one or two (2) person(s) per trip.
• Provide instructions for possible wellness checks/testing sites (Peach County).
  • There are specific criteria for who can test. Information may be provided by the Department of Public Health (DPH).
  • If considering mandatory testing, will need health professional to administer.

Testing on Wednesdays at the health department has begun (must prescreen to be tested)
• The employee is required to self-identify.
• Continue required quarantine of 14 days.
The Emergency Management Office will continue the responsibility of contact tracing until DPH provides additional guidance.

Employee Business Travel
Employee business travel is restricted until further notice and with required approval. Travel may be done on a case-by-case basis and approved, as necessary. Office of Risk, Safety and Transportation will be responsible for ensuring disinfecting and sanitizing of campus vehicles (cars, buses, etc.). All international and national travel is restricted until further notice. In-state travel is permissible as necessary and minimized as possible.

University-Sponsored Group Events

University-sponsored group events should be limited until further notice and not sooner than October 1, 2020 (without prior administration approval). Athletic trainers should limit athlete physical examinations and treatment to one to two athletes at a time and disinfect and sanitize areas after all visits. Coaches should continue virtual meetings and training. Campus-wide work-related training, conferences, town halls, luncheons, etc., should be limited to groups of three to four, including adhering to social distancing guidelines and/or virtual meetings. Employee meetings should continue virtually when possible, if not in a large enough space where people can spread out. If face-to-face meetings are necessary, adjust the space to allow for social distancing and possibly move chairs to create appropriate spacing. The recommendation is to provide more than the minimum of 6 feet for social distancing.

*Subject to change.
** Preventative measures may require departments to provide budgeted funds.
ACADEMIC & RESEARCH WORKGROUP

A. Introduction:

To mitigate the risks of reopening campus in the fall under the three contingencies presented in the USG guidelines, the Academic and Research Workgroup’s recommendations include monitoring students and employees for COVID-19 and other protective measures, and frequent cleaning, sanitizing and disinfecting of shared/public spaces. All faculty, staff, students, and visitors will be required 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. The university will establish protocols to be communicated with students, faculty, staff and visitors, including guidance on the wearing of face masks, temperature checks, testing and contact tracing.

B. Recommendations for the resumption of in-person classes (fall 2020 classes begin with social distancing expectations)

The resumption of face-to-face fall classes requires that we take appropriate steps to keep students, faculty and staff safe. With infectious disease experts forecasting recurring waves of COVID-19 contagion, a number of colleges (for example, The Universities of Notre Dame, South Carolina, San Diego and Texas at Austin, UNC-Greensboro, UNC Fayetteville State University and Creighton University) have included in their return to campus/in-person instruction for fall 2020 plans to send students home by Thanksgiving. Consistent with best practices and following the steps of many HEI (https://www.chronicle.com/article/Fearing-a-Second-Wave-of/248826?utm_source=at&utm_medium=en&utm_source=Iterable&utm_medium=email&utm_campaign=campaign_1233362&cid=at&source=ams&sourceId=13596), we make the following recommendations:

- Move fall 2020 start date up one week and eliminate Labor Day holiday, fall break and Reading Day.
- Fall start date: Aug. 10, 2020.
- Classes end: Nov. 21, 2020.
  - Options, depending on health advisory at the time: Conduct virtual ceremony or follow a combination format (virtual ceremony for the whole graduation class at university level and face-to-face ceremony in smaller gatherings at college/department levels).

The changes outlined above allow us to keep the 75 days necessary for instruction and we continue to have 750 minutes per credit hour for each course, which keeps us fully compliant with all SACSCOC requirements.
The following steps will be taken to maintain optimum social distancing and ensure the safety of students, faculty, staff and visitors to campus:

(i) Academic Instruction

- Continue to follow fully online format for courses that were online prior to system-wide transition to alternative modes of instruction in March 2020.
- Following the guidance provided by the USG, courses that were already scheduled for face-to-face instructions in the fall should not be moved online. This does not preclude developing hybrid format for such courses.
- Develop alternative arrangements for programs that require clinical and practicum experiences (e.g. expand simulation experiences) away from campus (e.g. community-based/out-of-classroom instruction).
- All graduate classes and labs will meet face to face wherever possible unless already scheduled to be offered in online format prior to March 2020.
- The provost/VPAA will work with the academic units to develop hybrid format of instruction for as many courses as possible. While it may be a hard target to have all classes ready to go hybrid by the fall, after the current training session for faculty concludes, almost 100 faculty members would be fully trained to offer high-quality online courses. Another training session is planned for July and August, if necessary. We will also ask people to prepare a shadow of their class online in case we need to move fully online. This will allow flexibility to move from one format of instruction to another, as well as allow for the accommodation of students who are in quarantine or otherwise unable to attend face-to-face classes.
- Split the classes to facilitate social distancing protocols. Half the class would be in person while the other half would be watching the class online.
- Make courses web hybrid and use Blackboard Collaborate for lecture and interaction with students. Although this is not face-to-face interaction, it is still direct instruction.
- Reduce number of seats in classrooms and pre-stage with seats to follow social distancing guidelines. The reconfiguration of the classrooms (plan is to leave excess seats in place but decommission them to facilitate required social distancing) is in progress and should be completed before the start of fall semester.
- Mandate faculty to develop an instruction plan for each course/program based on course material, expected outcomes, accreditation requirements, class size, etc. Employ a combination of the strategies below to develop the plan and seek approval from the department head/dean before implementing.
  - Create modular courses that are designed to include both in-person and virtual elements and has the flexibility to switch from one mode to another easily.
  - Rotating-synchronous model – This model allows classes to be split into two groups with one-half meeting face to face and the other half meeting through video conferencing. This allows for traditional interaction with half the class population at a time.
  - Rotating-hybrid model – This model delivers half the course content online flipped or parallel to classroom instruction (50/50). Students meet half the amount of time, thus limiting the risk of exposure to infection.
  - A combination of rotating-synchronous and rotating-hybrid delivery models.
• Academic Affairs will work with Facilities to identify auditoriums and large meeting spaces on campus that could accommodate large class sections, while still maintaining social distancing protocols.

• “Lecture-on-the-Lawn” - identify outdoor spaces throughout campus for courses involving only lecture and discussion.

• Revise attendance and excuse policies to acknowledge and accommodate students who become ill without requiring documentation of illness.

• Faculty will maintain effective and timely communications with students and flexible office hours to ensure adequate one-on-one interactions.

• Alternate days in which classes meet to reduce the number of students in classroom space at one time (e.g. half on Monday and half on Wednesday).

• 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 fall 2020 semester. Play the video during fall 2020 student orientation. Additionally, university Communication will develop a communication protocol to ensure students, faculty, staff and other members of the campus community promote healthy safety habits.

• The wellness center is only open during the day. After hours, students must go to the Peach County Emergency Room in Byron.

• The Wellness Center will be fully staffed and stay accessible to students as needed.

• Course instructors will self-identify if they fall into the category of high-risk population; they will contact the Office of Human Resources to initiate the process of creating an alternative work plan in collaboration with the department head and the dean.

• Provide disinfecting solutions for frequently touched equipment.

• Provide hand sanitizers at multiple locations in each academic and research building.

• Stagger face-to-face office hours for faculty to minimize number of students and faculty in small spaces.
  o Utilize virtual office hours in Blackboard Collaborate to increase student-faculty interactions.

• Install signs to help students enter and exit classrooms in an orderly fashion.

• Monitor students for COVID-19 and other protective measures, including strongly encouraging the wearing of a cloth face covering on campus and in some instances making them mandatory (e.g. when social distancing is difficult to practice).

• All faculty, staff, students, and visitors will be required 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.

• Certain buildings/classrooms/conference rooms/offices will be designated “face-covering mandatory zones” (the list will be posted and updated on the FVSU COVID-19 site). Designated buildings and room will have posted signage that say, “Entry into this building requires face masks. Failure to comply will result in denial of access and/or service to buildings.”
• Recognizing that taking students’ temperature as they enter each class presents logistical challenges, all students in the residence halls will undergo regular temperature checks. We will use kiosks in the resident halls for students to self-monitor their temperatures. The kiosks have been ordered. Commuting students, as all other persons entering the campus through any of the entrance gates, will be checked for temperature. Normal temperature should not exceed 100.4 degrees Fahrenheit without the aid of fever-reducing medications. If a student shows a temperature above 100.4, the student will be excused from class and advised to contact the university Wellness Center or their health care provider. In order to return to class, students should provide proof of a negative COVID-19 test result OR should be without a fever above 100.4 for a period of 72 hours without the aid of fever-reducing medications and have no additional symptoms.

• If an employee is sick, the employee should stay home and follow the protocols for leave provided by HR (include link of protocol)

(ii) Recommendations for library-related functions:

• Install Plexiglas barriers at the circulation desk.
• Spread out furniture in all sitting areas to maintain social distancing (6 feet) and encourage virtual collaborative studies.
• Require IT Department to place computers, desks and chairs 6 feet apart in the computer lab and limit the number of students using the computer lab at any given time. Move some computers and furniture to second and third floors.
• Do not make changes to the established library hours for fall 2020.
• Keep the coffee shop open, but place signs for customers to maintain social distancing while waiting in line. Place cafeteria tables and chairs 6 feet apart.
• Limit the number of individuals in meeting rooms to follow social distancing practices. A revised room capacity will be posted in every room where capacity is reduced to allow social distancing. Great progress made on this front thanks to the deans, chairs and facility staff. We now have room capacities confirmed and Mr. Dufresne’s team will start going through taking seats offline as soon as today. While this is occurring, the deans are working with chairs to move classes to rooms that better accommodate them based on enrollment. That should be complete by the end of this week.
• Mr. Weaver, director of IT, confirmed that cameras and microphones have been ordered for the classrooms so we should be ready for fall.
• Dr. Hancock, director of online learning, has plans in place to ensure more people are ready to transition to online if needed.
• Entrance to the Georgia Room will change from the library entrance to the patio entrance. A two-way traffic will be enforced to allow entry through one of the doors and exit by another. To maintain 6 feet social distancing, the tables in the Georgia Room will be spread out.

(iii) Research

• Stagger shifts to minimize the number of research personnel in the workplace at the same time. Each lab director will create a daily work schedule that allows social distancing (6 feet apart), taking into consideration the lab size (square footage), type of activity and
minimum number of personnel needed to carry out the work. Encourage researchers to work alone in smaller labs/cubicles. Pre-assign workbench spaces in larger labs (e.g. Biotech and Meat Tech Building) such that 6 feet is maintained between each other.

- Require all researchers to wear face covering, face shield, gloves and lab coat. Maintain physical distance of 6 feet and wash hands frequently. Lab directors will procure the needed PPE and disinfectants/sanitizers as appropriate to allow researchers to frequently clean their own workplaces.
- Post safety protocols specific to the lab and other common spaces (number of occupants at any given time, equipment cleaning, physical distancing, face covering) in every lab/public space. Use single-use (disposable) items as much as possible.
- Deny access to research facilities if established work schedules and protocols, as approved by the dean/research director/department head, are not followed. The Emergency Management coordinator will monitor lab activities regularly for compliance.
- Avoid unnecessary gatherings in offices, labs, break rooms, hallways and other public spaces.
- Install Plexiglas barriers at high-traffic areas (e.g. reception desks in front offices of Stallworth Building, O’Neal Building, Tabor Building).
- Temperature of employees will be checked daily at all gates leading to the university.
- All employees (including student employees) not feeling well should stay home consistent with institutional policy. Such employees are required to follow FVSU applicable leave policy and guidelines and submit the appropriate leave request.
(iv) Momentum Year & Momentum Approach/Student Success

- Three programs that address the goals of the Momentum Approach and the Quality Enhancement Plan (Enhancing Academic Advising to Improve Retention and Graduation Rates) are currently being implemented. A new proactive advising model, student self-registration and a comprehensive Second Year Experience (SYE) Program are being executed. The First Year Experience Program has already been implemented. Brief descriptions of the proactive advisement model and SYE Program are given below:
  - The proactive advising model begins with the adviser initiating an advising eForm through banner for each student advisee every semester. The adviser populates the student information on the eForm and transmits it to the student for course selection. The student selects classes based on the degree plan and schedules a 30-minute meeting with the adviser. The adviser meets with the student via phone or virtually for advisement and approves the proposed classes. The adviser then provides the student with a PIN number for self-registration through banner.
  - The SYE Program is coordinated through the university by the assistant director for the First- & Second-Year Programs. The SYE Program is designed to provide co-curricular engagement, career exploration and academic success opportunities for students in the second year, creating intentional second-year traditions that assist them in transitioning out of the university. This program is provided through campus-wide partnerships designed to enhance the support provided to second-year students. The objective of the SYE Program is to provide academic support and social integration opportunities for second-year students by assisting them in developing a connection between their academic major and careers and serving as a gateway to entrance into upper level coursework in junior and senior years. New student orientation leaders assist with both FYE and SYE programming activities and within the FVSU 0100 classroom.

- No major adjustment is needed to our Momentum Year approach. The “Purposes” section of the Momentum Approach that includes the career assessment and student self-registration requirements has been implemented. The “Beyond” section of second year experience has also been implemented. Both the “Mindset” and “Pathways” sections are on target for implementation in December 2020 and February 2021, respectively. The only change required will be in the first- and second-year programming if we do not return to on-campus activities fully for fall 2020. The following approaches will be employed:
  - Offer programs fully online or in a hybrid format.
  - Consider simultaneous multiple sessions with the help of new student orientation leaders.
  - Reduce class size by grouping students by major or residence hall floor and allowing events to take place in larger spaces (CTM/Pettigrew/Founders/Miller), such that social distancing can be followed. Recommend students to sanitize before entering and leaving classrooms and wear face covering.

(v) International/Domestic Travel

- Non-essential travel is prohibited until further notice.
• Carefully consider allowing travel deemed necessary following current DPH, CDC and USG baseline guidelines.

• Consider the following safety tips while traveling:
  o Avoid crowded flights to reduce risk of being infected if there are other travelers on board with COVID-19.
  o Avoid sitting or standing within 6 feet of others if traveling by bus or train.
  o Avoid carpooling and frequent stops to use facilities while traveling by car.
  o For all types of travel, prepare and carry food, water, medicines and alcohol-based hand sanitizers whenever possible.
  o Book accommodations in advance if staying overnight. Avoid close contact with others, wash hands frequently and wear face covering. Disinfect and clean all high-touch surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, remote controls, toilets and sink faucets).
  o Pack disinfectants and disposable gloves.

• If international travel is deemed essential, follow the steps below:
  o Secure prior authorization through established protocol before planning the trip.
  o Develop a plan for each travel collaboratively with dean, academic affairs, student success, risk management and legal office.
  o Disclose detailed travel plan and purposes fully prior to planning the travel.
  o Communicate in detail with all parties involved frequently.

• Expand and revise (by FVSU Legal Office) the existing Foreign Travel Prior Approval Policy and Form (CAFST) to enable use by the entire campus. Review and revise the Policy regularly as appropriate.

• Conduct pre-travel orientation for all international travels with current and relevant safety and health information.

• Mandate pre-travel health screening and travel health insurance for all international travelers. Articulate clearly with the partnering international entity regarding its responsibility to provide the required guidance to our students under its supervision if they become infected with COVID-19.

• Provide current and critical relevant information well in advance to travelers returning from international trips (e.g. global restrictions, rapidly changing re-entry restrictions).

• Follow current requirements for returning travelers based on DPH, CDC, USG and local health department guidelines (e.g. Quarantine at home for 14 days, monitoring temperature twice a day, etc.).

(vi) Faculty Development

• Intensive online faculty development program is already in place and will be continued through summer to help faculty prepare/develop fully online courses regardless of which contingency plan is put in place. Training is scalable to any number of faculty and we recorded four sessions found on our YouTube page at https://www.youtube.com/watch?v=5rFRUMqJg1s&t=408s.

• The Center for Teaching and Learning (CTL) will facilitate faculty, staff and student training through the summer semester. Training will be hosted via Zoom, Microsoft 365 or D2L Collaborate. Any additional training resources will be available in the D2L course. Workshops and training will be developed based on training surveys and campus
needs. The safety plan for face-to-face workshops will include social distancing, mandatory masks, sanitary procedures and restriction of participants in each session. Workshops may be available multiple times to accommodate the number of registered participants, while maintaining safety guidelines. Upcoming CTL activities will include a new faculty and staff orientation, FYI Lecture Series, Faculty and Staff Institute and professional development workshops such as Social Distancing, Interpersonal Skills, dealing with Difficult People, Balancing Act and Resiliency.

- A review workshop on online instruction delivery methods will be conducted during the Faculty and Staff Institute scheduled for the week prior to the beginning of the fall 2020 semester. Faculty can also do this in a self-paced environment at https://www.youtube.com/watch?v=5rFRUMq1g1s&t=408s.
- Faculty from other institutions may be allowed to participate in FVSU faculty development opportunities related to online instruction delivery if there is such a need.
- Faculty development opportunities at FVSU are self-sufficient and the institution does not need external assistance currently.
- Currently, five faculty mentors are designated to assist inexperienced faculty with fully online course preparations. Faculty mentors are full-time FVSU faculty experienced in online learning and the Desire2Learn Learning Management System. Each mentor is assigned three to six less-experienced instructors to mentor through the course development process. This includes providing recommendations, helping with content development, and checking course settings to give new faculty the highest odds of success in online teaching. Faculty mentors are paid a small stipend through the Academic Affairs budget.
- Possibility for mentors to assist other institutions exists, provided there are additional financial resources.

(vii) Research

- Encourage continuation of research activities to the extent possible for those faculty and staff with research appointments/responsibilities.
- Give special considerations to the needs of early-career faculty with research appointment and facilitate their research activities to the extent possible.
- Require research administrator (dean/research director/department head) to meet with individual researchers to review their research program/project, discuss how it could be impacted due to the COVID-19 crisis and facilitate their agenda as much as possible under the circumstances. Discuss and develop alternative plans to account for their time and effort in the event their research activities are interrupted.
- Prioritize research projects that are time-bound with risk of losing research materials/samples and those that are crucial for graduate student progression. Ensure that back-up generators are tuned up and operating in good condition, in case there are prolonged power outages and researchers are not able to monitor -80 °C freezers (containing research samples) every day.
- Continue all animal care and animal research support activities uninterrupted as required by the Animal Welfare Act and the FVSU Agricultural and Laboratory Animal Care and Use Committee.
- Continue all field plot and greenhouse research without interruption.
• Require all researchers to submit their research priorities with justifications to the research director/dean/department head for approval.
• Require all principal investigators to report to the respective program leaders at funding agencies regarding how the COVID-19 pandemic negatively impacted their research and to request approval of revised timelines and no-cost extensions for projects.
• Conduct professional development workshops for researchers on best practices in labs, greenhouses, animal facilities and field experiment sites to protect their health and safety.
• Mandate researchers to update standard operating procedures (SOPs) for their labs reflecting the adjustments needed in lab safety protocols in response to the COVID-19 crisis. Post the SOPs in each lab and emphasize the importance of following these during lab meetings.
• Stagger shifts to minimize the number of research personnel in the workplace at the same time. Each lab director will create a daily work schedule that allows social distancing (6 feet apart), taking into consideration the lab size (square footage), type of activity and minimum number of personnel needed to carry out the work. Encourage researchers to work alone in smaller labs/cubicles. Pre-assign workbench spaces in larger labs (e.g. Biotech and Meat Tech Building) such that 6 feet distance is maintained between each other.
• Require all researchers to wear face covering, face shield, gloves and lab coat; maintain physical distance of 6 feet; and wash hands frequently. Lab directors will procure the needed PPE and disinfectants/sanitizers as appropriate to allow researchers to frequently clean their own workplaces.
• Post safety protocols specific to the lab and other common spaces (number of occupants at any given time, equipment cleaning, physical distancing, face covering, etc.) in every lab/public space. Use single-use (disposable) items as much as possible.
• Deny access to research facilities if established work schedules and protocols as approved by the dean/research director/department head are not followed. The Emergency Management coordinator will monitor lab activities regularly for compliance.
• Avoid unnecessary gatherings in offices, labs, break rooms, hallways and other public spaces.
• Install Plexiglas barriers at high-traffic areas (e.g. reception desks in front offices of Stallworth Building, O’Neal Building, Tabor Building).
• Conduct lab meetings electronically, even when working on campus, and keep face-to-face meetings to a minimum.
• Allow only three individuals in the Center for Ultrastructure Research (CURE) labs at any given time. Disinfect equipment and surfaces as appropriate after every session.
• Mandate research faculty and staff not feeling well to stay home consistent with the institutional policy.

B. Contingency Plan II & III (fall 2020 classes begin fully online or classes and operations must go to an online format for a period during the semester)

(i) Academic Instruction

• See Contingency Plan I for the approach that will be taken to move academic instruction to a fully online environment.
• Include a training session for students on proper use of electronic devices for online learning during the week prior to beginning of fall 2020 semester and communicate the schedules in a timely manner.
• Require students to bring their electronic devices to the fall 2020 orientation session (new students) and for workshop sessions (returning students) scheduled during the week prior to fall 2020 beginning to be trained in proper use of devices for online mode of learning. Current testing is underway to see if Chrome books are an affordable and accessible technology to help students who do not have technology.
• Inform students about the basic requirements for online courses – each student must have an electronic device, internet connectivity and single sign-on credentials to log into campus.
• Consider virtual graduation ceremony.

(ii) Momentum Year & Momentum Approach / Student Success

• See Contingency Plan I for existing plans and student success initiatives.
• No major adjustment will be needed to our Momentum Year approach. The only change required will be in the first- and second-year programming if we do not return to on-campus activities fully for fall 2020. The following approaches will be employed:
  o Offer programs fully online or in a hybrid format depending on which contingency plan is enacted.
  o Consider simultaneous multiple online sessions with the help of new student orientation leaders.

(iii) International/Domestic Travel

• See Contingency Plan I for international and domestic travel guidelines.
• Allow students to complete the academic coursework in which they are enrolled by offering instruction via Zoom 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.

(iv) Faculty Development

• See Contingency Plan I for details regarding ongoing and planned faculty development programs.
• Intensive online faculty development program is already in place and will be continued through summer to help faculty prepare/develop fully online courses regardless of which contingency plan is put in place. Training is scalable to any number of faculty.
• Robust quality measures are currently in place for online courses. Each course is vetted through several steps of quality control prior to being approved for online format. In addition, a system will be implemented to closely monitor each course during the semester and ensure that the quality of instruction delivery and learning outcomes are not compromised.

(v) Research
• See Contingency Plan I for general guidelines on continuation of research activities.
• Consider the following factors while prioritizing research functions in the event all in-person activities are restricted on campus during fall 2020:
  o Needs of early-career faculty with research appointment and facilitate their research activities to the extent possible.
  o Research projects that are time-bound with risk of losing research materials/samples and those that are crucial for graduate student progression.
  o Animal care and animal research support activities required by the Animal Welfare Act and the FVSU Agricultural and Laboratory Animal Care and Use Committee.
  o Long-term field experiments and greenhouse research with risk of losing years of work and research data.

C. Communication Plan

It is critical to establish clear lines of communication with faculty, staff, students and external stakeholders. Develop clear and distinct communication plans for internal and external stakeholders. The president will send out periodic emails to students, faculty, staff and community members on plans to reopen campus in the fall. Additionally, respective campus units will send out email updates to their targeted audience as appropriate. Such communication shall include information on protocols for ensuring the health and safety of FVSU constituents. Institutional branding will be used in all messaging.

(i) Internal Communication

The process will commence with an email from President Paul Jones to faculty, staff, students and external stakeholders. The president sent an email communication to the campus and external stakeholders on June 11, 2020. In addition, information will be sent to faculty, staff and students through emails, website postings, administrators’ talking points, flyers, FAQs and other means. The university will continue to update information regularly as things develop within campus and based on changes in DPH, CDC, USG and other policies and guidelines.

• Communication to faculty and staff will include, at the minimum, the following:
  o An overview of the situation and the institution’s plan for reopening.
  o Contingency plans.
  o Importance of cooperation and flexibility at this unprecedented time of crisis.
  o Safety measures the institution is putting in place to protect employees.
  o Safety steps the employees can take to protect themselves.
  o Options available for faculty members who fall into the high-risk category (encourage them to self-identify and contact the Office of Human Resources and the respective department head to come up with a suitable alternative plan).
  o Policy on international and domestic travel and guidelines for safe travel.

• Communication to students will include, at the minimum, the following:
  o An overview of the situation and the institution’s plan for reopening.
  o Safety measures the institution is putting in place to protect students.
  o Safety steps the students can take in classrooms and other places on and off campus to protect themselves.
(ii) External Communication

The process for communicating with all external stakeholders will include email, robo-calls and social media. The targeted audiences include local communities, alumni, retirees, clients, media, local health care systems and providers, legislators and 1890 leaders. Accomplish this via emails, website postings, administrators’ talking points, flyers, FAQs and other means. Keep updating information regularly as things develop within campus and based on changes in DPH, CDC, USG and other policies and guidelines.

(iii) Specific Points for Communication

Contingency Plan 1

- Employees who fall under the COVID-19 high risk category/population are asked to self-identify by July 15. They should contact HR to self-identify and complete appropriate HR related documents and guidance on possible accommodations.
- HR will work closely with the supervisors to determine appropriate accommodations.
- 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 the students. Share the video electronically with every returning and new student prior to the beginning of fall 2020 semester. Play the video during fall 2020 student orientation.
- Inform students and faculty that:
  - Number of seats in classrooms will be reduced and pre-staged to follow social distancing.
  - Auditoriums and large meeting spaces will be used for larger classes.
  - Outdoor spaces will be used for courses involving only lecture and discussion.
  - Face-to-face office hours will be staggered for faculty to minimize number of students and faculty in small spaces.
  - Virtual office hours in Blackboard Collaborate will be used to increase student-faculty interactions.
  - Signs will be installed to help students enter and exit classrooms in an orderly fashion.
  - A washable bandana facemask with FVSU logo will be provided to new incoming students as part of the welcome package during the week prior to the beginning of the fall 2020 semester. Students will follow the published protocols for the wearing of masks.
  - Students who are identified as running a fever by the temperature scanners in the residence hall or when entering the campus at the gates will be referred to student health services at the Wellness Center. If they are identified as needing a quarantine bed, they will be escorted to the faculty apartments that have been
prepared for this purpose. At this point, they will be guided by the testing protocol.

- All non-essential domestic and international travels will be canceled.
- Work shifts will be staggered to minimize the number of research personnel in the workplace at the same time. Number of researchers in a lab will be restricted depending on lab size and activity. Workbench spaces in larger labs will be pre-assigned such that 6 feet of distance is maintained between each other.
- All researchers are strongly encouraged to wear a face covering, face shield, gloves and lab coat, maintain physical distance of 6 feet and wash hands frequently. We would also look to add additional sections if we cannot achieve social distancing.
- Safety protocols posted specific to the lab and other common spaces (number of occupants at any given time, equipment cleaning, physical distancing, face covering, etc.) must be strictly followed.
- Unnecessary gatherings in offices, labs, break rooms, hallways and other public/common spaces must be avoided. Equipment and surfaces must be disinfected as appropriate after use.
- Faculty, staff and students not feeling well must stay home.

Note: Please refer to the Workplace Safety Workgroup recommendations on how each building will be sanitized and cleaned.

Contingency Plan 2

- Allow only activities and personnel considered essential.
- Inform faculty and staff that:
  - Virtual office hours in Blackboard Collaborate will be used to increase student-faculty interactions.
  - All non-essential domestic and international travels will be canceled.
  - Work shifts will be staggered to minimize the number of research personnel in the workplace at the same time. Number of researchers in a lab will be restricted depending on lab size and activity. Workbench spaces in larger labs (e.g. Biotech and Meat Tech Building) will be pre-assigned such that 6 feet of distance is maintained between each other.
  - All researchers must wear face covering, face shield, gloves and lab coat; maintain physical distance of 6 feet; and wash hands frequently.
  - Safety protocols posted specific to the lab and other common spaces (number of occupants at any given time, equipment cleaning, physical distancing, face covering, etc.) must be strictly followed.
  - Unnecessary gatherings in offices, labs, break rooms, hallways and other public/common spaces must be avoided. Face covering must be worn in all public spaces.
  - Equipment and surfaces must be disinfected as appropriate after use.
  - Faculty and staff not feeling well must stay home. Please give updates on if and how these have been communicated.
• Include training sessions for students on proper use of electronic devices for online learning during the week prior to the beginning of the fall 2020 semester. Inform students of the date(s) and time(s) of these workshops and that:
  o They will be required to bring their electronic devices to the fall 2020 orientation session (new students) and to the workshops (returning students) scheduled during the week before fall 2020 beginning to be trained in proper use of devices for online mode of learning.
  o Each student must have an electronic device, internet connection and single sign-on credentials to log into campus as basic requirements for online format of instruction.

Contingency Plan 3

• Use the points listed under Contingency Plan 2 here.
• Ask students to be on the lookout through D2L, text message system, campus email and the FVSU website for updates on any changes in instruction formats, campus activities and other unforeseen restrictions we may face due to COVID-19 pandemic.
The following is the recommended response plan as it pertains to FVSU’s involvement in public service, outreach, continuing education and Cooperative Extension activities to ensure faculty, staff, students and visitors are aware of steps to take to mitigate the spread of COVID-19.

Essential meetings and activities will continue to occur with the stipulation that social distancing can continue to occur and cost of implementing sanitation and safety protocol will not make the event prohibitive. During the fall, outside groups will be limited from having events on campus to those with less than 10 individuals and follow strict safety and sanitation protocol as recommended by the Office of Emergency Management. In limited circumstances, FVSU will allow for larger events if the social distancing and other emergency guidelines can be followed.

All events at FVSU will be guided by advice and protocols from the governor’s GDPH and the CDC. If an event is prohibited by the health department at host site, FVSU will cancel its participation.

I. Campus Events

Activities in this category include:

September
- Fall Convocation (State of the University Address)
- Family and Friends Weekend
- Black College Hall of Fame weekend
- Evening with … Lecture Series

October
- Homecoming
- Fountain City Classic
- Annual Thanksgiving Holiday Drive

November
- Founders’ Day
- Annual Christmas Card Photo-shoot

December
- Tree Lighting Ceremony
- Annual Holiday Parties
- Fall Commencement

January
- MLK Breakfast

February
- Go Red Initiative
- Scholarship Luncheon
- Basketball Homecoming
- FVSU Day at the Capitol

March
• Reading Across America
• Blue and Gold Day/Alumni Weekend
• Honors Convocation
• Women’s History Month

April
• Athletic Awards
• Ham & Egg Breakfast
• Administrative Professional Day

May
• Commencement

Recurring Events
• An Evening with … Lecture Series
• Contingency Plan 1 – Fall classes begin in person with social distancing expectations and other COVID-19 safety protocol in place. All events will proceed with necessary social distancing and other COVID-19 safety protocols in place. Where necessary, attendance limits will be enforced. Live streaming of events will be an added option should in-person attendance be limited.
• Contingency Plan 2 – Fall classes begin fully online. Campus-wide events would move completely virtual. Events may be canceled or, where feasible, conducted virtually. It requires all participants and staff to execute the event without being on site or together.
• Contingency Plan 3 – Fall classes and operations must go to an online format for a period during the semester. Campus-wide events would move to completely online or rescheduled as appropriate; partially virtual options would allow program participants and staff to be present on site practicing social distancing but guest/attendees to attend virtually.

Communications department will provide:
• In case of emergency, who to contact.
• If COVID-19 symptoms are determined, who to contact.
• Do’s and Don’ts checklist for employees (if applicable).
• FVSU statement about opening and closing of university.

II. Cooperative Extension

All events will follow the recommendations of CDC, USG, GDPH, FVSU and local health departments at site of host events. If event is prohibited by health department at host site, FVSU will cancel its participation.

Contingency Plan 1: Fall classes begin with social distancing expectations

• All faculty, staff, students and visitors to FVSU Extension sites will be required to follow all COVID-19 monitoring and reporting guidelines, as well as the safety and other protocols as stipulated in the workplace safety guidelines issued by the FVSU Office of Human Resources and guidance from the Office of Emergency Management.
• Cooperative Extension’s 4-H youth programs will continue to be virtual in alignment with all national 4-H system programs being virtual due to COVID-19 safety risk factors
for all youth and all adults who work with youth. Cooperative Extension 4-H youth mentoring programs will continue via e-mentoring.

- Cooperative Extension’s Life on the Farm programming should create virtual training demonstrations due to risk of transferring COVID-19 to animals from humans that can potentially be brought back to the university.
- Cooperative Extension’s Family and Consumer Sciences (FCS) and Agriculture and Natural Resources (ANR) programs should continue developing virtual outreach, training and workshops to the community. Extension clients (e.g., farmers) should continue to participate in FVSU CEP Zoom training meetings.
- Extension agents are to avoid large gatherings (no more than 10).
- Agents are strongly encouraged to wear mask and gloves. In specific situations, face coverings/masks and gloves may be required at some locations.
- Agents must continue to follow university policy/guidelines for all essential travel.
- Non-essential travel is prohibited until further notice.

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

We recognize that under this contingency plan, while FVSU may conduct classes fully online, there may be limited activities at the Cooperative Extension sites based on advisory and guidance applicable to the site. To address those limited in-person activities that may occur at these sites, we recommend the following:

- All faculty, staff, students and visitors to FVSU Extension sites will be required to follow all COVID-19 monitoring and reporting guidelines, as well as the safety and other protocols as stipulated in the workplace safety guidelines issued by the FVSU Office of Human Resources and guidance from the Office of Emergency Management.
- All Cooperative Extension 4-H youth programs will continue to be virtual in alignment with all national 4-H system programs being virtual due to COVID-19 safety risk factors for all youth and all adults who work with youth. Cooperative Extension’s 4-H youth mentoring programs will continue via e-mentoring.
- All Cooperative Extension Life on the Farm programming should create virtual training demonstrations to reduce the risk of transferring COVID-19 from humans to animals.
- Cooperative Extension’s FCS and ANR programs should continue developing virtual outreach, training and workshops to the community.
- Conduct Zoom meetings with farmers and other clients. Extension agents encourage clients to call in (walk-ins should be limited). Farmers should continue to participate in FVSU CEP Zoom training meetings.
- Extension agents are to avoid large gatherings (no more than 10).
- Agents are strongly encouraged to wear mask and gloves. In specific situations, face coverings/masks and gloves may be required.
- Agents must continue to follow university policy/guidelines for all essential travel.
- Non-essential travel is prohibited until further notice.

**Contingency Plan 3: Classes and operations must go to an online format for a period during the semester**
• All faculty, staff, students and visitors to FVSU Extension sites will be required to follow all COVID-19 monitoring and reporting guidelines, as well as the safety and other protocols as stipulated in the workplace safety guidelines issued by the FVSU Office of Human Resources and guidance from the Office of Emergency Management.
• All Cooperative Extension 4-H youth programs will continue to be virtual in alignment with all national 4-H system programs being virtual due to COVID-19 safety risk factors for all youth and all adults who work with youth. Cooperative Extension’s 4-H youth mentoring programs will continue via e-mentoring.
• All Cooperative Extension Life on the Farm programming should create virtual training demonstrations due to risk of transferring COVID-19 to animals from humans that can potentially be brought back to the university.
• Cooperative Extension’s FCS and ANR programs should continue developing virtual outreach, training and workshops to the community.
• 2020 Faculty and Staff Institute should be virtual for maximum safety for all.
• Extension clients (e.g., farmers) should continue to participate in FVSU CEP Zoom training meetings.
• Extension agents are to avoid large gatherings (no more than 10).
• Agents are strongly encouraged to wear mask and gloves. In specific situations, face coverings/masks and gloves may be required.
• Agents must continue to follow university policy/guidelines for all essential travel.
• Non-essential travel is prohibited until further notice.

Communications department will provide:
• In case of emergency, who to contact.
• If COVID-19 symptoms are determined, who to contact.
• Do’s and Don’ts checklist for employees (if applicable).
• FVSU statement about opening and closing of university.

III. Head Start

A. Contingency Plan I (Fall classes begin with social distancing expectations)

(i) Staff

• Ensure all staff are thoroughly trained regarding how to properly clean and sanitize, implement social distancing and properly use PPE.
• Temperature checks - All staff will be required to undergo temperature checks before entering the building. Normal temperature should not exceed 100.4 degrees Fahrenheit without the aid of fever reducing medications. If an employee shows a temperature above 100.4, the employee will be sent home and should contact their health care provider. The employee may return to work when he or she has met all three of the following criteria: (1) No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fever; (2) Improved symptoms; and (3) Gone at least 10 days since symptom first appeared. Employees who are sent home should use applicable leave options.
• All staff, children and parents/visitors entering the building will adhere to the published university face mask protocols.

• Employees should work with their supervisor and the Office of Human Resources to make alternate work arrangements if they fall into the category of higher risk for severe illness. The process for requesting alternate work arrangements due to an individual falling into a category of being at higher risk for severe illness due to COVID-19 are available in the Office of Human Resources. Employees should initiate a request for alternative work arrangements. Individuals who fall into one of the following GDPH and CDC categories for higher risk for severe illness with COVID-19 may request alternate work arrangements.

Those at high risk for severe illness from COVID-19 include:
(1) People age 65 and older.
(2) **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
    - Thalassemia (a type of blood disorder)
    - Type 1 diabetes mellitus
• Create an FAQ list for employees to refer to as needed.

(ii) Children
• All children coming to the child care center will be required to undergo temperature check before entering the building. Normal temperature should not exceed 100.4 degrees Fahrenheit without the aid of fever reducing medications.
• If a child shows a temperature above 100.4, the child will be sent home and the parent/guardian should contact their health care provider. In order to return to the child care center, parent/guardian should provide proof that the child had been without a fever above 100.4 for a period of 72 hours without the aid of fever reducing medications and have no additional symptoms.
• If a child shows an elevated temperature or exhibit respiratory symptoms, including cough or shortness of breath, refer that child for COVID-19 testing and disallow entry into the building. Allow children into the building with normal temperature.
• If a child in the Head Start Program tests positive for COVID-19, the same protocol will follow as in situations where a child was exposed to any other communicable disease on site. The protocol would involve notifying parents, employees and other individuals who were on site and/or around the child with efforts made to maintain the confidentiality of the child. The child may return to school when he or she has met all three of the following criteria: (1) No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fever; (2) Improved symptoms; and (3) Gone at least 10 days since symptom first appeared.

(iii) Program Operation
• Post safety protocols and signs at entrances and throughout the building in classrooms.
• Ensure that only children and staff who are required for daily operations and ratio are allowed inside the building and classrooms.
• Limit access of families and visitors to the front door of the facility.
• Modify sign-in/sign-out procedures to minimize contact and maintain social distancing. A designated staff member will be stationed outside of the building in PPE to receive the child. The child will then be escorted to his or her classroom by another designated staff member. This process will take place until all children are safely inside the center or have left the premises. The same protocol will be used for child dismissal.
• Ensure teachers are restricted to one classroom with one group of children. “Floater” teachers should not be used to reduce the number of people coming in and out of classrooms and minimize contact.
• Classroom ratios - 8:2 (eight children to two classroom staff).
• Avoid daily group activities, as well as water play and sensory play that may promote transmission.
• Avoid family-style dining during meals. Eliminate reusable items as much as possible.
• Ensure that children’s naptime mats or cribs are spaced out as much as possible, ideally 6 feet apart. Children will be placed head to toe to further reduce the potential for viral spread.
• Avoid unnecessary gatherings in offices, break rooms, hallways and other public spaces.
• Ensure all toys are cleaned as necessary throughout the day and again at the end of the day. Toys will be sanitized at the end of each day using a Zono sanitizing machine. Soft toys and other toys that cannot be easily cleaned will be prohibited.
• Avoid field trips.

(iv) Building/Facilities

• Ensure facilities undergo extensive cleaning and sanitizing before reopening.
• Ensure routine cleaning, sanitization and disinfection are conducted for surfaces and objects that are frequently touched. Items that might not be cleaned daily, such as doorknobs, light switches, countertops, chairs, cubbies and playground structures, should be cleaned daily. Classroom surfaces will be cleaned and sanitized at the end of each day.
• Spray restrooms with Lysol throughout the day.
• Mark floors to indicate 6 feet spacing to aid in practicing social distancing.

B. Contingency Plan II (Fall classes begin fully online)

(i) Staff

• Ensure staff are practicing social distancing while on the premises or in facilities. Limit the number of staff on the premises to no more than 10.
• Minimize face-to-face meetings.
• Encourage remote work when feasible. Teaching staff will continue to conduct weekly check-ins with parents, distribute educational resources and develop weekly lesson plans/activities that can be executed in a home environment.

(ii) Children

• Encourage children’s families/parents to engage in provided educational activities to help continue child development and educational preparation.

(iii) Program Operation

• Conduct weekly virtual leadership and team meetings.
• Ensure supervisors are communicating program tasks, assignments and needs.
• Participate in trainings and webinars related to child care to stay abreast with guidance and best practices for child care programs in response to COVID-19.
• Allow only activities of essential workers on the premises.

(iv) Building/Facilities

• Ensure facilities undergo extensive cleaning and sanitizing before reopening and/or after closing.
• Suspend face-to-face child care services.
• Avoid unnecessary gatherings in offices, break rooms, hallways and other public spaces.
• Restrict access by staff following university protocols.

C. Contingency Plan III (Classes and operations must go to an online format for a period during the semester)
• See Contingency Plan I and II for the approach that will be taken to move academic instruction to a fully online environment.
• Communications department will provide
  o In case of emergency, who to contact.
  o If COVID-19 symptoms are determined, who to contact.
  o Do’s and Don’ts checklist for employees (if applicable).
  o FVSU statement about opening and closing of university.

IV. Continuing Education – includes prospective employees

A. Contingency Plan 1 (Fall 2020 classes begin with social distancing expectations)

• Ensure faculty and staff have necessary PPE to protect self and prospective employees.
• Provide training on visiting and meeting with prospective employees.
• Have recruiters wear name tags that identify their department at the university to assist with contact tracing.
• Provide recruiters with extra masks to give to prospective employees.
• Develop notification protocol for employees who are not able to attend a scheduled event due to not feeling well.
• Ensure personnel have adequate equipment for working remotely.
• Require university representatives to maintain effective and timely communication with prospective employees.

B. Contingency Plan 2 (Fall 2020 classes begin fully online)

• Utilize social media to promote the university to prospective employees.
• Train employees on accessing application system and listing of employment opportunities so that they can refer qualified applicants.
• Cancel all attendance at career fairs and community visits, etc.
• Ensure personnel have adequate equipment for working remotely.
• Require university representatives to maintain effective and timely communication with prospective employees.

C. Contingency Plan 3 (Fall 2020 classes and operations must go to an online format for a period during the semester)

• Ensure faculty and staff have necessary PPE to protect self and prospective employees.
• Provide training on visiting and meeting with prospective employees.
• Have university representatives wear name tags that identify their department at the university to assist with contact tracing.
• Provide university representatives with extra masks to give to prospective employees.
• Develop notification protocol for employees who are not able to attend a scheduled event due to not feeling well.
• Maintain an updated list of recruiters and alternates to include names and contact information.
• Ensure personnel have adequate equipment for working remotely.
• Require university representatives to maintain effective and timely communication with employees.
• Communications department will provide:
  o In case of emergency, who to contact.
  o If COVID-19 symptoms are determined, who to contact.
  o Do’s and Don’ts checklist for employees (if applicable).
  o FVSU statement about opening and closing of university.
ENROLLMENT MANAGEMENT WORKGROUP

We all recognize the importance that enrollment has on the success of Fort Valley State University. Because of this, we have made some major investments in the enrollment enterprise over the past couple of years to better position ourselves to meet and exceed our immediate and long-term institutional enrollment goals. It is undeniable that the emergence of COVID-19 has the potential to derail the progress that we have made, as it will for many institutions across the country. Rather than accept an enrollment cliff as an inevitability, the staff across the university has been thinking strategically and innovatively to continue to recruit, admit and enroll highly qualified students who still are seeking higher education opportunities, even in the midst of this pandemic. The following contingency plans outline how we will continue the forward momentum in the enrollment area for fall 2020 and beyond.

Enrollment Management Contingency Plan 1 – Return to campus with social distancing

Undergraduate Admissions

The return of students to campus with social distancing expectations has an impact on how the Office of Admissions will do its work of admitting undergraduate freshmen, transfer and dual enrollment students and for graduate and international students while following social distancing guidelines. In this scenario, it will be very important for admissions to monitor CDC, Georgia public health officials and USG guidance that will inform policy on social distancing in the college and university workplace. Guidance from these sources will keep us apprised of any changes to admission policy and procedures, as well as any changes to the availability of college entrance exam testing opportunities.

To ensure the processes of admissions application, file completion and admissions decision-making move forward without interruption, the office will coordinate available on-campus staff to ensure that paper mail and online application and supporting document delivery continues. Staff will also be coordinated to match and complete files so that admissions decision-making can proceed in an organized and prioritized way both on the part of in-office staff and those who may telework.

Social distancing protocol will be followed both for students who may come to the office for assistance and for staff in place to serve students. Staff have been issued laptop computers equipped with VPN technology to support secure connections to university systems for assisting students in the completion of the admissions process where telework is needed to remain adherent to protocol. This will allow admissions staff to be flexible in working with each other, with students and in being responsive to updates in guidance provided by the key governance organizations.

Graduate Admissions

Applicants seeking admissions to graduate programs can complete the online application. All required supporting documents can be submitted online or emailed to graduatestudies@fvsu.edu. Graduate admissions staff and program coordinators will make the
decision and communicate with students by email or phone. New students will be required to attend virtual orientation. This orientation will allow students to fully understand their new journey. Orientation will cover access to their FVSU email, how to register for classes, meet with their instructors, understanding their program and schedule, and a time to meet with a financial aid representative.

Outcome Measurements:
In this scenario, the overall performance of the Office of Admissions will be measured using data comparing the year-over-year numbers of inquiries, applicants, and admitted and enrolled students. In addition, similar comparisons of data on student registrations for orientation (Enrollment 101), the number of financial aid applicants processed, the number of housing contracts submitted and ultimately, the number of matriculated students will serve to measure the outcomes.

Recruitment

Social distancing requirements have great impact on the recruitment of undergraduate and graduate students, including freshmen, transfer, dual enrollment and international students as well. This is traditionally a very personal process. In this process, students are met personally, take part in campus visits and in-person events conducted traditionally in schools, the community and on the university’s campus.

The challenge that social distancing brings to the traditional recruitment process will be met by implementing virtual events. Prospective students and groups will be informed when registering for campus tours of the virtual option. Fort Valley State University’s Office of Recruitment and Admissions will draw upon the experience recently gained to conduct virtual events such as open house, Discover FVSU, Admitted Student Day and other virtual recruitment events held in coordination with other colleges, vendors and HBCU recruitment organizations.

Depending on the policies that will be implemented in private and public high schools, Fort Valley State University admissions office will take part in school-based recruitment events. When taking part in school-based recruitment events, staff will not visit sites if they are not feeling well and all staff must wear a mask and adhere to any other safety precautions the site has required. Further, the admissions office is enhancing its communication to school districts, guidance counselors and other school personnel regarding admission policy and procedural updates.

Recruitment work depends heavily on marketing and communication, the goals being to be both responsive to inquiry and proactive in the identification and development of prospects. With the challenge faced by implementation of social distancing, this dependence on marketing and communication is even more critical. To address the challenge, FVSU Office of Admissions will implement an increased presence on social media and increased outreach strategy via email, text and telephone campaigns. These initiatives are designed to target prospects and applicants at every stage of the admission funnel to maintain contact, encourage and inform about how to take the next steps in the enrollment process. We will also continue to leverage our partnership with NRCCUA/ACT to identify students who meet our institutional profile. Additionally, we will do
strategic name buys from the College Board throughout the recruitment cycle to identify students who take the SAT. Lastly, we will continue to receive names through the Black College Common Application, which provides more than 6,000 names annually.

Recruitment is not limited to the initial period of contact with prospective students prior to issuance of the admissions decision. Rather recruitment encompasses the period from initial introduction of the university to the inquiring prospect all the way to the point of matriculation. The coincidental move to the Target-X Customer Relations Management program that is underway at FVSU will make a great contribution to recruitment in an environment of social distancing. The key contribution is the provision of a single unified platform to support both the recruitment and admission of students to the university. This system will also facilitate increased data collection on prospects, applicants and admitted students to help the admissions office serve them better at all phases of recruitment and admission to the university. This data collection will inform initiatives supporting recruitment and admission outcomes along that entire pathway to matriculation. Utilizing the CRM will also greatly enhance our communication efforts to all prospective and admitted students.

New student recruitment is not the sole domain of the Office of Admissions. Rather, it is the interest of everyone across the university. As such, in addition to the previously mentioned efforts of the Admissions Office, recruitment in a social distancing environment will involve the consolidation of efforts of multiple departments and divisions into a single unified approach. Some examples include ROTC student recruitment and recruitment efforts housed within the academic colleges on campus. At Fort Valley State University, the College of Agriculture, Family Sciences and Technology; Education and Professional Studies; and Arts and Sciences each implement recruitment initiatives that are designed to use a strong mix of social media, traditional mail, promotional materials, direct marketing and alumni support.

These initiatives include several events (virtual and in person as allowed by social distancing protocol) held in collaboration with schools and professional networks. Furthermore, the colleges will leverage scholarships availability to support student recruitment to the academic programs.

**Graduate** We will rely on virtual engagement events to include our website, open houses, meet and greets with program coordinators, participation in virtual job fair events and utilize degree attainment information in Qlik to do direct marketing campaigns. Students can choose from nine programs. To meet the needs of graduate students, we will provide virtual information sessions. Potential students will be able to log into the Zoom conference call and obtain information about their respective programs from the program coordinators and/or program staff. The student will then receive information about the application process and how to officially become a Wildcat. This portion of the session will be performed by the Graduate Studies admission counselor.

**Collaborations:**
While collaborations already exist, effective recruitment under this social distancing scenario will require increased collaborations between Admissions and FVSU’s Marketing Department, the Enrollment Management Workgroup and with Academic Affairs offices of Academic Advising, the College Deans and individual faculty members who lead initiatives. This increased
collaboration allows and supports effective communication and good service for prospective and admitted students.

**Outcome Measurements:**
In this scenario, the overall performance of the Office of Admissions will be measured using data comparing the year-over-year numbers of inquiries, applicants, and admitted and enrolled students. In addition, similar comparisons of data on student registrations for orientation (Enrollment 101), the number of financial aid applicants processed, the number of housing contracts submitted and ultimately, the number of matriculated students will serve to measure the outcomes. Beyond these measurements, it will be important to measure the success of new initiatives implemented in response to social distancing requirements. One of these key new initiatives is the implementation of a virtual campus tour. Admissions will develop a protocol compliant method for student feedback, questions and evaluation of the virtual campus tour.

**Financial Aid**
With more than 70 percent of the students enrolled at FVSU being Pell eligible, the Office of Financial Aid (OFA) sees a large volume of visitors from July through September. The call and email volume are equally as high. Close to 90 percent of our students receive some type of financial aid; however, roughly 30 percent of those students are paid in full prior to our first drop date and less than 50 percent by the first day of the semester.

With most of the issues being resolved in person, this creates an issue for the OFA when bringing students back on campus with social distancing. With social distancing, we will have to limit the number of students and families we can help in person daily. To balance the in-person volume, students have the capabilities to complete the entire financial aid process online. This applies to both undergraduate and graduate students. We will implement targeted marketing and communication campaigns to drive students to the online platforms. Additionally, prior to a student being seen face to face, they will be triaged over the phone and/or via a virtual platform, such as Zoom.

Students are able to apply, submit all required documents, accept awards and pay fees all online. Student can contact the OFA via phone, email or scheduling appointments with social distancing. Online tutorials, along with a chatbot, are also available for additional assistance to students. Each student is assigned a financial aid adviser by last name. Each student will receive an email of next steps to complete depending on where they are in the financial aid process. Offer letters are emailed to students upon completion of their financial aid file. Students can then log into their MyFVSU to accept their awards. All communications will go through their FVSU student email account. Staff have been issued laptop computers equipped with VPN technology to support secure connections to university systems for assisting students in the completion of the financial aid process where telework is needed to remain adherent to protocol.

There will be limited access to the OFA and no access to the computer lab and the waiting area due to the limited space in both areas. The chairs in the lobby of Troup and on the second floor of Troup near the Bursar’s Office will be positioned to accommodate 6 feet of distancing. Students that need to upload documents can take a picture of the document with their cell phone and upload to the system. If a student is waiting to see a financial aid representative, they can do
so in their car or residence hall room until their scheduled appointment time. Additional guidance will be sought from the Workplace Health and Safety Workgroup.

**Outcome Measurements**  
For this plan, OFA will measure the number of students paid prior to the beginning of the term and the number of students paid prior to final drop compared to last year. We will also measure the number of students who booked virtual appointments.

**Registration**  
For two weeks, the week prior to classes beginning and the first week of class, FVSU has registration. New students come the week prior and returning students come toward the end of the week prior. Students use this time to complete their financial aid, clear balances, clear housing issues, get student ID cards and schedule changes.

Services for registration have been moved to a virtual environment to assist students through advisement and receiving academic instruction fully online using D2L. Students can visit the Registration Page to get instructions on registration and steps to finishing registration. Within their MyFVSU portal, students have access to video tutorials on how to self-register. Staff have been issued laptop computers equipped with VPN technology to support secure connections to university systems for assisting students in the completion of the registration process where telework is needed to remain adherent to protocol.

Students also have access to financial aid, housing and paying their tuition and fees online. This applies to both undergraduate and graduate students.

Additional options to consider, in conjunction with the Workplace and Health Safety Workgroup, include:
- Self-service kiosk stations for students.
  - Computer with scanner.
  - Sanitizer at each station.
  - 6 feet indicators.
  - Stations should be standing and at least 6 feet apart.

**Outcome Measurements**  
For this plan, we will measure the number of students who self-registered for the semester.

**Veteran Affairs**  
The Office of Veterans Affairs (VA) will still be able to service students following social distancing guidelines. The Military Resource Center has three (3) computer stations that are spaced at least 6 feet apart. Student’s access will be limited not to exceed the number of people allowed in a space based on USG and CDC guidelines.
Students will notify the VA Certifying Official (CO) via email or office phone once they have registered for courses. New students will need to mail or scan and email the Certificate of Eligibility. The CO will then contact the VA to confirm eligibility. Once eligibility is confirmed, courses will be certified. For returning students, the CO will then contact the VA to confirm eligibility and then certify enrollment. A list of VA students will be sent to the Financial Aid, Registrar and Bursar offices.

**Outcome Measurements**

For this plan, we will measure the number of students who are certified compared to last year’s fall semester.

**New Student Orientation**

New Student Orientation (NSO) is catered to new first-time and transfer students who are entering Fort Valley State University for the first time and introducing them to the academics, the business, student life, spirit and culture of the university. During this week, the students learn about the campus, services offered along with the student code of conduct. This week allows the first-time and transfer students to connect with their peers and upperclassmen that can assist with their transitioning and adapting to the college culture. They get to meet and connect with students who are sharing the same major and could help guide them from day one for classes and help to calm any anxieties as a first-time college student. Ultimately, it reassures students they are in the right place and they are not journeying alone. Bringing students back on campus with social distancing jeopardizes this experience. It will eliminate the initial engagement the college has with the student.

To follow social distancing guidelines, NSO will take place in a virtual setting utilizing multiple platforms. We will use virtual tours to ensure the students understand where the buildings are located. D2L will be used to cover any trainings (i.e., student code of conduct, safety, sexual misconduct, etc.). We will also use Zoom meetings so that students can interact in small groups with peer leaders.

**Outcome Measurements**

For this plan, we will measure D2L module completion and Zoom participation.

**Co-curricular retention**

We are currently implementing three programs that address the goal of the Momentum Approach and the QEP. We are implementing a new proactive advising model, student self-registration and a comprehensive second-year experience program (the first-year experience program was previously implemented).

The implementation of the proactive advising model begins with the adviser initiating an advising eForm through banner for each student advisee every semester. The adviser populates the student information on the eForm and transmits the form to the students for course selection. The student selects classes based on the degree plan and schedules a 30-minute meeting with the advisor to confirm course selection.
adviser. The adviser meets with the student for advisement and approves the proposed classes in a virtual environment. The adviser provides the student with an alternate PIN number for self-registration. The student then registers for the approved courses through banner.

The second-year experience (SYE) program is coordinated through the university by the assistant director for the first- and second-year programs. The SYE program is designed to provide co-curricular engagement opportunities, career exploration and academic success opportunities for students in the second year, creating intentional second-year traditions. The SYE program is provided through campus wide partnerships designed to enhance the support provided to second-year students. The objective of the SYE program is to provide academic support and social integration opportunities for second-year students, assist students with developing a connection between their academic major and careers and to serve as a gateway to entrance in upper level coursework in the junior and senior year.

Co-Curricular

The Office of Campus Life continues to support students in this virtual environment. Our virtual contact with students starts with our frequent communication via Constant Contact. Students are sent updates on virtual meetings/trainings, programming and general information through this platform.

Due to the nature of the work, all programming could not be adopted into a virtual environment, but we have moved several facets of student life to support online activities. Through the Campus Activity Board (CAB), we can host events like virtual parties through social media and online game shows. Student Government also shifted online. Board meetings and other events will be hosted through Zoom.

Center for Student Engagement (CSE)

CSE was able to move spring workshops and training opportunities to a virtual environment by placing these activities in D2L, which is the platform currently used for online learning. The CSE advertised programming via Presence and student emails (seniors). Additionally, the CSE held the Student Leadership Symposium virtually using Zoom and we averaged 100 students participating each of the three evenings. Therefore, going forward, if the university must move to a virtual environment, the platform has been set to meet the demands. CSE is partnering with our current partners for iHelp to offer virtual volunteer opportunities. The FVSU Day of Service was executed in a virtual space whereby we utilized social media and presence to advertise and market to students.

Outcome Measurements

Momentum Approach and the QEP

We will measure number of students registered, number of students who have not registered and number of students paid verses the number of students not paid.
Co-Curricular (Campus Life)

We will measure student participation in the Campus Activity Board. We will also measure Zoom participation for meetings and events.

Center for Student Engagement (CSE)

The CSE will measure module completions in D2L, along with the number of Zoom participants.

Use of Technology

Technology usage will be key to the continuity of the student experience. It is important to support our staff with training on various in-house applications, software and technology already available at FVSU. A few of our action steps are as follows: (1) Coordinate training sessions with Enrollment Management (EM) areas and the FVSU Information Technology (IT) Office on the applications who are currently accessible to staff; (2) Use D2L (Learning Management Tool) as the training platform for our staff. This would allow us to do both (a) Provide Synchronous Learning Sessions live with the team and (b) Asynchronous learning for later onboarding employees.

Communication will be managed with tools such as Cisco Jabber. (3) Jabber will allow staff to handle both on campus technology and teleworking seamlessly. Staff will benefit from the ability to screen share, quick direct messaging (DM) and directory to search anyone on campus. That leads us to become appointment driven with students to not miss personal contact during social distancing. (4) We will continue to use tools as QLess and introducing Microsoft applications such as Microsoft Bookings (connects with MS Outlook), Microsoft Teams (Chat, Meet, Call, & Collaborate from Anywhere Without Compromising Privacy & Security), Microsoft Stream (an Enterprise Video service where people in your organization can upload, view and share videos securely) and other Microsoft 365 apps as needed. The appointment driven environment will become a part of the process to support social distancing, increase effectiveness and maximum resources in areas like the Financial Aid, Campus Life and Admissions offices.

Additional tools for communication and promotion will be managed through our newly implemented Customer Relationship Management (CRM) tool. (5) TargetX is a CRM solution for recruitment, admissions and retention in higher education built on the Salesforce platform. This product has already been procured and will go live in late summer 2020. Currently, the Event tools are being used with Enrollment 101 events. Target X will be used by the Admissions Office as a way to engage prospective students for fall 2021.

Documentation collections are moving toward a (6) imaging system called BDM/ApplicationXtender (AX), which loads into our Banner System (ERP). This will support staff and students who need to view documents on a student quickly and easily. Scanners are part of this plan with our IT Department.

Outcome Measurements

For this plan, outcomes will be measured by the usage of each software tool.
Cost Associated with Enrollment Management Workgroup Contingency Plan 1

Staffing
Guidelines and recommendations as identified by the Workplace and Health Safety Workgroup in conjunction with USG, the Governor’s Office and Georgia Public Health. Staff have been issued laptop computers equipped with VPN technology to support secure connections to university systems for assisting students in the completion of the process where telework is needed to remain adherent to protocol.

Daily Enrollment Reporting
Tracking enrollment will be critical because it will give us a clear picture on the anticipated number of students we will have to service for the return to campus with the social distancing plan. We currently monitor enrollment on a weekly basis, including admitted students, financial aid awards and housing applicants. We will modify this process to develop a cohesive daily reporting system. This will be accomplished through daily data reports and dashboards.

Enrollment Management Contingency Plan 2 – Classes begin fully online

The functions of enrollment will not change much for Contingency Plans 1 and 2. Considering the widespread impact of COVID-19 into the fall 2020 semester, regardless of our mode of delivery, we will have to continue to alter our work and how we service students. Utilizing online and virtual engagements will continue to be utilized whether we must open face to face with social distancing or online. To that end, Contingency Plan 2 will mirror much of what we will do in Contingency Plan 1 with the exception of the face-to-face service to students. We outline below how key functions will be managed if we open fully online.

Admissions

Undergraduate Admissions

A continuance of classes being fully online into the fall 2020 semester has an impact on how the Office of Admissions will do its work of admitting undergraduate freshmen, transfer and dual enrollment students and for graduate and international students while supporting social distancing for students and staff alike. In this scenario, it will be very important for the Office of Admissions to monitor CDC, Georgia public health officials and USG guidance that will inform policy on social distancing in the college and university workplace. Guidance from these sources will keep us apprised of any changes to admission policy and procedures, as well as any changes to the availability of college entrance exam testing opportunities.

To ensure the processes of admissions application, file completion and admissions decision-making move forward without interruption, the office will coordinate available on-campus staff to ensure that paper mail and online application and supporting document delivery continues. Staff will also be coordinated to match and complete files so that admissions decision-making can proceed in an organized and prioritized way both on the part of in-office staff and those who may telework.
Social distancing, PPE and office sanitization protocol will be followed both for students who may come to the office for assistance and for staff in place to serve students. Staff have been issued laptop computers equipped with VPN technology to support secure connections to university systems for assisting students in the completion of the admissions process where telework is needed to remain adherent to protocol. This will allow Admissions Office staff to be flexible in working with each other, with students and in being responsive to updates in guidance provided by the key governance organizations.

**Graduate Admissions**

Graduate Studies has little to no face-to-face contact with students. Currently, students will send their information for consideration through email or mail. Applicants seeking admissions to graduate programs can complete the online application. All required supporting documents can be submitted online or emailed to graduatestudies@fvsu.edu. Graduate admissions staff and program coordinators will make the decision and communicate with students by email or phone.

**Outcome Measurements**

In this scenario, the overall performance of the Office of Admissions will be measured using data comparing the year-over-year numbers of inquiries, applicants and admitted and enrolled students. In addition, similar comparisons of data on student registrations for orientation (Enrollment 101), the number of financial aid applicants processed, the number of housing contracts submitted and ultimately, the number of matriculated students will serve to measure the outcomes.

**Recruitment**

A continuance of classes being fully online into the fall 2020 semester will impact the recruitment of undergraduates and graduates, including freshmen, transfer, dual enrollment and international students. This is traditionally a very personal process. In this process, students are met personally, take part in campus visits and in-person events conducted traditionally in schools, the community and on the university’s campus.

The recruitment process will take place in a virtual space. Prospective students and groups will be informed when registering for campus tours of the virtual option. Fort Valley State University’s Admissions Office will draw upon the experience recently gained to conduct virtual events such as open house, Discover FVSU, Admitted Student Day and other virtual recruitment events held in coordination with other colleges, vendors and HBCU recruitment organizations. Furthermore, the Admissions Office is enhancing its communication to school districts, guidance counselors and other school personnel regarding admission policy and procedural updates.

Recruitment work depends heavily on marketing and communication by being responsive to inquiry and proactive in the identification and development of prospects. With the challenge faced by implementation of social distancing and the possibility that we may not be able to meet students in person, this dependence on marketing and communication is even more critical. To
address the challenge, the Admissions Office will implement an increased presence on social media and increased outreach strategy via email, text and telephone campaigns. These initiatives are designed to target prospects and applicants at every stage of the admission funnel to maintain contact, encourage and inform about how to take the next steps in the enrollment process.

Recruitment is not limited to the initial period of contact with prospective students prior to issuance of the admissions decision. Rather, recruitment encompasses the period from initial introduction of the university to the inquiring prospect all the way to the point of matriculation. The coincidental move to the Target-X Customer Relations Management Program that is underway at FVSU will make a great contribution to recruitment in an environment of social distancing and in the circumstance where we may not be in personal contact with prospective students. The key contribution is the provision a single unified platform to support both the recruitment and admission of students to the university. This system will also facilitate increased data collection on prospects, applicants and admitted students to help the Admissions Office serve them better at all phases of recruitment and admission to the university. This data collection will inform initiatives supporting recruitment and admission outcomes along that entire pathway to matriculation. Utilizing the CRM will also greatly enhance our communication efforts to all prospective and admitted students.

New student recruitment is not the sole domain of the Office of Admissions. Rather, it is the interest of everyone across the university. As such, in addition to the previously mentioned efforts of the Admissions Office, recruitment in a social distancing or in a non-personal contact environment will involve the consolidation of efforts of multiple departments and divisions into a single unified approach. Some examples include ROTC student recruitment and recruitment efforts housed within the academic colleges on campus. At Fort Valley State University, the College of Agriculture, Family Sciences and Technology; Education and Professional Studies; and Arts and Sciences each implement recruitment initiatives that are designed to use a strong mix of social media, traditional mail, promotional materials, direct marketing and alumni support. These initiatives include several events (virtual and in person if allowed under this scenario) held in collaboration with schools and professional networks. Furthermore, the colleges will leverage scholarship availability to support student recruitment to the academic programs.

**Graduate**

Recruiting graduate students will rely solely on website information. Students can choose from nine programs. To meet the needs of the graduate students, we will provide virtual information sessions. Potential students will be able to log into the Zoom conference call and obtain information about their respective programs from the program coordinators and/or program staff. The student will then receive information about the application process and how to officially become a Wildcat. This portion of the session will be performed by the Graduate Studies admission counselor.

New students will have the opportunity to attend a virtual orientation. This orientation will allow students to fully understand their new journey. They will have the introduction of how to use their Wildcat email, how to register for classes and can meet their instructors and how to
navigate through their program. A financial aid representative will be needed to answer graduate students’ questions. Current students will still rely on the program coordinators and academic advisers to keep them abreast of their matriculation through the program.

**Outcome Measurements**

In this scenario, the overall performance of the Office of Admissions will be measured using data comparing the year-over-year numbers of inquiries, applicants and admitted and enrolled students. In addition, similar comparisons of data on student registrations for orientation (Enrollment 101), the number of financial aid applicants processed, the number of housing contracts submitted and ultimately, the number of matriculated students will serve to measure the outcomes. Beyond these measurements, it will be important to measure the success of new initiatives implemented in response to social distancing requirements and on this scenario in which classes start fully online. One of these key new initiatives is the implementation of a virtual campus tour. Admissions will develop a protocol compliant method for student feedback, questions and evaluation of the virtual campus tour.

**Financial Aid**

In the event students must begin the semester fully online, all service available to students on campus will exist in the virtual setting. Students are able to apply, submit all required documents, accept awards and pay fees all online. Students can contact the Office of Financial Aid (OFA) via phone, email or schedule call-back appointments with a financial aid representative. Online tutorials, along with a chatbot, are also available for additional assistance to students. Each student is assigned a financial aid adviser by last name. Each student will receive an email of next steps to complete depending on where they are in the financial aid process. Offer letters are emailed to students upon completion of their financial aid file. Students can then log into their MyFVSU to accept their awards. All communications will go through their FVSU student email account.

Financial aid webinars and online trainings will be made available throughout the semester. Staff have been issued laptop computers equipped with VPN technology to support secure connections to university systems for assisting students in the completion of the financial aid process where telework is needed to remain adherent to protocol.

**Outcome Measurements**

For this plan, Office of Financial Aid will measure the number of students paid prior to the beginning of the term and the number of students paid prior to final drop compared to last year. We will also measure the number of students who booked virtual appointments and who participated in webinars and workshops.

**Registration**

In the event students have to remain fully online for the semester, services for registration have been moved to a virtual environment to assist students through advisement and receiving academic instruction fully online using D2L. Students can visit the Registration Page to get
instructions on registration and steps to finishing registration. Within their MyFVSU portal students have access to video tutorials on how to self-register.

Students also have access to financial aid, housing and paying their tuition and fees online. This applies to both undergraduate and graduate students. Staff have been issued laptop computers equipped with VPN technology to support secure connections to university systems for assisting students in the completion of the registration process where telework is needed to remain adherent to protocol.

**Outcome Measurements**

For this plan, we will measure the number of students who self-registered for the semester.

**Veteran Affairs**

Students will notify the VA Certifying Official (CO) via email or office phone once they have registered for courses. New students will need to mail or scan and email the Certificate of Eligibility. The CO will then contact the VA to confirm eligibility. Once eligibility is confirmed, courses will be certified. For returning students, the CO will then contact the VA to confirm eligibility and then certify enrollment. A list of VA students will be sent to the Financial Aid, Registrar and Bursar offices.

If the veteran does not own a computer or has internet access issues, they can seek reimbursement through the Department of Veterans Affairs.

**Outcome Measurements**

For this plan, we will measure the number of students who are certified compared to last year’s fall semester.

**New Student Orientation**

New Student Orientation (NSO) is catered to new first-time and transfer students who are entering Fort Valley State University for the first time and introducing them to the academics, the business, student life, spirit and culture of Fort Valley State University. During this week, the students learn about the campus and services offered, along with the student code of conduct. This week allows first-time and transfer students to connect with their peers and upperclassmen who can assist with their transitioning and adapting to the college culture. They get to meet and connect with students who are sharing in the same major and could help guide them from day one for classes and help to calm any anxieties as a first-time college student. Ultimately, it reassures students they are in the right place and they are not journeying alone. Not being able to bring students back on campus jeopardizes this experience. It will eliminate the initial engagement the college has with the student and ultimately impact enrollment.

To follow social distancing guidelines, NSO will take place in a virtual setting utilizing multiple platforms. We will use virtual tours to ensure the students understand where the buildings are
located. D2L will be used to cover any trainings (i.e., student code of conduct, safety, sexual misconduct, etc.). We will also use Zoom meetings so that students can interact in small groups with peer leaders.

**Outcome Measurements**

For this plan, we will measure D2L module completion and zoom participation.

Tracking online engagement as shared previously aligning sessions with created D2L modules for sessions can allow us to create a document for students to complete after each session within each session module. The Zooms that will be set up for engagement will also give us the number of participants, along with their names. On-campus engagement could be tracked in presence by swipes for each session/event. The attendee events will appear with the students’ profile within Presence. This participation can be calculated toward grading for the FVSU 0/100 course as well for first-time, first-year students.

**Co-curricular retention**

We have currently implemented three programs that address the goal of the Momentum Approach and the QEP. We have implemented a new proactive advising model, student self-registration and a comprehensive second-year experience program (the first-year experience program was previously implemented). The proactive advising model, student self-registration and a comprehensive second-year experience program shifted the way services were provided to students and we will continue to follow the new models, which is completely online.

The second-year experience (SYE) program is coordinated through the university by the assistant director for the First- and Second-Year Programs. The SYE program is designed to provide co-curricular engagement opportunities, career exploration and academic success opportunities for students in the second year, creating intentional second-year traditions. The SYE program is provided through campus-wide partnerships designed to enhance the support provided to second-year students. The objective of the SYE program is to provide academic support and social integration opportunities for second-year students, assist students with developing a connection between their academic major and careers and to serve as a gateway to entrance in upper level coursework in the junior and senior year. To further assist with classes moving to an online environment, SYE will set up programming opportunities fully online that follow the set up for spring 2020.

**Co-Curricular (Campus Life)**

The Office of Campus Life continues to support students in this virtual environment. Our virtual contact with students starts with our frequent communication via Constant Contact. Students are sent updates on virtual meetings/trainings, programming and general information through this platform.

Due to the nature of the work, all programming could not be adopted into a virtual environment, but we have moved several facets of student life to support online activities. Through the
Campus Activity Board (CAB), we can host events like virtual parties through social media and online game shows. Student Government also shifted online. Board meetings and other events will be hosted through Zoom.

**Center for Student Engagement (CSE)**

CSE is ready to service students if the university moves courses fully online fall 2020. Workshops and training opportunities have been created for a virtual environment by placing these activities in D2L. D2L is the platform currently used for online learning. The CSE advertised programming via Presence and student emails (seniors). Additionally, the CSE held the Student Leadership Symposium virtually using Zoom. We averaged 100 students participating each of the three evenings. Therefore, going forward, if the university must move to a virtual environment, the platform has been set to meet the demands. Currently, CSE is partnering with our current partners for iHelp to offer virtual volunteer opportunities. The FVSU Day of Service will continue to be executed in a virtual space whereby we utilized social media and Presence to advertise and market to students.

**Outcome Measurements**

*Momentum Approach and the QEP*

We will measure number of students registered, number of students who have not registered and number of students paid verses the number of students not paid.

**Co-Curricula (Campus Life)**

We will measure the student participation in the Campus Activity Board. We will also measure Zoom participation for meetings and events.

**Center for Student Engagement (CSE)**

The CSE will measure module completions in D2L, along with the number of Zoom participants.

Use of Technology

Technology usage will be key to the continuity of the student experience. (A) An inventory and technology survey will be done with the assistance of FVSU IT. This will inform us of needs across campus with our students. Fully online will require students to use aid to purchase technology equipment.

It is important to support our staff with training on various in-house applications, software and technology already available at FVSU. A few of our action steps are as follow. (1) Coordinate training sessions with Enrollment Management (EM) areas and the FVSU Information Technology (IT) Office on the applications that are currently accessible to staff. (2) Use D2L (Learning Management Tool) as the training platform for our staff. This would allow us to do both (a) Provide Synchronous Learning Sessions live with the team and (b) Asynchronous learning for later onboarding employees.
Communication will be managed with tools such as Cisco Jabber. (3) Jabber will allow staff to handle both on campus technology and teleworking seamlessly. Staff will benefit from the ability to screen share, quick direct messaging (DM) and directory to search anyone on campus. That leads us to become appointment driven with students to not miss personal contact during social distancing. (4) We will continue to use tools as QLess and introducing Microsoft applications such as Microsoft Bookings (connects with MS Outlook), Microsoft Teams *(Chat, Meet, Call, & Collaborate from Anywhere Without Compromising Privacy & Security)*, Microsoft Stream *(an Enterprise Video service where people in your organization can upload, view and share videos securely)* and other Microsoft 365 apps as needed. The appointment driven environment will become a part of the process to support social distancing, increase effectiveness and maximum resources in areas like the Financial Aid, Campus Life and Admissions offices.

Additional tools for communication and promotion will be managed through our newly implemented Customer Relationship Management (CRM) tool. (5) TargetX is a CRM solution for recruitment, admissions and retention in higher education built on the Salesforce platform. This product has already been procured and will go live in late summer 2020. Currently, the event tools are being used with Enrollment 101 events. Target X will be used by the Office of Admissions to engage prospective students for fall 2021.

Documentation collections are moving toward a (6) imaging system called BDM/ApplicationXtender (AX), which loads into our Banner System (ERP). This will support staff and students who need to view documents on a student quickly and easily. Scanners are part of this plan with our IT Department.

**Outcome Measurements**

D2L will monitor staff usage, most applications have reporting tools as needed. Assets Panda will track equipment.

**Staffing**

Guidelines and recommendations as identified by the Workplace and Health Safety Workgroup in conjunction with USG, the Governor’s Office and Georgia Public Health. Staff have been issued laptop computers equipped with VPN technology to support secure connections to university systems for assisting students in the completion of the process where telework is needed to remain adherent to protocol.

**Daily Enrollment Reporting**

Tracking enrollment will be critical because it will give us a clear picture on the anticipated number of students we will have to service in this return to campus with social distancing plan. We currently monitor enrollment on a weekly basis, including admitted students, financial aid awards and housing applicants. We will modify this process to develop a cohesive daily reporting system. We will modify this process to develop a cohesive daily reporting system. This will be accomplished through daily data reports and dashboards.
Enrollment Management Contingency Plan 3 – Classes and operations must go to an online format

The functions of enrollment will not change much for Contingency Plans 2 and 3. Considering the widespread impact of COVID-19 into the fall 2020 semester, regardless of our mode of delivery, we will have to continue to alter our work and how we service students. Utilizing online and virtual engagements will continue to be utilized whether we must open face to face with social distancing or online. To that end, Contingency Plan 3 will mirror much of what we will do in Contingency Plan 1 with the exception of the face-to-face service to students. Below outlines how key functions will be managed if we open fully online.

Admissions

A move to online classes and operations for fall semester 2020 will have an impact on how the Office of Admissions will do its work of admitting undergraduate freshmen, transfer and dual enrollment students and for graduate and international students while supporting social distancing for students and staff alike. In this scenario, it will be very important for the Office of Admissions to monitor CDC, Georgia public health officials and USG guidance that will inform policy on social distancing in the college and university workplace. Guidance from these sources will keep us apprised of any changes to admission policy and procedures, as well as any changes to the availability of college entrance exam testing opportunities.

To ensure the processes of admissions application, file completion and admissions decision-making move forward without interruption the office will coordinate available on-campus staff to ensure that paper mail and online application and supporting document delivery continues. Staff will also be coordinated to match and complete files so that admissions decision-making can proceed in an organized and prioritized way both on the part of in-office staff and those who may telework.

Social distancing, PPE and office sanitation protocol will be followed for students who may come to the office for assistance and for staff in place to serve students. Staff have been issued laptop computers equipped with VPN technology to support secure connections to university systems for assisting students in the completion of the admissions process where telework is needed to remain adherent to protocol. This will allow Admissions Office staff to be flexible in working with each other, with students and in being responsive to updates in guidance provided by the key governance organizations.

Graduate

Majority of the classes offered in graduate studies are either hybrid or have transitioned fully online, so there would not be any changes if we must go online for a period during the semester. New students will be informed at the beginning of the semester of a “just-in-case” scenario, which is like the spring 2020 crisis.

Students will be informed and encouraged to speak to a financial aid specialist via phone or email. Students will have also built a virtual relationship with their academic adviser.
Recruitment

In this scenario where students begin fall 2020 back on campus, but are then required to move to an online environment mid-semester, social distancing and/or no-contact requirements have great impact on the recruitment of undergraduate and graduate students, including freshmen, transfer, dual enrollment and international students. This is traditionally a very personal process. In this process, students are met personally, take part in campus visits and in-person events conducted traditionally in schools, the community and on the university campus.

The challenge that social distancing brings to the traditional recruitment process will be met by implementing virtual events. Prospective students and groups will be informed when registering for campus tours of the virtual option. Fort Valley State University’s Office of Admissions will draw upon the experience recently gained to conduct virtual events such as open house, Discover FVSU, Admitted Student Day and other virtual recruitment events held in coordination with other colleges, vendors and HBCU recruitment organizations.

Depending on the policies that will be implemented in private and public high schools, Fort Valley State University’s Office of Admissions will take part in school-based recruitment events. When taking part in school-based recruitment events, staff will not visit sites if they are not feeling well and all staff must wear a mask and adhere to any other safety precautions the site has required. Furthermore, the Office of Admissions is enhancing its communication to school districts, guidance counselors and other school personnel regarding admission policy and procedural updates.

Recruitment work depends heavily on marketing and communication by being responsive to inquiry and proactive in the identification and development of prospects. With the challenge faced by implementation of social distancing, this dependence on marketing and communication is even more critical. To address the challenge, FVSU’s Office of Admissions will implement an increased presence on social media and increased outreach strategy via email, text and telephone campaigns. These initiatives are designed to target prospects and applicants at every stage of the admission funnel to maintain contact, encourage and inform about how to take the next steps in the enrollment process.

Recruitment is not limited to the initial period of contact with prospective students prior to issuance of the admissions decision. Rather, recruitment encompasses the period from initial introduction of the university to the inquiring prospect all the way to the point of matriculation. The coincidental move to the Target-X Customer Relations Management program that is underway at FVSU will make a great contribution to recruitment in an environment of social distancing. The key contribution is the provision a single unified platform to support both the recruitment and admission of students to the university. This system will also facilitate increased data collection on prospects, applicants and admitted students to help the Office of Admissions serve them better at all phases of recruitment and admission to the university. This data collection will inform initiatives supporting recruitment and admission outcomes along that entire pathway to matriculation. Utilizing the CRM will also greatly enhance our communication efforts to all prospective and admitted students.
New student recruitment is not the sole domain of the Office of Admissions. Rather, it is the interest of everyone across the university. As such, in addition to the previously mentioned efforts of the Admissions Office, recruitment in a social distancing environment will involve the consolidation of efforts of multiple departments and divisions into a single unified approach. Some examples include ROTC student recruitment and recruitment efforts housed within the academic colleges on the campus. At Fort Valley State University, the College of Agriculture, Family Sciences and Technology; Education and Professional Studies; and Arts and Sciences each implement recruitment initiatives that are designed to use a strong mix of social media, traditional mail, promotional materials, direct marketing and alumni support. These initiatives include several events (virtual and in person as allowed by social distancing protocol) held in collaboration with schools and professional networks. Furthermore, the colleges will leverage scholarship availability to support student recruitment to the academic programs.

**Financial Aid**

If classes move to an online format within the semester, for students with pending aid to disburse or need to complete their file, the Office of Financial Aid (OFA) will be able to do so in a virtual space. OFA will communicate with students via their student email, book call-back appointments using Qless or call students using Cisco Jabber.

A FAQ document will be posted on the financial aid webpage to help guide students through the transition.

Students are able to apply, submit all required documents, accept awards and pay fees all online. Student can contact the OFA via phone, email or schedule call-back appointments with a financial aid representative. Online tutorials, along with a chatbot, are also available for additional assistance to students. Each student is assigned a financial aid adviser by last name. Each student will receive an email of next steps to complete depending on where they are in the financial aid process. Offer letters are emailed to students upon completion of their financial aid file. Students can then log into their MyFVSU to accept their awards.

**Registration**

If classes must move to an online format with the semester, virtual registration and advising will be available to students. Students can visit the Registration Page to get instructions on registration and steps to finishing registration. Within their MyFVSU portal, students have access to video tutorials on how to self-register.

Students also have access to financial aid, housing and paying their tuition and fees online. This applies to both undergraduate and graduate students.

**Veteran Affairs**
If classes must move to an online format within the semester, the Certifying Official (CO) will communicate to all VA students to ensure they understand the remote resources available to them. The CO will be available via phone or email to assist students.

If the veteran does not own a computer or has internet access issues, they can seek reimbursement through the Department of Veterans Affairs.

New Student Orientation

If the week was to transition to fully online, we will move to a virtual experience. All information will be implemented online through social media, Zoom and modules in D2L for follow-up questions or assessments. Student leaders will engage with new students as they sign up from the Virtual Enrollment 101 Sessions.

Co-curricular retention

Following the spring 2020 model, we have currently implemented three programs that address the goal of the Momentum Approach and the QEP. We have implemented a new proactive advising model, student self-registration and a comprehensive second-year experience program (the first-year experience program was previously implemented).

The second-year experience (SYE) program is coordinated through the university by the assistant director for the First- and Second-Year Programs. The SYE program is designed to provide co-curricular engagement opportunities, career exploration and academic success opportunities for students in the second year, creating intentional second-year traditions. The SYE program is provided through campus-wide partnerships designed to enhance the support provided to second-year students. The objective of the SYE program is to provide academic support and social integration opportunities for second-year students, assist students with developing a connection between their academic major and careers and to serve as a gateway to entrance in upper level coursework in the junior and senior year. SYE will use the blended model used spring 2020 if classes and operations must go to an online format for a period during the semester.

Co-Curricular (Campus Life)

The Office of Campus Life continues to support students in this virtual environment. Our virtual contact with students starts with our frequent communication via Constant Contact. Students are sent updates on virtual meetings/trainings, programming and general information through this platform.

Due to the nature of the work all programming could not be adopted into a virtual environment, but we have moved several facets of student life to support online activities. Through the Campus Activity Board (CAB), we can host events like virtual parties through social media and online game shows. Student Government also shifted online. Board meetings and other events will be hosted through Zoom. Campus Life will use the blended model mirroring spring 2020 if classes and operations must go to an online format for a period during the semester.
Center for Student Engagement (CSE)

CSE was able to move spring workshops and training opportunities to a virtual environment by placing these activities in D2L and will continue in the fall with a blended approach to accommodate online and social distancing expectations. D2L is the platform currently used for online learning. The CSE advertised programming via Presence and student emails (seniors). Additionally, the CSE held the Student Leadership Symposium virtually using Zoom. We averaged 100 students participating in each of the three evenings. Therefore, going forward, if the university must move to a blended online and virtual environment, the platform has been set to meet the demands. CSE is partnering with our current partners for iHelp to offer virtual volunteer opportunities. The FVSU Day of Service was executed in a virtual space whereby we utilized social media and Presence to advertise and market to students.

Use of Technology

Technology usage will be key to the continuity of the student experience. (A) An inventory and technology survey will be done with the assistance of FVSU IT at the beginning of the semester. This will inform us of need across campus with our students. Fully online will require students to use aid to purchase technology equipment. We will need a maximum of one week to transition from on campus to online. This transition should be seamless as Plan 1 and Plan 2 will encourage technology as the main tools in communication with staff and faculty.

It is important to support our staff with training on various in-house applications, software and technology already available at FVSU. A few of our action steps are as follow. (1) Coordinate training sessions with Enrollment Management (EM) areas and the FVSU Information Technology (IT) Office on the applications that are currently accessible to staff. (2) Use D2L (Learning Management Tool) as the training platform for our staff. This would allow us to do both (a) Provide Synchronous Learning Sessions live with the team and (b) Asynchronous learning for later onboarding employees.

Communication will be managed with tools such as Cisco Jabber. (3) Jabber will allow staff to handle both on campus and teleworking seamlessly. Staff will benefit from the ability to screen share, quick direct messaging (DM) and directory to search anyone on campus. That leads us to become appointment driven with students to not miss personal contact during social distancing. (4) We will continue to use tools as QLess and introducing Microsoft applications such as Microsoft Bookings (connects with MS Outlook), Microsoft Teams (Chat, Meet, Call, & Collaborate from Anywhere Without Compromising Privacy & Security), Microsoft Stream (an Enterprise Video service where people in your organization can upload, view and share videos securely) and other Microsoft 365 apps as needed. The appointment driven environment will become a part of the process to support social distancing, increase effectiveness and maximum resources in areas like the Financial Aid, Campus Life, and Admissions offices.

Additional tools for communication and promotion will be managed through our newly implemented Customer Relationship Management (CRM) tool. (5) TargetX is a CRM solution for recruitment, admissions and retention in higher education built on the Salesforce platform. This product has already been procured and will go live in late summer 2020. Currently, the
event tools are being used with Enrollment 101 events. Target X will be used by the Office of Admission to engage prospective students for fall 2021.

Documentation collections are moving towards a (6) imaging system called BDM/ ApplicationXtender (AX), which loads into our Banner System (ERP). This will support staff and students who need to view documents on a student quickly and easily. Scanners are part of this plan with our IT Department.

**Daily Enrollment Reporting**

Tracking enrollment will be critical because it will give us a clear picture on the anticipated number of students we will have to service in the return to campus with the social distancing plan. We currently monitor enrollment on a weekly basis, including admitted students, financial aid awards and housing applicants. We will modify this process to develop a cohesive daily reporting system. We will modify this process to develop a cohesive daily reporting system. This will be accomplished through daily data reports and dashboards.
Residential Life Work Plan

The Office of Housing and Residential Life at Fort Valley State University promotes good student health, safety and well-being to the upmost. To ensure student safety and well-being upon check in and throughout the academic year, we have developed several tentative contingency plans that will address student move-in, best practices in the residential facilities, how students interact while at the university and different scenarios for students while at the university. We have also evaluated the Personal Protective Equipment (PPE) that will be needed to ensure the necessities are readily available for the students and staff. To accommodate the needs of students in the COVID-19 high-risk category as defined by the CDC, such students may opt out of on-campus residency requirement. The students should consult with their health care provider to determine if living in a residence hall is ideal for them. To qualify for the waiver, the student will be required to submit supporting medical documentation.

To ensure student safety and to stay in compliance with the social distancing guidelines, we developed the student move-in scenarios below. It is important to note that every room in the Wildcat Commons affords students the opportunity to live in single rooms in suite settings. There is a maximum number of four (4) students who will occupy a suite, with several suites housing only three (3) or two (2) students.

Residential Life Fall 2020 Student Move-In

We will use a move-in schedule consistent with what we used successfully during the spring 2020 checkout. We will not separate the new students and returning students; all students will be brought back at the same time but on different dates.

**Saturday, Aug. 1, 2020 (Wildcat Commons 6)**
8 a.m. – 5 p.m. - WC 6 residents move-in

- 8 a.m. – 10 a.m.: 4<sup>th</sup> Floor
- 10 a.m. – 12 p.m.: 3<sup>rd</sup> Floor
- 1 p.m. – 3 p.m.: 2<sup>nd</sup> Floor
- 3 p.m. – 5 p.m.: 1<sup>st</sup> Floor

**Sunday, Aug. 2, 2020 (Wildcat Commons 7 and Wildcat Commons 4)**
8 a.m. – 5 p.m. - WC 7 residents move-in

- 8 a.m. – 10 a.m.: 4<sup>th</sup> Floor
- 10 a.m. – 12 p.m.: 3<sup>rd</sup> Floor
- 1 p.m. – 3 p.m.: 2<sup>nd</sup> Floor
- 3 p.m. – 5 p.m.: 1<sup>st</sup> Floor

10 a.m. – 3 p.m. - WC 4 residents move-in
- 10 a.m. – 12 p.m.: 4th Floor
- 1 p.m. – 3 p.m.: 3rd Floor

**Tuesday, Aug. 4, 2020 (8 a.m. – 12 p.m.)**
- Wildcat Commons 1- 4th Floor
- Wildcat Commons 3- 4th Floor
- Wildcat Commons 5- 4th Floor
- Band - (8 a.m. – 4 p.m.)

**Tuesday, Aug. 4, 2020 (1 p.m. – 5 p.m.)**
- Wildcat Commons 2- 4th Floor
- Wildcat Commons 4- 1st Floor
- Ohio Hall- 3rd Floor

**Wednesday, Aug. 5, 2020 (8 a.m. – 12 p.m.)**
- Wildcat Commons 1- 3rd Floor
- Wildcat Commons 3- 3rd Floor
- Wildcat Commons 5- 3rd Floor

**Wednesday, Aug. 5, 2020 (1 p.m. – 5 p.m.)**
- Wildcat Commons 2- 3rd Floor
- Wildcat Commons 4- 2nd Floor
- Ohio Hall- 2nd Floor

**Thursday, Aug. 6, 2020 (8 a.m. – 12 p.m.)**
- Wildcat Commons 1- 2nd Floor
- Wildcat Commons 3- 2nd Floor
- Wildcat Commons 5- 2nd Floor

**Thursday, Aug. 6, 2020 (8 a.m. – 12 p.m.)**
- Wildcat Commons 1- 2nd Floor
- Wildcat Commons 3- 2nd Floor
- Wildcat Commons 5- 2nd Floor

**Friday, Aug. 7, 2020 (8 a.m. – 12 p.m.)**
- Wildcat Commons 1- 1st Floor
- Wildcat Commons 3- 1st Floor
- Wildcat Commons 5- 1st Floor
Contingency Plan 1 – Fall classes begin with social distancing expectations

The university will adhere to the move-in plan that ensures social distancing, an awareness of and adherence by the staff and students to the best practices against COVID-19.

Additionally, the following protocols will apply:

- 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. An existing document will be updated that will allow students to acknowledge they received a copy of the Best Practices against COVID-19 in Residential Living.
- Non-residential student visitation will be suspended for the fall 2020 term or until the pandemic has ended.
- Sanitation information will be included in the Student Resident Handbook and in the Fort Valley State University Residential Life Best Practices against COVID-19 in Residential Living Handout.
- Students will be required to sanitize and clean their apartment daily and report roommates who do not follow the cleaning guidelines.
- The Residential Life Best Practices against COVID-19 will be distributed and posted in the residential facilities.
- The staff will be trained on the safety and precautions against COVID-19.
- The residents will be held accountable for ensuring their apartments/bedrooms are clean.
- Virtual engagements, such as floor meetings, educational programs, meet and greet, and hall meetings will be provided for the residents.

Suggestions from the Best Practices Document

- Periodic disinfectant fogging will be made available to students upon request.
- 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.
- Upgrade Wi-Fi bandwidth in all residence halls during June and July to support a shift to online instruction before or during a semester.
- 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.
- All residential students will receive a “Fall Move-in Guide” in print and electronic version. Reservation confirmation emails will include a link to the online “Fall Move-In Guide.”
On the website, modify list of what to bring to include: LIST ITEMS

Designate specific location in student rooms for COVID-19 best practices to post in advance of move-in*

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 for fall 2020. 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.

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.

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.

Shared kitchens, dining rooms, laundry rooms, bathrooms, elevators and computer labs

- Students will be required to maintain the recommended minimum 6 feet distance from one another.
- The guidelines established by the FVSU Emergency Management will be followed for the number of people who can be in the computer labs, elevators and lounge areas.
- Students who have higher risk of severe illness from COVID-19 may choose to eat in their bedrooms or alone in the common eating area while maintaining all necessary social distancing and other COVID-19 protocols.
- Students are discouraged from sharing dishes, drinking glasses, cups or eating utensils; they should avoid leaving soiled dishes in the kitchen sinks.
- Due to the laundry room being a confined space, only one student should be in the laundry room at a time.
- Students should avoid placing toothbrushes directly on counter surfaces. Totes should be used for personal items, so they do not touch the bathroom countertop.

Please see additional information below:
Bathroom access/accommodations for various types of halls (community bathroom vs. single occupancy vs. double occupancy)
• Students have a private bath or share the bathroom with one additional person in the Wildcat Commons.
• Students in Ohio Hall will also have a private bathroom or will share the bathroom with one other resident.

Policies/rules related to the residence halls that will need to be in place during the fall

• Each student will be emailed a copy of the Student Resident handbook, as well as a copy of the Best Practices against COVID-19 in Residential Living.

COVID-19 prevention supplies that will be provided in common areas, such as soap, alcohol-based hand sanitizers that contain at least 60 percent alcohol, tissues, trash baskets and, if possible, cloth face coverings that are washed or discarded after each use.

• Each residential facility will have a hand sanitizer machine with 90 percent alcohol-based sanitizer gel.
• Each housing facility guest bathroom will have hand sanitizers.
• Each bathroom has soap and paper towel dispensers in each bathroom.
• A hand sanitizer machine will be added to each floor of every housing facility.
• Hand wipe dispensers will be added to the first-floor lobby areas.
• Paper/tissue dispensers and trash receptacles will be ordered and added to the lobby areas.
• Face coverings will be ordered and stocked.
• Visits by residence hall staff to residents’ rooms or living quarters will be limited to absolute necessity. Otherwise, staff will use virtual communications and check-ins (phone or video chat), as appropriate.
• The students will be responsible for policing their roommates to ensure they are keeping the apartment clean and sanitized. The students will be encouraged to report any cleanliness issues to the resident director or resident assistant to ensure the students comply. The building staff will only conduct room checks for cleaning and maintenance issues twice a month. The only other times the staff should enter a resident’s apartment will be for emergencies or for maintenance repairs. The students will be notified in advance whenever a staff member will need to enter a resident’s apartment or individual room.

The outline below is a COVID-19 awareness campaign that was developed by Mrs. Sharie Adams (resident director/coordinator for residence education). This awareness campaign will be managed by the resident directors and their staff (resident assistants).

1. **Online Orientation**
   a. Videos
      i. Returning to campus during a pandemic
         1. **Director welcome video**
            a. Mandate of orientation completion prior to return
               i. Completion of COVID-19 Residential Life Orientation Program
b. Resources and services available to students
   i. CDC information
   ii. City of Fort Valley information
   iii. Institutional resources available for students

c. Consequences for failing to complete orientation
   i. Inability to move in until completed

d. Incentives for completing orientation
   i. Permission to move in
   ii. Signs, symptoms and mandate to report
       1. Before returning—have I been exposed?
       2. Protecting Yourself in the Residence Hall
          a. Social Distancing
          b. Wearing Protective Gear
          c. Everyday Preventative Measures

iii. The Residence Hall
    1. Moving-In Safety
       a. Who can help me?
       b. Disinfection, sanitation and personal safety
    2. Room and apartment safety
       a. When in your personal room
       b. Kitchens, bathrooms, vanity areas
    3. Commons spaces
       a. Living rooms, lobbies and hallways
       b. Elevators, door handles, tables and chairs
       c. Being social during COVID-19

iv. What to consider
    1. Students with pre-existing conditions
       a. Higher risk for severe illness
       b. Recommendations from the Georgia Department of Public Health
          i. Contact information
          ii. FAQ

b. Text
   i. PowerPoint slides within each video reiterating information from each scene

c. Quizzes
   i. Short questions that students must respond to show an understanding of information.

d. Checklists
   i. Provide students with a checklist of things to do prior to returning to campus
      ii. Supplies
          1. Personal protection
2. Cleaning supplies
3. Daily prevention essentials

e. Incentives for completion
   i. Certificate of Completion
   ii. Permission to move in

2. Virtual Community

   i. Zoom
   ii. Google Hangout
   iii. Facebook/Instagram Live

b. Attendance documented
   i. Absent students contacted

c. Email, text and social media
   i. COVID-19 awareness campaign shared across platforms
      1. University infographics
         a. Preparing to return
         b. Being safe on campus
         c. How to be a responsible resident
         d. Protecting my community

3. Residential Life Campaign Sources Distribution

a. Large signage throughout residential facilities and Wildcat Commons Clubhouse
   i. What is COVID-19 – FAQ
   ii. Prevention
   iii. Individual responsibility
   iv. PPE – staying safe
   v. Reporting Concerns
   vi. CDC Outlines

Use of Technology:
Residential Life’s primary method of communication with the residential students will be through email, written documents and telephone communications.

Collaborations:
- Facilities Management- Work with Facilities Management to ensure the housing facilities are sanitized and cleaned daily or as needed. Move-in would require a facilities staff member throughout the process in each facility to ensure the door handles, elevators, etc. are sanitized regularly.
- Business and Finance- Work to ensure funds are available for the needed supplies.
- Marketing and Communications- Work together on signage, videos and any other message that need to be shared with the students, parents and campus stakeholders.
• Sodexo- Work with Sodexo to ensure students are aware of how dining services will be handled during this pandemic. Work with Sodexo to ensure any quarantined student receive meals.

Resources Needed (See page 55 below)

Contingency Plan 2 – Fall classes begin fully online
Recommendation: Develop programs and activities calendar that will keep the students virtually engaged with Residential Life.
• Develop a virtual programming calendar that will engage the students.

Use of Technology:
• Utilize social media platforms to engage the students.

Collaborations:
• Information Technology- Work together to ensure the necessary IT infrastructure is available to the staff to ensure we can communicate with the students.
• Marketing and Communications- Work together on signage, videos and any other message that need to be shared with the students, parents and campus stakeholders.

Cost: No associated cost

Contingency Plan 3 – Classes and operations must go to an online format for a period during the semester.

Recommendation: Follow recommended move-in plan that will provide social distancing, ensure the staff and students are aware of the best practices against COVID-19, ensure the Student Resident Handbook policies are enforced and hold students accountable for keeping their apartments clean and sanitized.

Option 1: Develop a strategy/plan that will allow the students to move out of the residence halls until in-person classes resume.
• Students will follow the same move-out schedule that was implemented in spring 2020.
• To move back in, the students would follow the same move-in schedule that was implemented in August 2020.

Option 2: Develop a strategy/plan that will allow the students to continue to live in the residence halls until in-person classes resume.
• Students will continue to live in their assigned facility but will take classes online while living on campus.
• The guidelines established by the FVSU Emergency Management will be followed for the number of people who can be in the computer labs and lounge areas.
• Residential Life’s primary method of communication with the residential students will be through email, written documents and telephone communication unless a face-to-face meeting is required.
Collaborations:
- Facilities Management- Work with Facilities Management to ensure the housing facilities are sanitized and cleaned daily or as needed. Move-in would require someone to be in each facility to ensure the door handles, elevators, etc. are sanitized regularly.
- Business and Finance- Work to ensure funds are available for the needed supplies
- Marketing and Communications- Work together on signage, videos and any other message that need to be shared with the students, parents and campus stakeholders.
- Sodexo- Work with Sodexo to ensure students are aware of how dining services will be handled if classes go online and the students can stay on campus. Work with Sodexo to ensure any quarantined student receive meals.

Students are encouraged to report any cleanliness issues to the resident director or resident assistant to ensure all resident apartments comply with the Student Resident Handbook.

As in all plans, a cost is associated with purchasing equipment and supplies. The outline below identifies some of the needed resources for the nine residential facilities. These supplies will be needed throughout the academic term; therefore, this will be an ongoing expense.

The plan below is from Sodexo and references catering only. They recommend eliminating catering if we move to completely online or transition online as in Contingency 3. Providing catering services under these scenarios would not be economically viable.

Return to Campus Dining Plan - Catering, based on all three (3) contingencies.

Contingency Plan 1 – Fall classes begin with social distancing expectations

Employees:
- Additional coronavirus specific training during August employee orientation.
- Screen Workers.
- Employees use loading dock entrance.
- Limits customer contact.
- Allows monitoring of safety protocol.
  - 100.4-degree limit prior to clock in (maximum allowed by CDC).
  - 14 days self-isolate if known or suspected COVID-19 infection.
- Face coverings and gloves required.

Menu/Service
- Adjusted hours
  - Weekdays only (7 a.m. – 7 p.m., unless special event service needed).
  - Weekends closed.
- Boxed meal service only.
- Complete meals packaged for individual servings.
- Disposable service only.
- Pickup or delivery offered.
- Dedicated menu will be created and published.

Contingency Plan 2 – Fall classes begin fully online (no service offered).
Contingency Plan 3 – Classes and operations must go to an online format for a period during the semester. Online format and stricter social distancing measures will necessitate the closure of retail units.

**Return to Campus Dining Plan – Catering**
Below will discuss the plans for catering services bases on all three (3) contingencies.

Contingency Plan 1 – Fall classes begin with social distancing expectations.

Employees
1. Additional coronavirus specific training during August employee orientation.
2. Screen workers.
   - Employees use loading dock entrance.
   - Limits customer contact.
   - Allows monitoring of safety protocol.
   - 100.4-degree limit prior to clock in (maximum allowed by CDC).
   - Employees with suspected or confirmed case of COVID-19 will follow the published university protocols for testing, quarantine and return to work.

Menu/Service
- Adjusted hours
  - Weekdays only (7 a.m. – 7 p.m., unless special event service needed).
  - Weekends closed.
- Boxed meal service only.
- Complete meals packaged for individual servings.
- Disposable service only.
- Pickup or delivery offered.
Dedicated menu will be created and published.

Contingency Plan 2 – Fall classes begin fully online (no service offered).

Contingency Plan 3 – Classes and operations must go to an online format for a period during the semester. Online format and stricter social distancing measures will necessitate the closure of retail units.

**Return to Campus Dining Plan – Retail Dining**
**Brand standards (e.g., Chick-fil-A) will dictate many of the operating procedures for reopening.**

Contingency Plan 1 – Fall classes begin with social distancing expectations
- Implement cashless policy (no cash exchange, ID Tap Reader only).
- Utilize current touchless proximity chip readers whenever possible.
- Credit card terminals sanitized periodically.
- Install sneeze guards (Plexiglas protectors).
• Gloves.
• Customer hand sanitizing station available after register transaction (collaborate with plant operations).
• Seating capacity has been reduced with only two students per a 6-foot table.
• 10 patrons per 500 square feet.
• Chick-fil-A/Slice of Life - 500 square feet = 15 patrons
• Social distancing signs displayed at each location.

Retail Jazzman’s Recommendation
• All students will be required to wear a mask in all retail establishments. Upon entering Jazzman’s café, all seating will be reconfigured to adhere to the social distancing guidelines. Tape will be applied to the floor to indicate the social distancing guidelines. Plexiglas (Sodexo) will separate the cashier from the student. The employee will make drinks and prepare food as normal. The pickup area on the side of Jazzman’s will need a Plexiglas (Plant Operations) partition to be installed to protect the student and the employee. The microwave at Jazzman's will be turned to be utilized by the server only.

Retail Chick-fil-A Recommendation
• Upon entering the new student center, all students should have a face mask on when they come to the Chick-fil-A/Simply to Go area.
• There will be a designated employee counting the number of students who enter the area. As they enter the area, there will be tape on the ground to designate the 6-foot social distancing guidelines in front of Chick-Fil-A.
• There will also be signage posted in front of Chick-fil-A in the student amenity center and by the cashier.

Simply to Go Recommendation
• Offer only pre-packaged salads and wraps to speed up the service process. Implement an online ordering for pickup, which might expedite and allow the dining halls to serve more students.

Chick-fil-A will only provide sandwiches and fries to order to the customers as needed to prevent multiple people touching prepared items. As they come to the cashier stand, the cashier will have a Plexiglas guard protecting both the student and employee. They will be given their condiments in the bag and the customer (the student) will bag their own sandwich and fries.

Slice of Life Recommendation
• Upon entering Slice of Life, all students should always be required to have a face mask on due to the small square footage. We will only allow three to four students in the service area at any given time. A Plexiglas barrier will be installed by the cashier, signage will be posted about the 6-foot social distancing guidelines and tape will be installed to mark the 6-foot social distancing guidelines. When the orders are ready, employees will place the order in a designated pickup area for the student.
• Drink machine frequency increased (remains self-serve).
• Signage throughout dining facilities cashier station and entrance (social distancing, cleanliness).
Menu Service – Chick-fil-A / Slice of life / Jazzman's
- One register operational only.
- Full menu options.
- Eliminate self-serve condiments and fountain.
- Condiments bagged with order.
- Bottled beverages replace fountain machine.
- Adjusted hours
  - Weekdays: Will not change for any locations (specific hours TBD per location).
  - Weekends: Closed.

Contingency Plans 2 and 3 – If classes start fully online or if we have to move to an online format, the operations outlined in Contingency Plan 1 will still be in place since students will continue to be housed in the residence halls.

The Main Dining Hall / Georgia Room
Contingency Plan 1 – Fall classes begin with social distancing expectations
- Employees – Additional coronavirus specific training during August employee orientation.
- Screen workers.
- Seating/capacity (for in-person dining).
  - 10 patrons per 500 square feet.
  - Temp. Location (Lyons Student Center) 9000 square feet = 180 customer limit.
  - Newly renovated dining hall 11000 square ft. = 220 customer limit.
  - The Georgia Room 600 square ft. = 11 customer limit: This number of seated customers was based on Sodexo’s square footage analysis.
  - Update seating floor plan with 6 feet separation.
  - Limit table size to six people maximum.
  - Utilize counting tracker app at entrance/exit to limit maximum capacity.
  - Schedule customer meal periods (collaborate with student life).
  - Sanitizing procedures
    - Frequent cleaning and sanitizing tables between diners (employees).
    - Drink machine frequency increased (remains self-serve).

Georgia Room Recommendations
All faculty and staff coming in the Georgia Room will be expected to comply with the university protocol for face masks. Limited seating will be allowed in the Georgia Room to be reconfigured to comply with 6 feet of separation between seats. Alternative or complimentary dining arrangement will allow for pickup option. Also, we need to consider going to only a to go option in the Georgia Room. Patrons will come in pay at the door as usual. Upon entering the Georgia Room, there will be tape on the floor indicating the 6-foot social distancing guidelines. A limited number of people will be allowed in the Georgia Room due to square footage. There will be a Plexiglas installed on the cashier stand to protect the customer and the employees. We will eliminate self-service in the Georgia Room. Employees will serve all items except the fountain
drinks. We could look at extending the mealtime to allow for a longer period for people to be serviced if they wanted to dine in and they would have the option for takeout.

**Dining Hall Recommendations**
Temporary location in the Lyons Student Center will be used until newly renovated facility officially opens. All students should be required to have a face mask as they enter the dining hall or any retail food service establishment. We will have a designated counter at the entrance of the dining hall. As the students enter the dining hall, there will be tape on the floors to designate the 6-foot distance between students waiting in line. Next to the cashier station there will be a sanitizer station that will be provided by Plant Operations. The students will enter on the left side and exit on the right side of the cashier station. All Sodexo employees will always have gloves and face masks during their shift. As students enter the service area, the tape will be on the floors and designate the 6-foot distance between customers, and all stations will have sneeze guards. Students will enter through one entrance of the service area and exit through the other entrance of the service area. We will have a set number of students into the dining hall. While we are in the temporary dining location, we will use disposable plates and eating utensils. We will eliminate the self-serve salad bar, dessert station and condiment bar. These items will be pre-packaged, plated and served from behind the service lines.

Since we have limited seating in the dining hall, we will also provide a “To Go” option for the students to choose. This option will have a limited selection. There will be a separate station for this option.

**Adjusted hours**
- **Weekdays**
  - Breakfast: 7 a.m. – 9:30 a.m.
  - Lunch: 11 a.m. – 2 p.m.
  - Dinner: 4:30 p.m. – 7 p.m.
- **Weekends**
  - Brunch: 9 a.m. – 2:30 p.m.
  - Dinner: 4:30 p.m. – 7 p.m.

**Menu/Service**
- Dedicated cashier at second register.
- Controlled access limiting customers.
- Eliminate seating.
- To go cups with lids.
- Service stations.
- Limit based on business volume.
- Eliminate self-serve.
- Served or individual portions prepared.
- Floor footprints identifying 6 feet of spacing.
- Prepared to order (longer times but lower volume).
- Attendant controls condiments and hands out cutlery.
- Create plate landing areas to limit staff/patron contact.

**Contingency Plans 2 and 3**
If we start fully online or we have to move to an online format, the operations outlined in Contingency Plan 1 will remain in place since we will continue to house students in the residence halls.

Counseling Services

Contingency Plan 1 – Fall classes begin with social distancing expectations

Fort Valley State University will align recommendations with best practices and render services accordingly.

- Office of Counseling Services employs two (2) FTE professional and telemedicine certified counselors.
- The two FTE counselors will serve students in the Wellness Center, which allows space to adequately counsel students by appointment adhering to social distancing.
- Alternate space may be needed if case load increases significantly. If so, space could be reserved in a Student Amenities Center conference room.
- Two certified counselors are available to deliver telecounseling.
- Face-to-face counseling will be conducted by appointment only, documenting name and contact information, protective equipment used (masks, gowns, wipes, hand sanitizer) while in session. Upon conclusion, counselors will employ proper sanitation procedures and have student sign out.
- Resources needed include face masks, nitrile disposable gloves, hand sanitizer, CDC regulatory signs, hand wipes, disinfectant and thermometers.
- Mental health awareness literature and brochures will be provided to students.
- Seminars, workshops and presenters offered regularly. We will be utilizing a combination of virtual and face-to-face engagements with students.
- Students could also utilize services through our new partnership with META. This service will allow for students to download an app to gain access to numerous self-service resources and information that do not rise to the level of needing therapeutic intervention. Should a student want to speak with a counselor without going to the campus counseling center, they can choose to utilize the counselor-locator function through the META app that would allow them to select a counselor based on the students’ individual preferences. If a student were to choose the counseling function through META, they will have to utilize their insurance or pay out of pocket.

Contingency Plan 2 – Fall classes begin fully online

If we begin classes fully online, the operations outlined in Contingency Plan 1 will still be in effect since we will continue to house students in the residence halls. For students who will be learning at a distance, the following will outline their service provisions:

- Telemental health and phone calls will be utilized except for those highly acute clients who meet exception criteria. In the event of emergencies, the Georgia Crisis Line or 911 will be called to intervene.
- Counseling services staff can provide virtual trainings and workshops to provide the needed education, skills, confidence and competence required.
• Counselors can reach out to students virtually, schedule appointments and offer services as needed.

Use of Technology:
• Telecounseling.
• Doxy.me (Software).
• Zoom Plus.
• Check in - Laptop portal.
• META Mental Health Counseling App.

Collaborations:
• CDC and Peach County Health Department.
• Macon Occupational Medicine/Health Services.
• USG Health Directors Association.
• USG Counseling Directors Association.
• The Office of Information Technology.
• Marketing and Communications.
• Business and Finance.

Contingency Plan 3 – Classes and operations must go online for a period during the semester

If semester begins face to face, utilize Contingency Plan 1 and then migrate to Contingency Plan 2.

Health Center

Contingency Plan 1 – Fall classes begin with social distancing expectations
Recommendations:
• All students entering the medical facility will adhere to the established university protocol for face masks.
• All employees of the medical facility will have their own personal PPE and will wear masks. It is our recommendation that all students and personnel in the building have their own masks and wear them while in the facility, especially if within proximity of others.
• Recommend moving to scheduled only appointments for visits to the medical facility. Students will be able to call in for initial telephone triage, then given an available time to come into the clinic to be seen by a practitioner.
• Only three chairs allowed in waiting area to ensure social distancing.
• Magazines, brochures, pamphlets and other high-touch items removed from the lobby waiting area.
• Signage on floor 6 feet apart.
• Signage or barriers to indicate entrance and exit. Buzzer system to be used to allow entrance into the clinic.
• High traffic areas to be frequently wiped and sanitized throughout the day.
• Students notified by email, dorm/building signage and website of medical facility procedures.
• Ensure all soap and paper towel dispensers are working correctly in all areas of clinic and replace if necessary.
• Access for the interior hall doors leading directly into the medical facility area of the building should be set up for badge only access.
• No students or unauthorized personnel should be granted access to enter or walk through the medical facility area of the building without being escorted by a representative of the respective department.
• Work-study students or part-time personnel working at the front desk area should adhere to the recommended space guidelines. The glass barrier or shield provides a barrier between the front desk work and the student; however, a mask should be worn.
• COVID-19 testing, screening, contact tracing and isolation will follow GDPH and USG guideline. Students needing the COVID-19 test will follow the guidelines in the university protocol for students requiring COVID-19 testing.
• Students who are feeling ill will report to the Hunt Infirmary to be seen by staff from Macon Occupational Medicine. The staff member will triage the student and determine if the student needs testing for COVID-19. Students identified by the infirmary as needing to be tested for the virus will be transported by Fort Valley State University to the testing site when their test appointment is arranged. The Georgia Department of Public Health is the primary testing sight for FVSU students, and the Medical Center of Peach County Rural Health Clinic will serve as the secondary site.
• Students testing positive must adhere to the CDC, GDPH, USG and FVSU guidelines for return to campus and provide medical clearance documentation.

Use of Technology: Continued Use of Current System in the Office

Collaborations:
• Communications Department (necessary messaging).
• FVSU Counseling and Outreach Department (referrals for counseling).
• Fort Valley Health Department, resident director, dean of student, DPH.
• Housekeeping and maintenance (cleaning and sanitation).
• Maintenance Department (building temperature).

Resources Needed/Cost:
• Masks.
• Wall mounted hand sanitizer x 3 (wall on counseling side, vault side and back door).
• One standing hand sanitize dispenser.
• Disinfectant spray, one to two cans per week.
• Disinfectant wipes, two to three containers per week.
• Entrance and exit signage or barriers.
• 6 feet markers on floor.
• Temporal thermometers.

Contingency Plan 2 – Fall classes begin fully online
If we start fully online, the operations outlined in Contingency Plan 1 will still be in place since students will be housed in the residence halls. The following protocols will be for students who are not resident students.
• Appointments by request.
• Phone triage – determine if appointment is required or follow up with local clinic or health department.
• Use of telemedicine procedures.

Use of Technology:
Telemedicine (electronic health record or compatible software)
• Computer or iPad with camera.

Collaborations:
MOM Leadership team and FVSU regarding cost to implement telemedicine software.

Costs: TBD

Contingency Plan 3 – Classes and operations must go to an online format for a period during the semester

Recommendation:
Contingency Plan 1 if initially face to face and then migrate to Contingency Plan 2.

Protocol for students who are suspected to have COVID-19

If a student is suspected to have symptoms related to COVID-19, the following steps will be taken. The determination of whether students have symptoms will be determined by the medical personnel in the Student Wellness Center (Macon Occupational Medicine). If the medical staff determines that testing is warranted, these steps will be taken:

• The director of Emergency Management will be notified immediately and will be responsible for reaching out to the approved testing sites for FVSU, who will do all testing. The director of EM will determine the best method of transporting students to the testing site.
• If it is determined that the student is positive, the student will be given the next steps from county health officials. The primary recommendation will be for the student to return home and self-quarantine. If that is not possible, the student will return to campus and be placed in 1 of 10 bedrooms located in the three identified units in faculty/staff apartments. Meal service will be delivered to these students for all meal periods.
• The county health department will be given the names of the student’s roommates, as well as classes to determine if any further testing is required. If other members need to be tested, those students will be provided transport to the testing site.
• Both symptomatic and asymptomatic students who have tested positive for COVID-19 will be referred to the Emergency Management coordinator. The EMC will arrange placement in the faculty apartments that are set aside for this purpose. Arrangements will be made for meals and online access to their classes.
• Before students who test positive can resume normal activity, they will have to retest with the county health department and be given clearance by them or their medical professional. Other conditions identified by CDC guidelines are symptomatic persons
who are not health care personnel with confirmed COVID-19 or suspected COVID-19 can return to work after:
  - At least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath).
  - At least 10 days have passed since symptoms first appeared.

Student Organizations

Contingency Plan 1 – Fall classes begin with social distancing expectations

Recommendations: Open with social distancing.

- Student organization meeting (less than 10).
- RSOs that want to meet within the current CDC guidelines would need to track all meetings regarding attendance, location and date/time in Presence (fvsu.presence.io).
- Virtual meetings and events when possible (10+).
- For clubs and organizational meetings that exceed current CDC guidelines, a virtual meeting through Zoom, Teams, Google, etc. would be required. Again, attendance tracking could occur in Presence.
- Prescreening locations for Student Services.
- Select buildings could be designated for prescreening for temperature checks and masks if the building serves multipurpose functions to limit exposure. An example would be the HPE, which contains classrooms, exercise area, office space and meeting space. Temperature checks could be done by handheld infrared thermometers. Commons spaces would have signage encouraging masks for patrons.
- Online appointment booking for Student Services.
- To limit exposure of student to staff transmission, we encourage expanded usage of booking software such as MS Booking to allow students to book appointments online and staff to contact them for services virtually whenever possible.
- Electronic facility reservation.
- When possible, allow organizations to book facilities online. Current methods require a physical form that could require as many as seven office visits. Electronic facility reservation would allow the process to continue virtually, thus minimizing physical contact.

Use of Technology:

- For New Student Orientation, we will shift to a hybrid model. Orientation will be built as modules in Presence. Students can complete virtual co-curricular tasks and it will be tied to their co-curricular transcript (CCT). Attendees will be tracked in Presence to record attendance for contact tracing if needed. Students can sign in on paper or with digital ID to record date, time and location of any meetings/gatherings on campus.
- Zoom or similar virtual meeting software can be used to allow mass meetings in a virtual space. Microsoft Teams may also be an option.

Collaborations:
• Collaboration is needed with Facilities and Campus Police to identify space size for new building capacity limits. Campus Police and Safety is needed to regulate access to space in the case of unauthorized usage and ensure building capacity signage is posted and visible.
• Training with Macon Occupational Medicine for prescreening and further information if symptomatic student appears for service.

Resources Needed/Cost:
Presence software subscription to track attendance. No additional funds requested for software. Listed for tracking purposes.

Software: $8,500
Masks for general distribution* Replace tie/scarf with masks to provide students with PPE. To be covered under orientation supplies and materials. No additional funds requested.

Mask: $3,000-$5,000
Booking appointments with offices through Microsoft Booking. Already a part of the Office 365 Suite; no additional funds requested.

Contingency Plan 2 – Fully Online

Recommendations:
If FVSU is completely online for the upcoming semester, we will shift operations online to reflect the changes.
• To accommodate first, we will move the entire orientation experience online through Presence. Sessions will consist of live experiences in Zoom and prerecorded sessions. Students can complete the opportunity form to record opportunity credits for experiences, points and skills that will be reflected in their guided learning pathway.
• Student organization meeting would then be able to meet virtually over Zoom or Teams. Online training sessions would be introduced to teach organizations how to utilize these platforms.
• Tracking meeting attendance and community service for students would continue to be recorded in Presence. Email communication would be supplemented with communication via social media. Also, we are exploring expanded use of the Band App, so we will have access to push notification and SMS/text notification for students. We are cautious about deploying too many apps though to avoid app fatigue.
A virtual RSO showcase and recruitment fair is being discussed. An online format will be provided as a contingency in case we are fully online for the fall semester.

*A virtual activity calendar will be developed simultaneously to provide a seamless shift to fully online. It should be noted, this requires the retention of some of the student activity fee for fall 2020. We will not be able to provide service if fee is refunded.

Use of Technology:
• For New Student Orientation, we will shift to a hybrid model. Orientation will be built as modules in Presence. Students can complete virtual co-curricular tasks and it will be tied
to their CCT. Attendance tracking will move online through a combination of Presence and Band App.

- Zoom or similar virtual meeting software to allow mass meetings in a virtual space. Microsoft Teams may also be an option.
- To connect student organizations, we are looking to connect groups within the Band app. It has previously been deployed in orientation.

Collaborations:
- In a virtual space, we will need to collaborate with the Center for Student Engagement and university to connect students with our virtual efforts. Both areas have hosted virtual workshops for students in the past, and we would combine these efforts with the Presence platform for engagement tracking.

Resources Needed/Cost:
Presence software subscription to track attendance. No additional funds requested for software. Listed for tracking purposes.
Software: $8,500

Contingency Plan 3 – Start face to face with migration to online

Recommendations:
- By maintaining organization membership rosters if the need arises to shift online, we will be able to contact RSO leadership and members to maintain continuity of service. While the meeting would shift virtually, engagement would not need to suffer due to the shift.
- We are exploring virtual programming ideas that will be relayed to RSOs upon the return to campus. Simple steps such as setting up an organizational Zoom account and leveraging social media will be beneficial if a shift from in person to online learning occurs. Also, all enrolled students should have access to MS Teams. We will assess the feasibility of conducting training sessions, so they can utilize the platform if meetings are forced to go virtual.
- Depending on when the shift might occur in the semester, we are planning virtual events that would parallel face-to-face programming. Such planning would allow the shift to an online platform, if required.

*A virtual activity calendar will be developed simultaneously to provide a seamless shift to fully online. It should be noted, this requires the retention of some of the student activity fee for fall 2020. We will not be able to provide service if fee is refunded.

Use of Technology:
- For new student orientation, we will shift to a hybrid model. Orientation will be built as modules in Presence. Students can complete virtual co-curricular tasks and it will be tied to their CCT. Attendance tracking will move online through a combination of Presence and Band App.
- Zoom or similar virtual meeting software to allow mass meetings in a virtual space. Microsoft Teams may also be an option.
• To connect student organizations, we are looking to connect groups within the Band app. It has previously been deployed in orientation.

Collaborations:
• In a virtual space, we will need to collaborate with the Center for Student Engagement and university to connect students with our virtual efforts. Both areas have hosted virtual workshops for students in the past, and we would combine these efforts with the Presence platform for engagement tracking.

Resources Needed/Cost: Presence software subscription to track attendance. No additional funds requested for software. Listed for tracking purposes.

Campus Recreation

Contingency Plan 1 – Fall classes begin with social distancing expectations

Recommendations:
• Hours of operation will be modified: Monday- Friday (7-9 a.m., 4-8 p.m.); Saturday (12-4 p.m.).
• Two professional staff members, along with work study students.
• Occupancy will be limited per facility (Fitness Center and Weight Room - 10, Woodward Gym - 10 per game, HPE Indoor Track - 10; keeping 6 feet apart).
• Areas will be sanitized and cleaned daily. Staff and students will be responsible for sanitizing equipment between usage (sanitation wipes).
• No locker rooms available.
• Students required to bring personal towel.
• Body temperature check before entry into facilities.
• Equipment sanitized upon closure.
• Make sure restrooms are cleaned daily and supplies replenished.

Training for recreation staff (professional and students). Specialized training on the details of COVID-19, symptoms, evaluation, course of illness and transmission. Infection prevention and control concepts and procedures. Personal conduct and hygiene.
• Signage: COVID-19 prevention and CDC regulations posted in facilities.
• Increase the availability of hand sanitation stations (soap and water or 60 percent alcohol-based rub/hand sanitizer) throughout the facilities, especially in high touch areas (elevators, stair rails, turnstiles).
• All water fountains will be closed or switched to water bottle filling station with automatic bottle sensor.
• Encourage use of water bottles.
• Swimming pool: According to the CDC, there is no evidence that COVID-19 can be spread to humans with pools and hot tubs. Proper operation, maintenance and disinfection (e.g., with chlorine and bromine) of pools and hot tubs should remove or inactivate the virus that causes COVID-19.
• Post local and state rules, regulations and guidelines for pool safety and when and how recreational water facilities may operate.
• Individuals should continue to protect themselves and others at recreational water venues both in and out of the water (e.g., by practicing social distancing, good hand-washing and body hygiene).

Outdoor Activities (Track, Field, Stadium Steps):
• Social distancing regulations apply (6 feet apart).
• Students and staff must have on protective mask.
• Hand sanitizer readily available.
• Encourage use of water bottles.

Woodward Gymnasium:
• Depending on health advisory, the university may eliminate all contact programs and activities as part of our intramural and recreation sports programs.
• Check student ID before entrance is allowed.
• Section off appropriate distance seating in the bleachers (6 feet apart).
• Facial covering will be required
• Hand sanitizer stations at both entrances of gym.
• Limit the number of students on the court (10 for full court play) - no gathering under goals.
• Offer alternate activities such as 2 Ball, shooting contests, etc.
• Make sure that restrooms are cleaned daily.
• No sharing of towels.
• Encourage use of water bottles.
• Courts/stage and bleachers cleaned daily.
• Supervised structured activity only.
• Time limits.

Intramural Programming: Based on number of participants per activity (social distancing guidelines and protective equipment required).

Health & Physical Education Complex (HPE), Fitness Center, Weight Room:
• Infrared thermometer to check temperatures before entering.
• Sufficient staff to monitor recreational activities (based on facility).
• Clean and sanitize restrooms two times daily.
• Facial mask always required.
• Hand sanitizer stations.
• Keep social distance seating to 6 feet apart.
• Stagger machine usage in Fitness Center (assign every other machine).
• Limit participants in facility based on amount of equipment (e.g., Fitness Center - 10).
• Time limit on equipment.
• Limit capacity in HPE exercise lab space (10).
• Place signs on doors reminding students of COVID-19 and CDC guidelines, including wearing a mask always.

Use of Technology:
• Swipe system to check student ID.

Collaborations:
• Facility Management (cleanliness of facility; however, staff held responsible to assist also).
• Health and wellness initiatives across campus.
• Campus Safety (periodic walk through of facilities).

Resources Needed:
• Sanitation wipes.
• Student workers (work-study, Veterans Affairs); minimum of three per area.
• Non-contact thermometers.
• Portable fogger for disinfecting large areas.
• Sanitizer stations.

Contingency Plan 2 – Fall classes begin fully online

Recommendation:
Provide students with literature and virtual connections related to health and wellness (workouts, exercise classes, training techniques, scheduling, etc.)

Use of Technology: Zoom, Presence Social Media Outlets, Video Games

Collaborations: Information Technology

Contingency Plan 3 - Online for a period of time during the semester

If classes and operations go to an online format for a period during the semester, the focus will shift to virtual programming for students. Contingency Plan 1 and 2 will be used as a guide.

Use of Technology: same as above

Co-Curricular Requirement, Band and Choral Groups:
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.

The sub-committee for co-curricular requirements submits the following findings for the three contingencies for the following areas: College of Education, Department of Visual and Performing Arts and Media Studies, Department of Business Administration and Economics, Chemistry Department, College of Agriculture, Family Science and Technology, Center for Student Engagement, Office of Student Counseling and Outreach Services, and Graduate Studies.

Contingency 1: Classes begin with social distancing
Recommendations:

• Highly encourage social distancing (6 feet distance) and appropriate protective equipment (masks, hand sanitizers, body temperature checks, wipes based on CDC regulations).
• Conduct virtually delivery using one or more of the technology platforms such as Zoom, D2L and D2L Collaborate, Microsoft Teams and conference calls when necessary.

College of Education: activities can continue with social distancing and usage of protective equipment

• Internship (Bibb County) – coincide with school district preventive measures.
• Field placement experiences (observation, practicum and directed teaching).
• Star Base Robins (teaching STEM classes).
• Literacy/math workshops.
• Program assessments (testing centers) - Awaiting more information from GA PSC and GACE.

Department of Visual and Performing Arts and Media Studies: Activities can continue with social distancing and usage of protective equipment. Equipment and storage areas will be sanitized daily. Uniforms cleaned regularly.

• Blue Machine Marching Band (Music/Band) - outdoor accommodations needed for extra spacing (use of band practicing and choral rooms prohibited).
• Dancing Dolls.
• Flag Girls.
• Jazz Band (Music/Band).
• Concert Band (Music/Band).
• University Choir (Music/Choir) - practices may continue virtually via Zoom and other technology.
• Forensic Debate Club (Public Speaking).
• Media Studies Club - Mass Communication Club (Media Studies).
• FVSU TV 21 (Media Studies) - virtual options included with social distancing due to space.
• WFVS Radio (Media Studies) - virtual options included with social distancing due to space.
• Joseph Adkins Players (Theatre).
• Designers' Guild (Art).

Department of Business Administration and Economics: Activities can continue with social distancing and usage of protective equipment

• Professional association membership - Student chapters. May also take place virtually using Zoom.
• Professional conferences – Suspended temporarily. May also take place virtually based on external agencies.
• Professional development workshops – suspended temporarily.
• FVSU annual Research Day (TBD).
• Internship - (if offered).
• Internship class.

Chemistry Department: Activities can continue with social distancing and usage of protective equipment.

• Research project, which could be on or off campus.
• Poster or oral presentation of their research at a national or regional conference (pending).

College of Agriculture, Family Sciences and Technology: Activities can continue with social distancing and usage of protective equipment.

• Career Expo.
• Graduate education fairs.
• Volunteer training.
• Ag Field Day.
• Sanderson Farms Super Chicken Roadshow (field trip to Moultrie, Georgia, for all FVSU students who are interested in employment with Sanderson Farms Inc.) - Pending approval of event.
• Volunteers for ag exhibitors at the Georgia National Fair (in October 2020 in Perry, Georgia) - Pending approval of event.
• Ag Expo (in October 2020 in Moultrie, Georgia) - Pending approval of event.
• Student Chapter (MANRRS) – follow guidelines for student organizations.

Center for Student Engagement: Activities can continue with social distancing and usage of protective equipment. The governor's executive orders on gatherings will apply.

• Internship Preparatory Program.
• Student Leadership Symposium.
• Campus-based service events.
• Community-based service events.
• Graduate education fairs – Large scale events may be suspended or modified.
• Career Expo – Large scale events may be suspended or modified.
• Volunteer training.
• CFA Scholars Program.
• FVSU Day of Service.

Office of Student Counseling and Outreach Services: Activities can continue with social distancing and usage of protective equipment. All groups/organizations will follow student organizations guidelines.

• Shepherds in the Valley.
• Mary Magdalene.
• Gay Straight Alliance (GSA).
• Be the Sober One.
• Internship placements in office.
Graduate Studies (Curricula Requirements)

- Internships.
- Practica.

**Contingency 2: Classes begin fully online**

- Activities conducted virtually (D2L, Zoom, Conference Calls, Microsoft Teams, etc.) Some areas are limited in what they can provide to students virtually, dependent on external event organizer/organization.

College of Education: limit activities may be conducted virtually using one or more of the technology platforms such as Zoom, D2L and D2L Collaborate, Microsoft Teams and conference calls.

- Internship (Bibb County) – additional information will also be needed from school district.
- Field placement experiences (observation, practicum and directed teaching).
- Star Base Robins (teaching STEM classes) – will await further direction from Star Base
- Literacy/math workshops.
- Program assessments (testing centers) - Awaiting more information from GA PSC and GACE.

Department of Visual and Performing Arts and Media Studies

- Blue Machine Marching Band (Music/Band) - Suspended until further notice.
- Dancing Dolls - Suspended until further notice.
- Flag Girls - Suspended until further notice.
- Jazz Band (Music/Band) - Suspended until further notice.
- Concert Band (Music/Band) - Suspended until further notice.
- University Choir (Music/Choir) - may continue virtually via Zoom and other technology.
- Forensic Debate Club (Public Speaking) - Suspended until further notice.
- Media Studies Club - Mass Communication Club (Media Studies) - Suspended until further notice.
- FVSU TV 21 (Media Studies) - may continue virtually via Zoom and other technology.
- WFVS Radio (Media Studies) - may continue virtually via Zoom and other technology.
- Joseph Adkins Players (Theatre) - may continue virtually via Zoom and other technology.
- Designers' Guild (Art) - may continue virtually via Zoom and other technology.

Department of Business Administration and Economics

- Professional association membership - Student chapters: may continue virtually via Zoom and other technology.
- Professional conferences – may take place virtually based on external agencies.
- Professional development workshops - may continue virtually via Zoom and other technology.
- FVSU annual Research Day - may continue virtually via Zoom and other technology.
- Internship - may continue virtually based on placement.
• Internship class - may continue virtually via Zoom and other technology.

Chemistry Department
• Research project, which could be on or off campus: may continue virtually via Zoom and other technology.
• Poster or oral presentation of their research at a national or regional conference - may continue virtually based on conference organizer.
• Students are required to pass an exit exam - may continue virtually via Zoom and other technology.

College of Agriculture, Family Sciences and Technology
• Career Expo - may take place virtually based on external agencies.
• Graduate education fairs - may take place virtually based on external agencies.
• Volunteer training - may continue virtually via Zoom and other technology.
• Ag Field Day - may continue virtually via Zoom and other technology.
• Sanderson Farms Super Chicken Roadshow (field trip to Moultrie, Georgia, for All FVSU students who are interested in employment with Sanderson farms Inc.) - may take place virtually via Zoom or other technology.
• Volunteers for ag exhibitors at the Georgia National Fair (in October 2020 in Perry, Georgia) – may be done virtually, depends on fair organizers.
• Ag Expo (in October 2020 in Moultrie, Georgia) - cannot be done virtually; activity suspended.
• Professional association/membership – Student chapter (MANRRS) – activity may be conducted virtually based on national organization guidelines.

Center for Student Engagement – All CSE workshops are in D2L. Activities may continue virtually.
• Internship Preparatory Program - activity will take place virtually using Zoom and D2L.
• Student Leadership Symposium - activity will take place virtually using Zoom and D2L.
• Campus-based service events - activity suspended.
• Community-based service events: may be virtual; depends on partner.
• Graduate education fairs - will be changed to a virtual format using Zoom and other technology.
• Career Expo - will be changed to a virtual format using Zoom and other technology.
• Volunteer training - activity will take place virtually using Zoom and D2L.
• CFA Scholars Program - activity will take place virtually using Zoom and D2L.
• FVSU Day of Service - activity will take place virtually using social media platforms.

Office of Student Counseling and Outreach Services
• Shepherds in the Valley - activity will take place virtually using Zoom.
• Mary Magdalene - activity will take place virtually using Zoom.
• Gay Straight Alliance (GSA) - activity will take place virtually using Zoom.
• Be the Sober One - activity will take place virtually using Zoom.
• Internship placements in office - activity will take place virtually using Zoom.

Graduate Studies (Curricula Requirements)
• Internships - activity may take place virtually depends on organization of placement.
• Practica - activity may take place virtually depends on organization of placement.

**Contingency 3: Classes and operations online for a period of time during the semester**

College of Education: Most activities may be conducted virtually using one or more of the technology platforms such as Zoom, D2L and D2L Collaborate, Microsoft Teams and conference calls.
• Internship (Bibb County) – additional information will also be needed from school district.
• Field placement experiences (observation, practicum and directed teaching).
• Star Base Robins (teaching STEM classes) – will await further direction from Star Base
• Literacy/math workshops.
• Program assessments (testing centers) - Awaiting more information from GA PSC and GACE.

Department of Visual and Performing Arts and Media Studies
• Blue Machine Marching Band (Music/Band) - Suspended until further notice.
• Dancing Dolls - Suspended until further notice.
• Flag Girls - Suspended until further notice.
• Jazz Band (Music/Band) - Suspended until further notice.
• Concert Band (Music/Band) - Suspended until further notice.
• University Choir (Music/Choir) - may continue virtually via Zoom and other technology.
• Forensic Debate Club (Public Speaking) - Suspended until further notice.
• Media Studies Club - Mass Communication Club (Media Studies) - Suspended until further notice.
• FVSU TV 21 (Media Studies) - may continue virtually via Zoom and other technology.
• WFVS Radio (Media Studies) - may continue virtually via Zoom and other technology.
• Joseph Adkins Players (Theatre) - may continue virtually via Zoom and other technology.
• Designers’ Guild (Art) - may continue virtually via Zoom and other technology.

Department of Business Administration and Economics
• Professional association membership - Student chapters - may continue virtually via Zoom and other technology.
• Professional conferences – may take place virtually based on external agencies.
• Professional development workshops - may continue virtually via Zoom and other technology.
• FVSU annual Research Day - may continue virtually via Zoom and other technology.
• Internship - may continue virtually based on placement.
• Internship class - may continue virtually via Zoom and other technology.

Chemistry Department
• Research project which could be on or off campus - may continue virtually via Zoom and other technology.
• Poster or oral presentation of their research at a national or regional conference - may continue virtually via Zoom and other technology.
• Students are required to pass an exit exam - may continue virtually via Zoom and other technology.

College of Agriculture, Family Sciences and Technology
• Career Expo - may take place virtually based on external agencies.
• Graduate education fairs - may take place virtually based on external agencies.
• Volunteer training - may continue virtually via Zoom and other technology.
• Ag Field Day - may continue virtually via Zoom and other technology.
• Sanderson Farms Super Chicken Roadshow (field trip to Moultrie, Georgia, for all FVSU students who are interested in employment with Sanderson Farms Inc.).
• Volunteers for ag exhibitors at the Georgia National Fair (in October 2020 in Perry, Georgia) – may be done virtually; depends on fair organizers.
• Ag Expo (in October 2020 in Moultrie, Georgia) - Cannot be done virtually; activity suspended.
• Professional association/membership – Student chapter (MANRRS) – activity may be conducted virtually. Based on National organization guidelines.

Center for Student Engagement: All CSE workshops are in D2L. Activities may continue virtually.
• Internship Preparatory Program - activity will take place virtually using Zoom and D2L.
• Student Leadership Symposium - activity will take place virtually using Zoom and D2L.
• Campus-based service events - activity suspended.
• Community-based service events - may be virtual; depends on partner.
• Graduate education fairs - will be changed to a virtual format using Zoom and other technology.
• Career Expo - will be changed to a virtual format using Zoom and other technology.
• Volunteer training - activity will take place virtually using Zoom and D2L.
• CFA Scholars Program - activity will take place virtually using Zoom and D2L.
• FVSU Day of Service - activity will take place virtually using social media platforms.

Office of Student Counseling and Outreach Services
• Shepherds in the Valley - activity will take place virtually using Zoom.
• Mary Magdalene - activity will take place virtually using Zoom.
• Gay Straight Alliance (GSA) - activity will take place virtually using Zoom.
• Be the Sober One - activity will take place virtually using Zoom.
• Internship placements in office - activity will take place virtually using Zoom.

Graduate Studies (Curricula Requirements)
• Internships - activity may take place virtually depends on organization of placement.
• Practica - activity may take place virtually depends on organization of placement.

Student Union and Other Community Gathering Locations
Contingency Plan 1 – Fall classes begin with social distancing expectations
Recommendations:
- Mandatory limit of attendees must be set in place (i.e., 10 or less).
- Limit no more than two entry ways to a building.
- Building use will need to be tracked and monitored to determine the number of events/activities being held in each location.
- Events will have to be limited and will be based on the number of rooms available to be occupied. This will have to be facilitated with the collaboration of Student Life and the special events manager.
- Monitor the building capacity through video surveillance cameras in locations such as Student Amenities Center, library, Pettigrew Center, Founder’s Hall auditorium and Woodward Gymnasium.
- All attendees of the gathering must wear a protective mask.
- Sanitizing stations, as well as informational materials posted about COVID-19, safety precautions and social distancing as released by the CDC.
- Social distancing will be enforced when possible of the 6 feet apart guidelines.
- All areas will be disinfected prior to and after each gathering of tables, chairs, restrooms, desks, podiums, etc.
- Meetings can continue to be held in a virtual setting to reduce gatherings (See Contingency Plan 2).

Use of Technology:
- Video Camera System.

Collaborations:
- Food services with the use of shared space in the library, Wildcat Commons and Student Amenities Center.
- Office of the President and building managers for the building request and availability of space.
- Library where students mostly gather on the first floor but also designated gathering areas on the second and third floors. Outdoor gatherings are also at the library patio.
- Residential Life with the use of the Wildcat Commons, which meetings and events are held and students gather to watch television, engage in gaming activities or group socializing.
- Facility services for the sanitation of the areas.
- Athletics - coordinate rehearsals and dance practice held in the Woodward Gym or HPE.
- Information Technology.

Resources Needed:
- Sanitation stations which include:
  - Hand sanitizer stand and hand sanitizer dispenser.
  - Hand sanitizer solution.
- Signs for social distancing
- Informational materials on COVID-19 can be ordered free of charge from the CDC or developed specifically for FVSU campus. Production of materials would be dependent on printing costs.
- Zoom options
Option 1: Student Life can continue to use one of the licenses for Zoom paid by the Office of Academic Affairs (no cost).
Option 2: Purchase a license for Zoom exclusively for Campus Life, which can allow for 20 hosts and up to 300 participants.

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

Recommendations:
- All student meetings will take place in a virtual format using conference hosting or online platforms such as Zoom, Facebook Live, etc.
- These meetings can host up to 300 participants using Zoom in a webinar plan or can be customized to fit the needs of the institution.
- Gatherings can be a digital event also hosted by Zoom and incorporate FVSU Facebook Live and/or YouTube. All events will be announced using Presence.
- Attendees will have to have access to a computer, laptop or mobile device to access the platforms.

**Use of Technology:**
- Virtual conferencing.
- Zoom conferencing license.
- FVSU Facebook Live account.
- FVSU YouTube account.

**Collaborations:**
- The Office of Academic Affairs can assist with licensing for Zoom.
- Marketing can help with FVSU Facebook Live and YouTube.

**Cost:**
- Zoom options
  - Option 1: Student Life can continue to use one of the licenses for Zoom paid by the Office of Academic Affairs (no cost).
  - Option 2: Purchase a license for Zoom exclusively for Campus Life, which can allow for 20 hosts and up to 300 participants. For more than 300 participants, an addition to the plan can be customized.

FVSU already has Facebook Live and YouTube account set up (no cost).

**Contingency Plan 3 – Classes and operations must go to an online format for a period during the semester**

Recommendations:
During the first part of the semester, gatherings will follow the Contingency Plan 2: Fall classes begin fully online. A date will be provided by administration at the end of the online format and beginning the transitioning process. Once the date is announced, gatherings in specified locations will follow Contingency Plan 1: Fall classes begin with social distancing expectations. Meetings and events can still have the option be conducted using online platforms, depending on which plan is implemented at the beginning of the semester.
Use of Technology:
- Virtual conferencing - Zoom for meetings and developmental workshops.
- FVSU Facebook Live account for events.
- YouTube Live account for events.
- Video camera system to help ensure occupancy restrictions in buildings or rooms by monitoring individuals entering and exiting a location.

Collaborations:
- The Office of Academic Affairs can assist with access to Zoom.
- Marketing can help with FVSU Facebook Live and YouTube.
- Food services with the use of shared space in the library, Wildcat Commons and Student Amenities Center.
- Office of the President and building managers for the building request and availability of space.
- Library where students mostly gather on the first floor but also gathering areas located on the second and third floors. Outdoor gatherings are also at the library patio.
- Residential Life with the use of the Wildcat Commons, which meetings and events are held and students gather to watch television, engage in gaming activities or group socializing.
- Facility services for the sanitation of the areas.
- Athletics for the gathers and dance practice held in the Woodward Gym or HPE.
- Information Technology.
- Campus Safety.

Resources Needed:
- Sanitation equipment.
- Informational signs.
ATHLETIC WORKGROUP

Fort Valley State University return to action plan will be directly impacted by the NCAA and SIAC decisions and guidelines for competition. The department of athletics at Fort Valley State University consists of 11 sports played at the NCAA DII level with 280 student athletes. The Football Fieldhouse, Woodward Gymnasium and HPE Center house the coaching offices, locker rooms, training rooms and workout facilities for each sport. To ensure that we are following the “new normal,” we must educate staff, student athletes and fans while enforcing physical distancing, disinfecting, cleaning and establishing appropriate hygiene among all our students. The department of athletics needs to order electrostatic disinfectants, general cleaning supplies and sanitizers and hand sanitizer dispensers for every gate, restroom, locker room, field house, etc. This will require procurement considerations for venue signage, personal protective equipment, health screening and mobile ticketing, along with collaboration with Sodexo and other vendors to ensure that the best practices are being followed.

I. Contingency Plan 1 – Fall classes begin with social distancing expectations

Football returns July 16-30. Practice date is according to the NCAA bylaw for the initial start date of practice. All other student-athlete practices will follow the NCAA bylaw for initial start date per perspective sports practice. Have all sporting contest using only half of seating capacity for spectators and use social distancing seating strategy.

Financial Implication

Revenue

• Student athletic fee.
• Streaming all home contest for a fee.
• Create a streaming package for sale (Football Package, Men’s/Women’s Basketball Package or All Sports Package).
• Sell season tickets with priority seating with social distancing expectations.

Expenses Outside of Normal Cost

• Test for all student-athletes following university-wide protocol.
• Checking the temperature of SA before each practice (electric thermometer).
• Cleaning of building.
• Wash and dryer.
• Cleaning supplies.
• Hand sanitizers.
• 1,000 masks.
• Extra security during all home contests.
• Extra signage for all home game contest.
• Extra ticket takers for all home contest.

Initial Return to Campus for Student-Athletes

• All sports will return for the first allowable practice date by USG, FVSU administration and the NCAA.
• If football SA returns before the regular student body, will need to use a dorm on campus for all off-campus and on-campus SA.
• Meals in the cafeteria with the option of getting to-go boxes.
• Orthopedic physician for all students who will need to get a physical.
• Can receive a sickle cell test.

*Practice Scenarios*
• 10-14-day conditioning acclimation period.
• Practice would be difficult to social distancing.
• Position meetings can be held on Zoom.

*Competition with Spectators*
• Using half of the stadium capacity for seating with the intent of allowing the following order per time slot entrance.
  o Priority season ticket holders.
  o SA parents/guests.
  o FVSU student.
  o General guest.
• Social distancing in seating capacity.
• Use extra entrances for guests.
• Extra security during all home contests.
• Extra signage for all home contests.
• Extra ticket takers for all home contests.

*Competition without Spectators*
• Create a streaming package for sale (Football Package, Men’s/Women’s Basketball Package or All Sports Package).

*Travel Arrangements*
• Extra bus for travel in the sport of football/men’s and women’s basketball.
• Extra containers to start the clearing process of uniforms and equipment used at all games.

II. Contingency Plan 2 – Fall classes begin fully online

• No student-athletes will be on campus, therefore no fall sports.
• No athletic fee charge to students.
• The athletic department will meet no basic operation cost.

III. Contingency Plan 3 – Classes and operations must go to an online format for a period during the semester

Stagger students back to campus every two weeks by classification (freshmen first and seniors fourth) with the online class until all students are on campus with the intent to transition to face-to-face instruction once all students are on campus. Have all sporting contests using only half of the seating capacity for spectators and use social distancing seating strategy.
Financial Implication

Revenue
• Student athletic fee.
• Streaming all home contest for a fee.
• Create a streaming package for sale (Football Package, Men’s/Women’s Basketball Package or All Sports Package).
• Sell season tickets with priority seating with social distancing expectations.

Expenses Outside of Normal Cost
• Checking the temperature of SA before each practice (electric thermometer).
• Cleaning of building.
• Wash and dryer.
• Cleaning supplies.
• Hand sanitizers.
• 1,000 masks.
• Extra security during all home contests.
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Initial Return to Campus for Student-Athletes
• All sports will return for the first allowable practice date by USG, FVSU administration and the NCAA.
• If football SA returns before the regular student body, will need to use a dorm on campus for all off-campus and on-campus SA.
• Meals in the cafeteria with the option of getting to-go boxes.
• Orthopedic physician for all students who will need to get a physical.
• Have the ability to receive a sickle cell test.

Practice Scenarios
• 10-14-day conditioning acclimation period.
• Practice would be difficult due to social distancing.
• Position meetings can be held on Zoom.

Competition with Spectators
• Using half of the stadium capacity for seating with the intent of allowing the following order per time slot entrance.
  o Priority season ticket holders.
  o SA parents/guests.
  o FVSU student.
  o General guest.
• Social distancing in seating capacity.
• Use extra entrances for guests.
• Extra security during all home contests.
• Extra signage for all home contests.
• Extra ticket takers for all home contests.
Competition without Spectators

- Create a streaming package for sale (Football Package, Men’s/Women’s Basketball Package or All Sports Package).

Travel Arrangements

- Extra bus for travel in the sport of football/men’s and women’s basketball.
- Extra containers to start the clearing process of uniforms and equipment used at all games.
COMMUNICATION WORKGROUP

KEY INFORMATION AT-A-GLANCE

The FVSU Office of Marketing and Communications is the lead office for the university both
daily and during emergencies to provide continually updated information to the university
community, the media and the general public.

The primary campus communications tools include the FVSU website and FVSUag
Communications website, social media (Facebook, Twitter and Instagram) and email alerts.
Other key tools include the FVSU website Banner postings, outdoor digital boards, emergency
text system and robocalls.

COMPREHENSIVE LISTING OF COMMUNICATIONS RESOURCES (BOTH UTILIZED
AND UNDERUTILIZED)

Required Communication Vehicles
  a. Website (both FVSU and FVSUag).
  b. Email.
  c. Social media platforms (Facebook, Instagram, Twitter).
  d. Robocall/text.

Optional Communication Vehicles
  a. Blackboard Connect (platform through Banner system).
  b. D2L announcement page.
  c. Robocall.
  d. Text messaging service (limited?) from vendor (Project Success).
  e. Digital boards.
  f. Campus radio station.
  g. Interbuilding flat-screen boards.
  h. Phone tree implementation (??).
  i. Possible cellphone apps - for download to everyone’s phone for alerts.
  j. RAVE app (through campus safety) – extremely limited in use.
  k. Posters, banners, flyers, table tents, similar collaterals.
  l. Division, departmental newsletters.
  m. Snail mail (letters).

HIERARCHY OF COMMUNICATIONS

1. Level 1 – Public Safety Announcements – These announcements are of the highest
   priority and include, but are not limited to, urgent security (physical and
   technological) matters such as a bomb or terroristic threat and computer system
   threats, health and safety, natural disasters and impending inclement weather. They
   might also include campus-wide policy changes that are time-critical, such as in the
   case of students, new immunization requirements or other legal requirements that
   must be met for continuing matriculation at the university or, in the case of
   employees, widespread power outages or a situation in which computer accounts are
affected. The time sensitivity associated with these announcements often requires immediate communications.

2. **Level 2 – University Policies and Policy Changes** – These announcements are of high importance as they affect large numbers of the university community. Key is that immediate notification is most often not required (though in some instances it may be). Communication can occur in a planned manner, even if that means hours or days. Such announcements can include, but are not limited to USG or university policies, regulations and rules that need to be communicated. Such policy announcements are generally sent by senior administrators.

3. **Level 3 – News** – These announcements are generally related to news, past or present or future, that deal with events, policies, issues and developments by or related to members of the university community. Such news includes, but is not limited to, university functions such as presidential events, alumni events, award ceremonies, public forums, concerts, athletic events, professional accomplishments, symposiums, dinners, luncheons and so forth. Under some circumstances, immediate notification may be required and may be of high importance, such as announcements related to serious injury or death of university personnel or student(s). In such cases, these news items would be classified as Level 1 communique’.

**KEY AUDIENCES**
- Students.
- Faculty.
- Staff.
- Parents of students.
- Alumni.
- Neighbors.
- General public, including campus visitors/temporary residents (i.e., summer camps).
- News media.
- Public officials – mayor, legislators, governor.

**KEY MESSAGES**
- Health and well-being of FVSU employees is the top priority.
- We are dedicated to the academic mission of the institution and look forward to the ability to return to campus to continue this effort safely.
- Information will be provided to the campus community through many of the mediums used to date to communicate new developments and provide resources.
- FVSU will continue to work with the USG to share guidance provided by health experts from the CDC and Georgia Department of Public Health on ways to mitigate the spread of the virus.
- Employees must continue to follow the health guidance provided to take steps to mitigate the spread of the virus: Wash hands, practice social distancing in offices and public, and stay home when feeling ill.

**Contingency Plan 1 – Fall classes begin with social distancing expectations**
Sixty (60) Days prior to Fall Semester
- Develop a more robust and comprehensive Coronavirus resources website to provide the campus community with information about health, travel, emergency preparedness and campus operations
- Update all FVSU webpages with updated semester protocols, including campus tours, dining facility requirements, campus visitors, public safety, public health, housing, etc.
- Distribute survey assessing preferred means of receiving communications regarding COVID-19 to students, faculty and staff
- Develop a rapid response protocol for crisis communications involving COVID-19 health developments

UNIVERSITY WIDE - Distribute general message from president to entire campus community and incoming students on university reopening plans (Including general introduction of new campus protocols, CDC and USG guidelines, policies and procedures). This will be distributed via email, the FVSU homepage and the FVSU Coronavirus webpage (https://www.fvsu.edu/coronavirus-updates/)
  - Send memo from Provost to Dean/Chairs and Directors reinforcing key messages in president’s message
  - Send memo from Office of Human Resources to supervisors

COLLEGE/DIVISION SPECIFIC
- Communicate the specifics of the reopening plan to staff from the College/Division/Office Level
- Memo from Vice President to divisions and staff reinforcing key messages
- Memo from Dean to Faculty/Staff
- Message from Chairs/Directors to faculty and staff if appropriate
- Message from Supervisors/AVPs to staff managers

- Continue communicating detailed social distancing protocols (Fact sheets, requirements, best practices, campus move-in plans and dining restrictions, etc.) to students and parents via email, snail mail and post information on established protocol webpages that link directly from the University homepage.
- Produce and install campus signage (posters, table tents, posters, flyers) in key campus communal areas that support established protocols, such as social distancing requirements, public safety guidelines and distances.

Thirty (30) Days prior to Fall Semester
- Provide updated reassurance and information related to personal safety for students, faculty and staff (Be sure to include information on health, travel, business impacts, academic impacts, environmental impacts, human resources policies and procedures)
- Communicate action steps requested of campus and community members
- Develop key messages for repeat dissemination regarding campus safety, policies and procedures, and goals

Two Weeks prior to Fall Semester
• Update COVID-19 FAQ page with most recent information on any protocol changes, new procedures, revisions, etc.
• Provide any additional details on remote learning, teaching and working.
• Provide timeline for mid-semester transition from online to physical campus.
• Roll out PSA website, email and social media campaign encouraging support of all procedures and policies for a successful semester.

Contingency Plan 2 – Fall classes begin fully online

Sixty (60) Days Prior to Fall Semester
• Develop a more robust and comprehensive coronavirus resources website to provide the campus community with information about health, travel, emergency preparedness and campus operations.
• Update all FVSU webpages with updated semester protocols, including campus tours, dining facility requirements, campus visitors, public safety, public health, housing, etc.
• Distribute survey assessing preferred means of receiving communications regarding COVID-19 to students, faculty and staff.
• Develop a rapid response protocol for crisis communications involving COVID-19 health developments.

UNIVERSITY-WIDE - Distribute general message from president to entire campus community and incoming students on university reopening plans (including general introduction of new campus protocols, CDC and USG guidelines, policies and procedures). This will be distributed via email, the FVSU homepage and the FVSU coronavirus webpage. (https://www.fvsu.edu/coronavirus-updates/
  • Send memo from provost to dean/chairs and directors reinforcing key messages in the president’s message.
  • Send memo from Office of Human Resources to supervisors.

COLLEGE/DIVISION SPECIFIC
• Communicate the specifics of the reopening plan to staff from the college/division/office level.
• Memo from vice president to divisions and staff reinforcing key messages.
• Memo from dean to faculty/staff.
• Message from chairs/directors to faculty and staff if appropriate.
• Message from supervisors/AVPs to staff managers.

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• Develop key messages for repeat dissemination regarding campus safety, policies and procedures, and goals.
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- Update COVID-19 FAQ page with most recent information on any protocol changes, new procedures, revisions, etc.
- Provide any additional details on remote learning, teaching and working.
- Provide timeline for mid-semester transition from online to physical campus.
- Roll out PSA website, email and social media campaign encouraging support of all procedures and policies for a successful semester.

Contingency Plan 3 – Classes and operations must go to an online format for a period during the semester

Sixty (60) Days prior to Fall Semester
- Develop a more robust and comprehensive coronavirus resources website to provide the campus community with information about health, travel, emergency preparedness and campus operations.
- Update all FVSU webpages with updated semester protocols, including campus tours, dining facility requirements, campus visitors, public safety, public health, housing, etc.
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- Communicate the specifics of the reopening plan to staff from the college/division/office level.
- Memo from vice president to divisions and staff reinforcing key messages.
- Memo from dean to faculty/staff.
- Message from chairs/directors to faculty and staff if appropriate.
- Message from supervisors/AVPs to staff managers.
- Produce and install campus signage (posters, table tents, flyers, posters) in key campus communal areas that support established protocols, such as social distancing requirements, public safety guidelines and distances.

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- Provide updated reassurance and information related to personal safety for students, faculty and staff (be sure to include information on health, travel, business impacts, academic impacts, environmental impacts, human resources policies and procedures).
• Communicate action steps requested of campus and community members.
• Develop key messages for repeat dissemination regarding campus safety, policies and procedures, and goals.

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• Update COVID-19 FAQ page with most recent information on any protocol changes, new procedures, revisions, etc.
• Provide any additional details on remote learning, teaching and working.
• Provide timeline for mid-semester transition from online to physical campus.
• Roll out PSA via website, email and social media campaign encouraging support of all procedures and policies for a successful semester.

Draft FVSU Return Message from President

Wildcat Family, over the past several months, we have collectively experienced a whirlwind of change due to the unprecedented global pandemic. Although we had to shift directions quickly, you all showed tremendous creativity, commitment, resourcefulness and a dedication to ensuring the university continued its core mission of higher education. By working together and transitioning to remote learning, teaching and working for the spring 2020 semester, we maintained an overall safe campus environment for our students, faculty, staff and local communities. Currently, we are transitioning to remote instruction for the summer 2020 semester as well.

Recently, FVSU received from the USG to launch our plans to reintroduce our staff back on campus during the summer months. Each of your units have developed very detailed plans for that are staggered and crafted to ensure everyone remains as safe as possible. Your supervisor will be reaching out to you and your team directly regarding the specifics of how your unit will return to work.

Be assured that our return-to-work plans are based on relevant public health guidelines and institutional capacity and incorporate appropriate mitigation and monitoring processes and social distancing measures. These processes include considerations for rotational scheduling and physical workspace adjustments, continued teleworking options, extended use of virtual meeting technology, and continued access controls for academic and administrative building to help minimize unnecessary movement. Supervisors are expected to work with their direct reports to create a schedule that will allow for work on campus while ensuring social distancing and the execution of job responsibilities. Please visit https://www.fvsu.edu/coronavirus-updates/ for additional details.

While we proceed on our plan to bring our staff back to campus over the summer months, we also have a Presidential Task Force and several Workgroups working to prepare our extensive plans for our ultimate return to full campus operations in the Fall 2020 semester.

We will need your continued support, patience and cooperation to achieve these successful transitions. These measures are all new and we will be learning “best practices” together. We urge you all to provide your supervisor with feedback and ideas in the coming weeks on ways to
improve this process. We are excited that we will be seeing you again soon as we work together with your safety and well-being as our top priorities.

DRAFT MEMORANDUM

To: FVSU Deans
From: Dr. T. Ramon Stuart, Provost and Senior Vice President for Academic Affairs
Date: XXXX X, 2020
Re: Plans for Summer Return to Work

I would like to express how grateful I am to everyone for their outstanding support you have provided to our students in maintaining instructional continuity during the ongoing global pandemic caused by COVID-19. Our faculty and staff from each college worked tirelessly to transition our classes to an online environment while embracing the new reality that was thrust upon us. Because of you, not only did we succeed in this challenge, but we excelled and were able to advance our academic goals and ensure our students continued academic progress at Fort Valley State University. You should all be exceptionally proud of that accomplishment.

As we conclude the spring 2020 semester and begin our remote instruction this summer, we have received direction from the University System of Georgia to launch plans for the return of faculty and staff to campus over the next few weeks. This will be a slow and deliberate return to campus and this effort will be guided by detailed plans to help protect the health and well-being of our faculty and staff colleagues. FVSU will continue to follow guidelines from the USG, Georgia Department of Public Health and the Centers for Disease Control and Prevention to help mitigate again the spread of COVID-19.

With this announced return to campus, it will be necessary for deans to coordinate with their chairs and directors and with human resources representatives, in order to organize and schedule virtual meetings to review plans with your college’s faculty and staff. These sessions can be held in a manner that suits your college, be that a large-scale virtual meeting, or smaller, office-level virtual discussions. These briefings will allow for the presentation of the specifics of how each college and the offices in each college will return to work and the steps that have been taken by the university to combat the spread of the coronavirus. These actions include considerations for rotational scheduling and options for physical workspace adjustments, continued access controls for academic and administrative buildings, extended use of virtual meeting technology and additional steps to help mitigate against the virus and promote appropriate social distancing.

FVSU is deeply committed to the health and well-being of our faculty and staff colleagues. As a community, we will work together to maintain a safe environment and continue with our commitment to the academic mission of the university. Thank you again for your commitment to Fort Valley State University.

Supervisor Memorandum (Draft)

The University System of Georgia, in consultation with the Georgia Department of Public Health, has made the determination that staff and faculty of Fort Valley State University and the
other institutions in the university system will be able to return to work in person, on campus, starting on XXXX XX, 2020. The health and well-being of our campus community is paramount, and the university is committed to taking the steps necessary to provide that safety.

The resumption of activities will be gradual and staggered based on relevant public health guidelines and institutional capacity. Fort Valley State University has developed a return to work plan that incorporates appropriate mitigation and monitoring processes and social distancing measures to help with the transition back to on-campus work. These processes include considerations for rotational scheduling and physical workspace adjustments, continued teleworking options, extended use of virtual meeting technology, and continued access controls for academic and administrative building to help minimize unnecessary movement. Supervisors are expected to work with their direct reports to create a schedule that will allow for work on campus while ensuring social distancing and the execution of job responsibilities.

The Fort Valley State University Office of Human Resources will also coordinate with supervisors to hold virtual meetings with offices and operations to provide additional guidance to staff and respond to any questions. As has been the case through the pandemic, the university’s COVID-19 information page, https://www.fvsu.edu/coronavirus-updates/, will continue to be a central source for updated information, contacts and resources that supervisors and staff can use to respond to issues.

**Proposed Draft FAQ’s**

- Since the state of Georgia is currently under a public health emergency, do I have to come to work?
- The state of Georgia has extended the shelter in place order for individuals who are at a higher risk of severe illness from COVID-19. I have underlying health conditions that require that I remain at home. What options do I have to continue to work?
- While I am not considered “at risk” for serious illness from COVID-19, I live with a family member who is at risk. Can I take leave or telework to minimize my chance of exposure?
- I do not feel comfortable returning to work and interacting in public. What options do I have for working in the future?
- While the state of Georgia has lifted the shelter in place order, I live in a city where residents have been encouraged to remain at home. What are my options regarding returning to work?
- My planned child care for the summer has been cancelled or postponed. What are my options regarding returning to work?
- Will the university be providing free testing for staff and faculty?
- Will the university be conducting screening of staff and faculty before individuals come to work each day?
- Will the university be prohibiting outside vendors/visitors to come to workplaces?
- The state of Georgia has previously ordered the implementation of teleworking for all possible employees; is that still in effect?
- Will the university be allowing staggered work shifts for staff?
- Will the university be providing PPE (personal protection equipment) or face covering to staff who come to work?
- Will the university be mandating that all staff wear face coverings as mandated by the state?
- What should I do if an employee or colleague comes to work with COVID-19 symptoms (fever, cough or shortness of breath)?
- What should I do if an employee or colleague is suspected or confirmed to have COVID-19?
- If staff have been exposed but are not showing symptoms, should the university allow them to work?
- What should I do if I find out several days later, after a staff member or colleague worked, that they were diagnosed with COVID-19?
- When should staff suspected or confirmed to have COVID-19 return to work?
- What should I do if a staff member or colleague has a respiratory illness?
- Are allergy symptoms considered an acute respiratory illness?
- How do staff who interact with other university staff/stakeholders/vendors stay safe?
- How can I help protect staff/colleagues who may be at higher risk for severe illness?
- Do staff need to wear cloth face coverings or personal protective equipment (PPE) (such as mask, gloves, face shields) to protect themselves while working?
- How often should staff wash their hands while at work?
- What can I tell staff or colleagues about reducing the spread of COVID-19 at work?
- Should the university be screening employees for COVID-19 symptoms (such as temperature checks)? What is the best way to do that?
- What is social distancing and how can my workplace do that?
- Will the university require employees to provide a doctor’s note or positive COVID-19 test result?
- Should I cancel my meetings and conferences?
- Will the university be cleaning and disinfecting copiers, doors, elevators, computers?
- How do I clean and disinfect machinery or equipment?
- How can I safely use cleaning chemicals?
- Will the university provide cleaning and sanitation supplies for self-cleaning in my department and my workspace?
- In addition to cleaning and disinfecting, what else can be done decrease the spread of disease in my workplace?
- Should offices turn off central air systems?
- Are the restrictions currently in place for dine-in restaurant service applicable to the dining services on campus?
- Are dining services typically available to staff on campus going to be open?
- Are staff allowed to eat lunch or take breaks in current break rooms/lobbies?
FISCAL IMPACT WORKGROUP

Recommendations for fall 2020 operations under three different scenarios: 1) fall classes begin with social distancing expectations; 2) fall classes fully online; and 3) classes and operations must go an online format for a period of time during the semester, were provided by the following workgroups:

• Academics and Research.
• Public Service, Outreach, Continuing Education and Cooperative Extension.
• Student Life.
• Enrollment Management.
• Athletics.
• Communications.

The fiscal impact of the workgroup recommendations is reflected below. Fort Valley is anticipating a 14 percent reduction in its base budget and is also facing enrollment uncertainty for fiscal 2021. Therefore, additional resources needed because of workgroup recommendations will most certainly create further strain on limited institutional resources.

Contingency Plan I
Under this contingency plan, the campus will have face-to-face classes with social distancing expectations. This scenario provides the most financial stability for the institution since all campus services, including auxiliary, will be fully restored to provide the highest level of revenue for fall 2020. Even though, this scenario maximizes the amount of revenue to be charged, it will also result in the highest level of resources needed and therefore, the biggest hit to the university’s budget.

Necessary resources to operate under this scenario will result in significant increases to expenditures for the institution. Recommendations from all the workgroups total approximately $700,000 for fiscal year 2021 to ensure the health and safety of students and employees during the COVID-19 pandemic and to strengthen and expand the institution’s IT infrastructure for greater online capacity.

Since it is anticipated that the institution will incur a 14 percent reduction in its appropriations, it is not feasible to fund the expenditures from operational budgets that have already been adjusted downward. Therefore, the additional expenses would be supported from CARES Act HBCU funding that has been awarded to the institution.

Contingency Plan II
Out of the three scenarios, the second contingency plan of having all classes online in fall 2020 will have the most severe fiscal impact on the university’s resources. Not only will revenues be limited but there will also be additional expenditures to ensure the health and safety of employees working on campus.

Under Contingency Plan II, most likely only tuition technology and institutional fees will be charged, like the summer 2020 online charge structure. The lack of auxiliary services, including health, activity, student center and transportation fees would result in a loss of revenue
amounting to $2.9 million. In addition, the institution would suffer from a loss of revenue related to room and board charges estimated at $12.6 million.

Although, students would not be on campus, the institution would still need to incur an estimated $60,000 in expenses related to maintaining a safe environment for employees working on campus. In addition, all online classes will continue to demand the enhancement of Fort Valley’s IT infrastructure. However, given the financial impact of this cost, the institution would need to decide if operating under Contingency Plan II is the most appropriate time to make such an investment.

This increase in expenses in this scenario coupled with greatly diminished revenues further exacerbate the effects of COVID-19 on the institution’s bottom line and would be financially devastating for Fort Valley. Although the institution has received funding through the CARES Act for HBCUs, the funding is not enough to totally offset the extreme loss of revenue and the increase in expenses needed to operate in a totally online campus environment during fall 2020.

**Contingency Plan III**
The third contingency plan of classes going online for a period is the second best scenario for operating during the fall 2020 semester. Should face-to-face classes be discontinued and resumed online, students will continue to live on campus. This is contrary to how the campus operated in the spring 2020 semester when students were not allowed to return to campus after spring break. Allowing students to continue living on campus will alleviate the necessity of refunding certain fees and room and board charges, which totaled $2.7 million in spring 2020. This scenario would cause minimal disruption to services and at the same time provide financial stability for the institution since revenues could be maximized for the semester.

The additional resources needed to operate in this scenario is like the estimate in the first contingency plan. However, expenses are likely to be higher than in the first contingency if the disruption of face-to-face classes is related to an outbreak of the COVID-19 virus on campus or in the local community. As with this plan, the institution will utilize the CARES Act funding for HBCUs to cover cost of acquiring goods and services related to COVID-19.

**Summary**
In summary, Contingency Plans I and III offer the most financial stability for Fort Valley since they would allow the maximum amount of revenue to be charged. Although expenses are also expected to increase under both scenarios, the institution’s CARES ACT HBCU funding can be used to support the additional expenditures.

Contingency Plan II will have the most devastating impact to the university’s bottom line due to the lack of auxiliary campus services. This in turn will result in a severe decrease in revenue and the inability for the institution to cover its residential hall debt service payments. The severe drop in revenue and increase in expenses needed to keep the campus environment safe for employees will have damaging effects on Fort Valley’s financial status. Although the institution has received additional funding through the CARES ACT HBCU funding, it will not be enough to totally offset the impact of operating under this scenario.
The Office of Business and Finance has submitted a plan to USG to reduce expenditures by 14 percent for the next fiscal year. Additional strategies are also currently under review to further reduce operating budgets as a precaution for declining enrollment in fall 2020. To minimize the impact of the additional expenditures, the institution’s procurement office will work with facilities management and the emergency management coordinator to minimize costs and manage purchases from an institutional level to eliminate overlapping and duplicative goods and services.
References

- Duke University policies for employees approved to return to research laboratories in phase 3 of the response to the COVID-19 pandemic. Duke University, Durham, NC. https://medschool.duke.edu/research/reopening-research-laboratories
Appendix A: Workgroup Memberships

1. WORKPLACE & HEALTH SAFETY WORK GROUP

Ms. Tineke Battle (co-chair), Dr. Daniel Blankenship (co-chair) Ms. Emma Bennett-Williams, Dr. George Mbata, Dr. Jimmie Smith, Ms. Patricia Barrett, Dr. Oreta Samples, Mr. Edwidge Dufresne, and Mr. Richard Riley.
Support -- Olufunke Fontenot

2. ACADEMIC & RESEARCH WORK GROUP

Dr. Govind Kannan (chair), Dr. Greg Ford, Ms. Cranford, Dr. Darryl Hancock, and Dr. Jerry Heywood, Dr. Hari Singh, Dr. Brou Kouakou, Dr. Nirmal Joshee, and Dr. Jacques Surrency
Support – Provost/VPAA Stuart
President’s Office Representative: Dr. Olufunke Fontenot
Other Contributors: Dr. Tamara Payne & Mr. Frank Mahitab

3. PUBLIC SERVICE/OUTREACH/CONTINUING ED/COOPERATIVE EXTENSION WORK GROUP

Dr. Mark Latimore, Dr. Noble (chair), Mr. Hughes, Dr. Hollis, Ms. Riggins, Ltc. Fountain, Ms. Rahaman, Dr. Cedric Ogden, Ms. Danyelle Mathis, RJ Mathis, and Ms. La Rue Harden
Support –VP Govind Kannan

4. STUDENT LIFE WORK GROUP:

Mr. Brian Byrd, Mr. Wallace Keese (chair), Mr. Shawn Modena, Ms. LuWanna Williams, Dr. Tamara Payne, Mr. Jason Tate, Ms. Pope, Dr. Surrency, Dr. Simmons, Mr. Alexander Lowe (SGA President), Coach Mark Sherill, and Mr. Jason Bryant.
Support – VP Jesse Kane

5. ENROLLMENT MANAGEMENT WORKGROUP

Ms. Kimberly Morris (chair), Dr. George Norton, Dr. Rebecca McMullen, Shareé Lawrence, Mr. John Cagnina, Ms. Kimberly Morris, Mr. R.J. Dougé, and Kendra Verdel
Support – VP Kane

6. ATHLETICS WORKGROUP

Mr. Jonathan Thompson, Dr. Donnie Nicholson, Ms. Linda Bell, Mr. Wheeler Brown(chair), and Mr. Maurice Flowers.
Support – VP Holloman
7. COMMUNICATION WORKGROUP

Ms. Theresa Southern, Ms. Berry-Johnson (chair), Ms. Gonzalez, Ms. Maze, and Dr. Andrew Lee
Support – VP Holloman and Olufunke A. Fontenot

8. FINANCIAL IMPACT WORKGROUP

Members: Mr. Allen Salter (chair), Ms. Traci Williams, Ms. Tomeka Tripp, Dr. Ibrahim, Dr. Ivory-Butts, Ms. Ridley, Ms. Stripling, and Travis Bowens
Support – VP Michelle Martin
Appendix B: Return to Work Schedule
(Telecommuting is strongly encouraged as necessary)

<table>
<thead>
<tr>
<th>Phased Return Schedule</th>
<th>Notes</th>
<th>Anticipated Return Week - Beginning</th>
<th>Anticipated Return Week – Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase I-A Return:</strong></td>
<td></td>
<td>May 18, 2020</td>
<td>June 1, 2020</td>
</tr>
<tr>
<td>Facilities Operations</td>
<td>Fully on-campus/Rotating Schedules</td>
<td>May 18, 2020</td>
<td>May 25, 2020</td>
</tr>
<tr>
<td>Staff utilizing Non-closure Emergency Leave</td>
<td>Fully on-campus/ Rotating Schedules</td>
<td>May 18, 2020</td>
<td>June 1, 2020</td>
</tr>
<tr>
<td>President’s Office</td>
<td>Remained fully on-campus with rotating schedules and telecommuting</td>
<td>May 18, 2020</td>
<td>June 1, 2020</td>
</tr>
<tr>
<td>Office of Human Resources</td>
<td>Remained fully on-campus with rotating schedules and telecommuting</td>
<td>May 18, 2020</td>
<td>June 1, 2020</td>
</tr>
<tr>
<td><strong>Phase I-B Return:</strong></td>
<td></td>
<td>June 15, 2020</td>
<td>June 19, 2020</td>
</tr>
<tr>
<td>Administrative staff (primary contact in the office, customer-facing, handling telephones, and greeting visitors)</td>
<td>Fully on-campus/ Rotating Schedules</td>
<td>June 15, 2020</td>
<td>June 19, 2020</td>
</tr>
<tr>
<td>Campus Safety Operations staff</td>
<td>Fully on-campus/ Rotating Schedules</td>
<td>June 15, 2020</td>
<td>June 19, 2020</td>
</tr>
<tr>
<td>Research/laboratories/Farm animal staff</td>
<td>Fully on-campus/ Rotating Schedules</td>
<td>June 15, 2020</td>
<td>June 19, 2020</td>
</tr>
<tr>
<td>Child Development Center and Head start/Early Head start staff (as University employees,)</td>
<td>Fully on-campus/ Rotating Schedules</td>
<td>June 15, 2020</td>
<td>June 19, 2020</td>
</tr>
<tr>
<td><strong>Communication with county agencies will be necessary</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence Life Staff</td>
<td>Fully on-campus/ Rotating Schedules</td>
<td>June 15, 2020</td>
<td>June 19, 2020</td>
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<tr>
<td>Phase II-A</td>
<td></td>
<td>July 13, 2020</td>
<td>July 17, 2020</td>
</tr>
<tr>
<td>Residence Assistants</td>
<td>Fully on-campus/ Rotating Schedules</td>
<td>July 13, 2020</td>
<td>July 17, 2020</td>
</tr>
<tr>
<td>Enrollment Management &amp; Student Affairs</td>
<td>Fully on-campus/ Rotating Schedules</td>
<td>July 13, 2020</td>
<td>July 17, 2020</td>
</tr>
<tr>
<td>Coaches</td>
<td>Fully on-campus/ Rotating Schedules</td>
<td>July 13, 2020</td>
<td>July 17, 2020</td>
</tr>
<tr>
<td>Phase II-B</td>
<td></td>
<td>July 27, 2020</td>
<td>July 31, 2020</td>
</tr>
<tr>
<td>All other staff and those faculty serving as Department Chairs</td>
<td>Fully on-campus/ Rotating Schedules</td>
<td>July 27, 2020</td>
<td>July 31, 2020</td>
</tr>
<tr>
<td>Faculty on 12-month appointments/Department Chairs</td>
<td></td>
<td>July 27, 2020</td>
<td>July 31, 2020</td>
</tr>
<tr>
<td>Phase III</td>
<td></td>
<td>August 3, 2020</td>
<td>_______________</td>
</tr>
<tr>
<td>All other employees not included in the categories above, specifically, <em>Ten-month faculty</em></td>
<td>Fully on-campus/ Rotating Schedules</td>
<td>August 3, 2020</td>
<td>_______________</td>
</tr>
</tbody>
</table>
Appendix C: Health and Safety Guidelines for Mitigating the Spread of COVID-19

We will establish and comply with the necessary protocols for mitigating the spread of the virus. These include communicating adequate sanitation, disinfection and hand-washing techniques, and taking steps to promote the strongly encouraged social distancing. Our best practices applicable to all personnel include:

- Implementation and utilization of digital platforms whenever feasible while embracing the reduction of close contact among employees.
- Options for flexible working schedules to reduce the concentration of personnel in offices.
- Promoting healthy work habits to reduce exposure.
- Strongly encouraging social distance behavior.
- Use of personal protective equipment (PPE) whenever possible and appropriate.
- Enhanced disinfecting and cleaning procedures

Recommendations for Social Distancing, Cleaning and Space Density Management

Social distancing guidelines are strongly encouraged in all areas of the campus and apply to all personnel, students and visitors. This includes common areas both indoors and outdoors, as well as personal or laboratory spaces in FVSU buildings and facilities.

These guidelines include the following:

- Avoid congregations of people.
- Maintain 6 feet of social distancing, both indoors and outdoors.
- Avoid personal contact (handshaking, hugs, etc.), even if you are wearing Personal Protective Equipment (PPE).
- Adhering to movement signage in shared spaces for flow and circulation patterns.
- Strictly following posted signage and directions applicable to critical but potentially high-density spaces such as elevators and restrooms.
- Redesign doors and other common touch spaces to facilitate "touchless " access.
- Each building will be cleaned and disinfected (common spaces, including restrooms, at least once daily. The cleaning schedules will be posted in each building. Aside from trash removal, individuals are responsible for cleaning and disinfecting their own offices (or work areas so designated).

Emergency Management and Facilities Operations staff have some vulnerability due to their roles; therefore, we will need to work to ensure that staff is provided with adequate PPE supplies and disinfectants at every opportunity. Personnel who have questions or concerns with cleaning
and disinfecting practices should address their concerns with the Emergency Management and Facilities Operations offices.

Specific recommendations for applicable safety procedures for key common spaces are given below. These include (i) shared offices, (ii) meeting rooms, (iii) restrooms, (iv) common areas, and (v) elevators and stairwells.

**Recommendations for Common Spaces Occupied by Employees**

Shared offices: Office spaces with a density >1 person per 150 square feet or smaller cannot be used in their current configuration. Safe office configurations can be designed by shift work and temporarily repurposing conference rooms for office use.

- Office space accommodations and space reallocation will be handled locally but with the direct involvement of Emergency Management and Facilities Operations.
- Telecommuting and flexible work schedules continue to be strongly encouraged.
- Meeting rooms.
  - Face-to-face meetings in meeting/conference rooms are only allowed if both 6 feet social distancing guidelines and space density guidelines (150 square feet or smaller/person) can be met in the space. The use of online virtual conferencing for meetings remains strongly encouraged.
  - Smaller meeting room locations may be eliminated or temporarily repurposed into office use. Repurposed smaller conference rooms that do not allow for social distancing will be configured to provide additional workstations for employees whose original seating arrangement would violate social distancing recommendations.

Room reconfigurations to include the following:

- Work with Emergency Management and Facilities Operations to ensure that the airflow in meeting rooms is adequate to pull potentially contaminated air out and not recirculate it.
- Remove/block seating from meeting spaces if seats cannot be placed 6 feet apart (in all directions).
- Post signs to remind employees to stay 6 feet apart and with maximum occupancy.
- Create and post guidelines for wiping down of surfaces: seats, tables, remotes, any other shared surface at the end of each meeting.
- Place cleaning supplies just inside of each meeting room. If sufficient supply is unavailable, the meeting room should be closed by Emergency Management and Facilities Operations until such supply is available.

Restrooms
• All bathrooms should be assessed for the "touch" points, such as door handles, paper towel dispensers, hand-activated sinks, hand-activated toilet flushing systems, whenever possible.

• Bathroom doors will have signs reminding people of the danger of "touch points" and maximum occupancy, to be determined by an assessment of the Emergency Management and Facilities Management. Emergency Management and Facilities Operations to determine if standard occupancy signage can be obtained and deployed. Personnel must comply with occupancy guidelines.

• Use automatic doors or low-touch options, such as with foot-pulls or arm-pulls, to open doors, whenever possible.

• Users of facilities should seek to minimize messes to make the upkeep of restrooms by custodial staff safe and straightforward.

Common Spaces

• Avoid sitting in common spaces unless social distancing guidelines can be met.

• Follow tape markings on floors that indicate the directional patterns of walking to reduce cross circulation and close interactions.

• Utilize squares out of tape on the floor marking where individuals should stand 6 feet apart from any location where a line may develop while waiting for a resource (such as the elevator).

• Be aware not to congregate in specific areas such as time clocks, entrances, etc.

• Centralized break rooms should not be used unless social distancing guidelines can be followed (6 feet spacing plus density maxima).

• General office shared coffee pots and the use of shared refrigerators should be discouraged.

• Employees who are clocking in/out must stand more than 6 feet away from others and may use time clocks in various areas/buildings on campus.

Elevators and Stairwells

• Only one or two person(s) should use an elevator car at one time depending on the size of the elevator; 6 feet distancing must be maintained and the use of face coverings.

• Where practical, stairwells should be designated for unidirectional flow (except during emergency). Before entering a stairwell, assess stairwell to ensure that the stairs can be accessed while keeping 6 feet social distancing guidelines. When this recommendation is impractical, and when the bidirectional flow is required, individuals should stay to the right and not stop in a stairwell. Emergency Management and Facilities Operations should assess and determine if stairwells will operate as unidirectional or bidirectional and mark appropriately.
The recommendation is for personnel to use common areas to have access to supplies and to exercise reasonable safety precautions, avoid touching surfaces and sanitize if surfaces must be touched. For example:

- Recommend the strategic positioning of hand sanitizer hands-free station at the elevator and stairwell entrances if/when they are available.
- Recommend that tissues and trash bins be located at elevator entrances.
- Recommend to use a tissue covered finger to operate elevator buttons and dispose of the tissue in the trash when exiting the elevator.
## Appendix D: Summary of Resource Needs

**Fort Valley State University**  
**Fiscal Impact of Return to Campus - Fall 2020**

<table>
<thead>
<tr>
<th>Resource Needs</th>
<th>Description</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>Signage, dissemination of information, virtual tours, postage, social media</td>
<td>22,726</td>
</tr>
<tr>
<td>Equipment</td>
<td>Athletic equipment, laptops, scanners for document imaging</td>
<td>59,366</td>
</tr>
<tr>
<td>Personal Protective Equipment &amp; Supplies</td>
<td>Gloves, masks, sanitizers, wipes, thermometers, dispensers, disinfectant sprays, UVC lights for sanitizing labs</td>
<td>81,366</td>
</tr>
<tr>
<td>Personnel</td>
<td>Faculty trainers/mentors, athletic ticket staff</td>
<td>19,000</td>
</tr>
<tr>
<td>Testing</td>
<td>Student athlete testing</td>
<td>7,000</td>
</tr>
<tr>
<td>Other</td>
<td>Disposable law enforcement supplies</td>
<td>978</td>
</tr>
<tr>
<td>IT Infrastructure</td>
<td>Enhance and expand online classroom capabilities</td>
<td>500,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>690,436</td>
</tr>
</tbody>
</table>
Appendix E: COVID-19: Campus Safety and Health Protocols

The CDC has issued guidance for ways institutions of higher education (IHE) can protect students and employees (faculty, staff and administrators) and slow the spread of COVID-19. The more individuals interact with others, and the longer the interaction, the higher the risk of COVID-19 spread. We recognize the various risk levels associated with fall reopening in this rapidly changing COVID-19 environment, as identified in the CDC (https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html)

The health and safety on our campus is a shared responsibility of all of us. All students, employees, vendors, visitors and volunteers will be subject to new policies, procedures and oversight designed to promote a safer and healthier environment for teaching, learning and working, including strategies to protect individuals at higher risk for developing adverse outcomes from COVID-19.

FVSU will review accommodations relating to ADA, Alternative Work Arrangements, FMLA and/or FFCRA for employees who have higher-risk conditions from COVID-19, as defined by the Centers for Disease Control and Prevention (CDC) and Georgia Department of Public Health (GDPH), with the alternative work arrangement:

1. Will enable the performance of the employee’s essential job functions.
2. Will not create an undue hardship.

**IMPORTANT:** Employees who are requesting such arrangements must consult with HR to submit and complete appropriate forms including the COVID-19 Higher Risk Alternative Work Arrangement Request Form to the Office of Human Resources.

While we strongly encourage flexible work schedules, including telecommuting or other arrangements, strong consideration may be given to employees who have self-identified as having higher-risk conditions due to COVID-19. The Georgia Department of Public Health (GDPH) identifies high risk as (in this order):

- Individuals of all ages with underlying medical conditions.
- Adults age 65 or older.
- Caring of immediate family member or children due to COVID-19.

As the university begins to move forward with plans for in-person fall reopening, the Campus Safety and Health Protocols provide guidance on the following:

- Face masks/coverings.
- Social distancing.
- Sanitation.
- Detection.
- Enforcement.
- Quarantine.
- Transportation.
Face Masks/Coverings

Face coverings are important in preventing transmission from asymptomatic individuals who have COVID-19. 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.

Instances when social distancing is difficult to practice, include:

- **Classrooms:** Masks will be required in classrooms where social distancing cannot be achieved. These classroom spaces will be clearly identified.
- **Shuttle buses:** Riding the shuttle buses is voluntary. We will require any individual who chooses to ride the shuttle bus to wear a mask, including the driver.
- **Administrative Offices:** Student who needs to visit administrative offices will be required to wear a mask to ensure the safety of both the student and staff if social distancing cannot be achieved.
- **Faculty Offices:** Student meetings with faculty should be done utilizing an online platform such as Microsoft Teams and Collaborate.
- **Elevators:** Because elevators are confined spaces, the capacity for each elevator will be lowered and masks will be required. The capacities of each elevator across campus will be clearly posted in each elevator.

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.
Social Distancing

Social distancing guidelines are strongly encouraged in all areas of the campus and apply to all personnel, students, and visitors. This includes common areas both indoors and outdoors, as well as personal or laboratory spaces in FVSU buildings and facilities.

These guidelines include the following:

- Avoid congregations of people.
- Maintain 6 feet of social distancing, both indoors and outdoors.
- Avoid personal contact (handshaking, hugs, etc.), even if you are wearing Personal Protective Equipment (PPE).
- Adhering to movement signage in shared spaces for flow and circulation patterns.
- Strictly following posted signage and directions applicable to critical but potentially high-density spaces such as elevators and restrooms.

Sanitation

Each building will be cleaned and disinfected (common spaces, including restrooms, at least once daily. The cleaning schedules will be posted in each building. Aside from trash removal, individuals are responsible for cleaning and disinfecting their own offices (or work areas so designated).

Detection

Two areas have been identified as points of contact that will give the university the widest coverage to detect someone running a high fever. The residence halls services a high number of students and the gates controlling access to the campus covers most of the traffic to campus, to include faculty, staff, commuting students and visitors. These two areas will have the equipment to check for persons running a fever. Screening for each area will be as follows.

- Traffic control gates:
  - Gates are staffed with security officers who will have handheld infrared thermometers to check persons entering the main campus of Fort Valley State University.
  - If the security officer receives a reading from the infrared thermometer showing a person is running a fever of 100 degrees Fahrenheit/37.7 degrees Celsius or higher, he or she will then test the person again to verify the reading.
  - If the thermometer displays the same reading the security officer will hand the driver the document that explains the steps to be taken by the driver. The security officer will then ask the driver to pull out of line and park in the designated space*.
  - If the person is asking for clarity and refuses, he or she will be asked to park in one of the spaces identified by the security officer so that the officer can contact the Emergency Management coordinator.
  - Emergency Management can be reached by radio or by calling (478) 319-2355.
*NOTE: Once the driver is informed of the no entry policy. The security officer will give them the university instructions to notify EMC and no other actions will be administered by the security officer.

- Emergency Management will then test the person with a different thermometer to verify the test. If the person is still showing a temperature of 100 degrees Fahrenheit or higher that person will be asked if they are a student or non-student.
  - If the person is a student, the nurse practitioner in the Student Wellness Center will be contacted and the student will be escorted to the Hunt Student Wellness Center. The student will be given a more in-depth medical screening based on Macon Occupational Medicine COVID-19 protocols.

- The residence halls will be outfitted with self-check temperature kiosks. Each building will have a kiosk (eight residence halls and one in the clubhouse) prominently displayed in each lobby with appropriate signage. Students will be strongly encouraged and reminded to visit the kiosk to have their temperature recorded on a daily basis. The units will scan each student’s face and record a temperature that will attached to that image. If a student’s temperature is 100 degrees Fahrenheit/37.7 degrees Celsius or above, the unit will alert the student. In addition, each of the machines will be individually monitored by the desk staff in each building and all kiosks will be collectively monitored by the staff in the central housing staff. If a student is identified to have a temperature, the following protocol will take place:
  - The student will be engaged by staff in a discreet manner to make them aware that a high temperature was taken. Staff must be wearing proper protective equipment (an N-95 mask). Staff will receive training on proper use of the N-95 mask conducted by the Emergency Management coordinator (EMC) during Residence Life staff training.
  - The EMC will be contacted to explain the next steps to the student. The EMC will also notify the medical staff in the Hunt Wellness Center.
  - The student will be instructed to immediately report to the Student Wellness Center for further medical examination. If a test is warranted, the EMC will coordinate that with the Department of Public Health. If the student needs to be transported to the Wellness Center, the EMC will provide the transportation.
  - If the student needs to be tested, the student can self-transport to the Department of Public Health in Fort Valley, Georgia, or can be transported by staff who will follow the guidance from the CDC Transportation Guidance.
  - The Department of Health will instruct us on our next steps based on the student’s test. If a student needs to be quarantined, the protocols listed later in this document will be followed.

- **After hours:**
  - If a visitor or student is identified at one of the entry gates as having a temperature, the following protocol should be followed:
If it is a visitor, the security staff will follow the procedure as outline for all visitors who identify as having a temperature and entry should be denied. The EMC will not be contacted if a visitor has a temperature after hours. If the visitor insists on entering campus, Campus Safety should be called to address the visitor.

If a commuter student comes to campus after hours and identifies as having a temperature, the commuter student will be denied entry; however, the security staff should record the student’s name and contact information. This information will be forwarded to the VP of Student Affairs the following morning and it will be passed on to the medical staff in the Hunt Wellness Center. The medical staff will contact the student and arrange for the student to be seen for triage screening.

If a resident student is identified as having a temperature at one of the entrance gates, the security staff should notify Campus Safety. Campus Safety will be responsible for notifying the on-call Residence Life staff. The on-call staff will then notify the director and/or assistant director of Housing and Residence Life, who will make arrangements for that student to be temporarily housed for the evening in one of the quarantine rooms located in faculty/staff apartments. The student should not be allowed to go back to their assigned residence hall space. The student may opt to return home if local or stay in some alternative location off campus if they do not want to be relocated in temporary housing. The next morning, the student will be escorted to the Hunt Wellness Student Center for additional triage. The results of the examination by medical staff will determine next steps.

The director and/or assistant director of Housing and Residence Life will immediately notify the VP of Student Affairs and the EMC regarding a student having to be placed in a quarantine space.

Protocol for students who are suspected to have COVID-19

If a student is suspected to have symptoms related to COVID-19, the following steps will be taken. The determination of whether students have symptoms will be made by the medical personnel in the Student Wellness Center (Macon Occupational Medicine). Refer to COVID-19 Testing Protocols for Students (add link). I have moved the detailed information provided here to the student testing protocols document.

Enforcement

Enforcement of these guidelines are based on the person’s status at the university. Students will be under the authority of the Student Code of Conduct. Employees of the university are directed to follow the policies of the Human Resources Office.

**STAFF**
- We strongly encourage employees to wear face coverings and social distance throughout campus. Areas where face coverings are required will be enforced. Communication and messaging will be available and in advance notice to inform
employees. The areas requiring face coverings may include meetings and events of more than four people.

- If an employee does not have a face covering, it may be offered if available.
- If an employee does not have face covering in areas that are required, they may not be permitted to attend meeting or event.

**STUDENTS**

- Students will be expected to comply with all of the university’s established guidelines relative to COVID-19 to included social distancing, wearing of face coverings and unauthorized gatherings of large groups. A student’s failure to comply will subject that student to appropriate action under the Student Code of Conduct. In addition, the following statement related to COVID-19 will be added to the code:

  - *In the wake of the COVID-19 pandemic, Fort Valley State University is committed to ensuring that every member of our community remain safe. We are taking every reasonable step to adhere to all guidance established by the CDC and other public health officials. It is the expectation that all students comply with the safety guidelines and protocols that have been instituted by the University to minimize the risks associated with the coronavirus. This includes social distancing, the wearing of face coverings, prohibiting unauthorized gatherings and other safety measures. Students who do not comply with established safety guidelines and protocols will be subjected to the student conduct process of the university as outlined in the Student Code of Conduct.*

- Protocol for addressing a student who does not comply:
  - If a student refuses to comply with safety guidelines, the following protocol should be followed:
    - The staff/faculty at the point of contact should remind the student of the requirement.
    - If the student still refuses, the staff/faculty’s supervisor should be contacted (where appropriate).
    - If a supervisor is not available or if the student still does not comply with the directive of a supervisor, service to that student can be denied. If this is a classroom setting, the faculty member can ask the student to leave the class.
    - If the student refused to leave the class or administrative office, Campus Safety should be contacted.
    - Campus Safety should address the student to deescalate the situation to get the student to comply or leave as instructed.
    - If the student still refuses, Campus Safety should follow their established protocols.
    - The VP of Student Affairs, dean of students and coordinator of student conduct will be notified of the incident by Campus Safety for follow up.
Quarantine

In the event that a resident student tests positive for COVID-19 (symptomatic or asymptomatic) and they are unable to return home, they will be quarantined in 1 of 10 beds located in faculty/staff apartments. The following protocol will be in place for these students:

- Students will be immediately relocated to their assigned space in faculty/staff apartments.
- Arrangements will be made with their faculty to deliver all coursework virtually while the student is in quarantine, if applicable. If the student is too ill to continue with coursework, all necessary excuses for faculty will be managed through the provost and vice president of Academic Affairs or his/her designee.
- Arrangements for meals will be made with Sodexo to provide breakfast, lunch and dinner daily, as well as a supply of juice, water and snacks. Meals will be delivered to students daily.
- Each room will be equipped to immediately receive a student without them returning to their residence hall space: Toiletries, bed sheets, pillow, blanket, thermometer and scrubs. If there are medications needed, they will be retrieved on behalf of the student taking the necessary safety precautions.
- The student’s current residence hall suite (including the roommates’ rooms) will be sanitized and disinfected. After the required wait period, essential items will be retrieved for the student. This will be coordinated by Residence Life staff.
- Students will receive all necessary contact information for campus personnel while in quarantine: EMC, Wellness Center staff, dean of students, VP of Student Affairs, Campus Safety, Housing, Food Services and Information Technology. In addition, medical staff will make daily check-ins with students to monitor their conditions via phone or Zoom.
- Students will be asked to remain in the quarantine space until at least 14 days and they meet the CDC’s conditions for reintegration.

Transportation

Fort Valley State University will maintain student transportation service for the fall 2020 semester. We understand that places like buses are not conducive to social distancing, so other measures must be put in place. To ensure that passengers and drivers remain safe, the following protocols will be in place.

- Drivers will be provided masks and must wear it throughout his/her shift.
- Student must wear a mask when riding transportation.
- Hand sanitizer will be provided on all buses.
- All buses will be cleaned and sanitized a minimum of twice per day.
- The capacity of each shuttle will be determined by the EMC.
  - 26 passenger shuttles – maximum capacity of 11 passengers plus the driver.
  - 12 passenger shuttles – maximum capacity of seven passengers plus the driver.

*Note: The protocol for transporting students suspected to have or have tested positive for COVID-19 will follow the CDC Transportation Guidance.*
Appendix F: Protocols for Students Requiring Covid-19 Testing

Students with COVID-19 symptoms or students who are asymptomatic but could have been exposed to infection should report to the Student Health Services (Florence J. Hunt Student Health and Wellness Center, number 28 on the campus map) to be seen by the staff from Macon Occupational Medicine.

The staff member will triage the student and determine if the student needs testing for COVID-19. Students identified by the infirmary as needing to be tested for COVID-19 will be transported by Fort Valley State University to the testing site when their test appointment is arranged. Georgia Department of Public Health is the primary testing site for FVSU students, and the Medical Center of Peach County Rural Health Clinic will serve as the secondary site. Student Health services will contact the Emergency Management Coordinator (EMC) with the student’s information. The EMC will then contact the testing sites to see who can attend to the student in the shortest amount of time.

The testing site will notify the EMC of the date and time of the testing. The EMC will then contact the infirmary to advise them of the appointment. The EMC will also contact the vice president of Student Affairs to arrange transportation of the student to the testing site. Fort Valley State University has identified a van that can be set aside for these transports only. This van will be stationed at the Pettigrew Center parking lot away from the designated parking areas.

The Emergency Management Office will ensure the driver and student have the proper personal protective equipment for the transportation to the testing site. The transportation van will be assigned to the driver identified by Student Affairs when it is time for the student to be transported. The van will only be used for the transportation of students requiring COVID-19 testing. When the student has been transported back to the quarters assigned to the student, the van will be returned to the parking lot and the key returned to the EMC.

The EMC will ensure that the van is disinfected according to the Centers for Disease Control and Prevention (CDC) guidelines for transportation vehicles and return the van to the parking lot. The EMC will maintain the van while it is assigned for this task. Below is a detailed step-by-step protocol to be followed for student COVID-19 testing and for students who test positive for COVID-19:

- The EMC will be notified immediately and will be responsible for reaching out to the Georgia Department of Public Health who will coordinate all testing. Depending on the testing site identified by the Georgia Department of Public Health, students will be transported according to CDC Transportation Guidance.
- If it is determined that the student’s test result is positive, the student will be given the next steps from county health officials. The primary recommendation will be for the student to return home and self-quarantine. If that is not possible, the students will return the campus and be placed in 1 of 10 bedrooms located in the three identified units in faculty/staff apartments. Meal service will be delivered to these students for all meal periods.
- The Department of Public Health tracing coordinator will be given the names of the student’s roommates, as well as classes, to determine if any further testing is required. If
other individuals need to be tested, they will be transported to the testing site identified by the Georgia Department of Public Health, according to CDC Transportation Guidance.

- If it is recommended that the student self-quarantine because they are asymptomatic and the student cannot return home, they will also be quarantined in one of the 10 bedrooms in faculty/staff apartments.
- Medical staff from the Hunt Wellness Center will check on the student daily to monitor his/her condition. If there are any serious symptoms that develop, 911 will be contacted for the student to be transported to a medical facility for further care. Determinations if the student needs to seek further medical attention include trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake and bluish lips or face, among others.
- Before students who test positive are allowed to resume normal activity, they will have to meet the CDC guidelines to include not having a fever for at least 72 hours without the aid of medications, no other symptoms and/or retest with the Department of Public Health and be given clearance by them.

When It is Safe to Be Around Others After You Had COVID-19

Macon Occupations Medicine Protocols

- **MASKS:** All students, visitors and staff should wear protective masks or cloth face coverings while inside the Florence J. Hunt Student Wellness Center. Regarding staff working inside their individual offices, face coverings should be worn as feasible (essentially in times when physical distancing is difficult).
- **DAILY SYMPTOM CHECKS:** Our nurse practitioner (NP) and/or certified medical assistant (CMA) will assist in performing daily symptom surveys or checks on FVSU students who have tested COVID-19 positive.
  - The Wellness Center practitioner will be able to explain the process for the student return-to-school plan as established by FVSU and the USG.
  - By phone, the Wellness Center practitioner will assess their symptom progression and document accordingly.
- **AFTER HOURS/WEEKENDS:** Students who are in need of medical services after hours or on weekends should continue to be directed to a local medical facility off campus (urgent care, hospital, etc.) or they should call 911 in the event of an emergency (accidents, trouble breathing, etc.).
- **TRIAGE & RISK ASSESSMENT:** As part of the initial triage or health evaluation with a student, the NP or CMA will recommend whether or not the student should be tested for COVID-19 based on the information the student provides during the assessment.
  - Is the student presenting symptoms? Does the student have underlying health conditions or considered high risk for severe illness?
    - High risk for severe illness from COVID-19 may include:
      - People with chronic lung disease or moderate to severe asthma.
      - People who have heart disease with complications.
      - People who are immunocompromised, including cancer treatment.
o People with severe obesity (body mass index equal/greater than 40) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure or liver disease might also be at risk.

o People who are pregnant should be monitored since they are known to be at risk with severe viral illness; however, to date data on COVID-19 has not shown increased risk.

o FYI – many conditions can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.

o Is the student reporting an exposure to someone with known or suspected COVID-19 or possible COVID-19? Is the student symptomatic or asymptomatic?
  • High-risk exposure: Did the student have prolonged close contact with a person with known or suspected COVID-19 or possible COVID-19? Was either the student or the person in question wearing a mask or cloth face covering? Was the student within 6 feet of the person with known or suspected COVID-19 for a period equal to or greater than 15 minutes?
  • If it is determined that a student should be tested for COVID-19, a member of the Wellness Center medical team will immediately reach out to the designated COVID-19 point of contact (POC) for FVSU and will advise the student of the process, protocols and return-to-school requirements/assessment established by FVSU and the USG.

• FACILITY: The Wellness Center medical staff will properly clean and sanitize the exam rooms and triage area after each student-patient is seen. Furthermore, all high-touch surfaces will be frequently disinfected throughout the day.
Appendix G: COVID-19 FAQ’s

A. FACULTY & STAFF

1. Since the state of Georgia is currently under a public health emergency, do I have to come to work?
   • Yes, you must come to work. However, there are a variety of options in place to assist you during the public health emergency. For example, with supervisor approval, if your required work responsibilities can be done remotely without disruption, you may request to telecommute, or you may request to have a flexible work schedule including a rotating work shift.

2. The state of Georgia has extended the shelter in place order for individuals who are at a higher risk of severe illness from COVID-19. I have underlying health conditions that require that I remain at home. What options do I have to continue to work?
   • 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** may request alternate work arrangements.

   With the review and approval of your supervisor, we strongly encourage flexible work schedules on a case-by-case basis, including telecommuting or arrangements to ensure the employee can work with limited face-to-face contact with others, whenever possible.

   High-risk employees who need to continue to work remotely due to COVID-19 must complete a request form and provide medical documentation detailing the needs and requested support. The employee **may be** eligible to take leave under the Families First Coronavirus Response Act (FFCRA). Also, the employee may use sick leave, by following the FVSU Sick Leave Policy and may request Family Medical Leave Act (FMLA) as necessary. However, the Office of Human Resources at hrfvsu@fvsu.edu will be able to assist with options.

3. While I am not considered “at risk” for serious illness from COVID-19, I live with a family member who is at risk. Can I take leave or telework in order to minimize my chance of exposure?
- Employees who live with or care for an individual who is considered high-risk and who can work remotely due to COVID-19 must complete a request form and provide medical documentation for review and approval. The employee may be granted a temporary accommodation to continue working remotely. Employees who are unable to perform their duties remotely may be eligible to take leave under the Families First Coronavirus Response Act (FFRCA), or may use sick leave per the Sick Leave Policy.

4. I do not feel comfortable returning to work and interacting in public. What options do I have for working in the future?
- Employees must come to work. However, with the approval from the supervisor, the employee may request to work remotely (telecommuting), a flexible work schedule including staggering time or rotating shifts.

5. While the state of Georgia has lifted the shelter in place order, I live in a city where residents have been encouraged to still remain at home. What are my options regarding returning to work?
- Employees must come to work. FVSU strongly encourages employees to stay home if they are sick. The employee must follow the Sick Leave Policy. Also, with the approval from the supervisor, the employee may request to work remotely (telecommuting), a flexible work schedule including staggering time or rotating shifts.

6. My planned childcare for the summer has been cancelled or postponed. What are my options regarding returning to work?
- Employees who have self-identified as having high-risk conditions and/or taking care of children or immediate family due to COVID-19, may be considered for the Families First Coronavirus Response Act (FFCRA) with the option for federal paid leave. The employee will need to submit a request to HR and provide appropriate documentation to support for review and approval.

7. Will the university be providing free testing for staff and faculty?
- The University will not be providing testing for staff and faculty. However, there is a list of nearby test sites available to all employees.

8. Will the university be conducting screening of staff and faculty before individuals come to work each day?
- The University will conduct temperature checks at the security gates upon entrance to campus for all employees and visitors. If criteria are not met to enter campus, they will be instructed to seek medical advice and/or be tested for COVID-19.

9. Will the university be prohibiting outside vendors/visitors to come to workplaces?
• The University will conduct temperature checks at the security gates upon entrance to campus for all employees and visitors. If criteria are not met to enter campus, they will be instructed to seek medical advice and/or be tested for COVID-19.

10. The state of Georgia has previously ordered the implementation of teleworking for all possible employees; is that still in effect?
• Telecommuting is not ordered; it is strongly encouraged. With the approval of the supervisor, the employee may request to telecommute, if the work can be done without any disruption.

11. Will the university be allowing staggered work shifts for staff?
• As part of the flexible work schedule, staggered work shifts are strongly encouraged. However, with the approval of the supervisor, the employee may request a staggered work shift.

12. Will the university be providing PPE (personal protection equipment) or face covering to staff who come to work?
• Similar to the State of Georgia, the University is requiring faculty, staff, students and visitors to wear face coverings while inside campus buildings. The University is not providing face coverings to all employees. However, for those employees that require PPE (Personal Protected Equipment) and face coverings due to their work requirements, this will be provided. Also, many areas on campus will have available face coverings for those wanting them.

13. Will the university be mandating that all staff wear 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.
14. What should I do if an employee or colleague comes to work with COVID-19 symptoms (fever, cough, or shortness of breath)?
   - Please do not assume this is the case. However, you may inform your supervisor and/or HR.

15. What should I do if an employee or colleague is suspected or confirmed to have COVID-19?
   - Please do not assume this is the case. However, you may inform your supervisor and/or HR.

   When an employee is confirmed to have COVID-19 infection, the Department of Public Health will provide guidance for all employees working in that building and conduct contact tracing.

16. If staff have been exposed but are not showing symptoms, should the university allow them to work?
   - In this case, the directives of the personal physician and DPH will be followed while determining work options.

17. What should I do if I find out several days later, after a staff member or colleague worked, that they were diagnosed with COVID-19?
   - Please do not assume this is the case. However, you may inform your supervisor and/or HR immediately.

18. When should staff suspected or confirmed to have COVID-19 return to work?
   - This depends on the confirmed and/or reported diagnosis from the individual. Please follow guidance from CDC and GDPH. As well, contact the FVSU Emergency Management office.

19. What should I do if a staff member or colleague has a respiratory illness?
   - Please do not assume this is the case. However, you may inform your supervisor and/or HR immediately.

20. How do staff who interact with other university staff/stakeholders/vendors stay safe?
   - Follow guidance from CDC and GDPH. Also, The University will have varied communications, messaging and signage throughout campus with guidance on how to say safe. FVSU’s Emergency Management office can further assist with this information.

21. How can I help protect staff/colleagues who may be at higher risk for severe illness?
- Follow guidance from CDC and GDPH. Also, The University will have varied communications, messaging and signage throughout campus with guidance on how to stay safe. FVSU’s Emergency Management office can further assist with this information.

22. How often should staff wash their hands while at work?
- Per guidance from the CDC and GDPH, everyone should wash your hands frequently and for at least 20 seconds.

23. Should the university be screening employees for COVID-19 symptoms (such as temperature checks)? What is the best way to do that?
- The University will conduct temperature checks at the security gates upon entrance to campus for all employees and visitors. If criteria are not met to enter campus, they will be instructed to seek medical advice and/or be tested for COVID-19.

24. Will the university require employees to provide a doctor’s note or positive COVID-19 test result?
- Yes, employees will need to provide appropriate documentation from their primary care physician to support their “return-to-work.”

25. Should I cancel my meetings and conferences?
- The University is strongly encouraging virtual meetings at this time. Attendance to conferences are limited with specific approval.

26. Will the university be cleaning and disinfecting copiers, doors, elevators, computers?
- The University’s Facilities Operations will conduct daily cleaning campus wide.

27. Will the university provide cleaning and sanitation supplies for self-cleaning in my department and my workspace?
- The University may provide cleaning and sanitation supplies with the approval of the supervisor. These supplies will be applied to the department’s budget as appropriate.

28. Are staff allowed to eat lunch or take breaks in current break rooms/lobbies?
- The University is limiting the use of these areas and when amongst others, practice the social and physical distancing (at least 6ft). USG also requires all faculty, staff, students and visitors to wear masks while inside campus buildings.
29. What should an employee do if they have been in contact with someone who has tested positive for COVID-19?
   - The employee should contact the Office of Human Resources at hrfvsu@fvsu.edu immediately.

30. What should an employee do if they have tested positive for COVID-19?
   - The employee should contact the Office of Human Resources at hrfvsu@fvsu.edu immediately.

B. INSTRUCTIONAL AND CLASSROOM MANAGEMENT FOR STUDENTS AND FACULTY

1. Will final examinations be online?
   - We have a schedule that has finals occurring face-to-face prior to Thanksgiving. Faculty members may decide to provide students an online final, but this will be on a class-by-class basis.

2. Is the spring semester starting at the same time?
   - At this time, we have not made any changes to the spring semester start or end date.

3. Will all classes be online?
   - No, our classes will be face-to-face unless it is a class for an online degree program or the class is labeled as online.

4. How will I practice social distancing in classes?
   - Each classroom capacity has been reduced so that the classroom observes CDC guidelines related to social distancing. USG also requires all faculty, staff, students and visitors to wear masks while inside campus buildings. In addition, we also installed lecture capture software in 100 of our 125 classrooms so we can Livestream lectures to adjacent classrooms. This two-way communication method allows real-time interaction between students and the faculty member.

5. Will I have to alter my schedule to attend classes this semester?
   - No, classes will remain the same and at the same time. Adjustments to the number of students in each class and seating arrangements are underway to help promote safety.

6. Do you have a laptop that I can borrow?
   - We do not at this time, but we are looking for options (e.g., Chromebooks, iPads, etc.)
7. How do I meet with my advisor?
   • Advisors will meet with you via phone or you can speak with them face-to-face through videoconferencing software such as Zoom, Teams, Face Time, Blue Jeans, etc.

8. How do I register for classes?
   • We implemented self-registration for the summer and fall 2020 semesters so once you are advised your advisor will provide you a PIN that allows you to register online.

9. Will the 24-hour computer lab be open all semester?
   • At this time, plans are to modify the hours of operation in the computer lab to ensure safety.

10. Are accommodations being considered for differently enabled students?
    • Yes, Ms. Joyce Brown is working to identify accommodations that may be in order and will work with each student one-on-one to determine the accommodation(s) needed.

11. Are there resource for faculty to learn more about teaching online courses?
    • Yes, our Online Learning Department created an 8-hour training video to help walk faculty members through the process. We also have other trainings available throughout the summer and prior to the start of the semester.

12. Are faculty members required to still keep office hours?
    • Yes, faculty must keep at least 10-hours of office hours per week although they may elect to use videoconferencing software or make standard phone calls to promote social distancing.

13. Will commencement for the fall be in person or virtual?
    • At this time, no decision has been made related to fall commencement.

14. How can a faculty member petition for alternative work assignments if an underlying medical condition exists?
    • The Human Resources Office should be contacted about the condition so the appropriate paperwork can be completed. Upon completion, if granted, the department chair and dean will make the appropriate reasonable accommodations if feasible.

15. Can a faculty member move a face-to-face class online?
    • No, face-to-face classes should not be moved online without the approval of the department chair and dean.

16. Will I have to take my lab courses online?
    • No, we plan to hold all courses face-to-face while practicing the maximum level of social distancing.
17. What percentage of a course must be online to qualify as hybrid, fully online, etc.?
   • The Online Learning Department can help faculty determine the requirements for each class type.

18. Will the library be open?
   • Yes, the library will be open; however, we encourage you to use the digital resources available as much as possible to complete all of your assignments that require interaction with the library.

19. How do I get help with online library resources?
   • We have an Ask the Librarian feature that allows you to ask for help and get it remotely.

20. Do we require a proctor for online examinations?
   • No, not at this time. Faculty are encouraged to utilize alternative ways to assess students so proctoring is not required.

C. STUDENTS

1. Will the Residence Halls be open for Fall 2020?
   • Students who live in university housing share a suite with no more than three other students, but each bed is in a single room. This configuration allows us to house students in the residence halls with adhering to safety protocols and guidelines.

2. How will dining services for students be managed to keep them safe?
   • We will continue to offer a full-service dining experience to students for fall 2020. However, we are making several changes to our operations to comply with recommended safety precautions. Namely, the capacity of the dining facility will be reduced to allow for proper social distancing. Also, students will have the option of more to-go options to allow more flexibility on how they would like to eat. Other adjustments include extending times for the peak meals, eliminating self-service options, increasing the cleaning and sanitizing schedule for all dining locations, and implementing "pop-up" and curbside services locations to create more opportunities for students. Staff in the dining facility will be temperature-checked daily, and they will be required to wear masks and gloves.

3. Will extracurricular activities still be available for students?
   • Yes, we are making all necessary adjustments to provide out-of-class experiences for students. We will be offering a mix of virtual and in-person programming for students following all safety guidelines.

4. Will students have to check their temperatures while on campus?
   • We will be monitoring the temperatures of all faculty, staff, students, vendors, and visitors on campus. Anyone coming through any of our available entry gates will have their temperatures checked. Temperature check kiosks will be placed in each residence halls, which scans and records each resident's temperature daily.
5. Will testing be available to students?
   - Yes, the University has partnered with the Department of Public Health to coordinate all of the testing and contact tracing.

6. Are Face coverings required?
   - 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.

7. What happens if a student contracts COVID-19 while on campus?
   - We have a specific set of protocols for what to do in the event a student is confirmed to have COVID-19. These protocols were developed with the assistance of our medical staff in the Student Wellness Center. We will first ask the student if it's possible to return home to self-quarantine. If that is not possible, we have identified quarantine space for students on campus to reduce the risk of the virus spreading.

8. How will you ensure students’ safety while on campus?
   - Fort Valley State University takes the safety of our students very seriously. As such, we have developed a set of safety guidelines and protocols that every member of our community is expected to follow. These include face coverings, social distancing, prohibiting unauthorized gatherings, increased cleaning and sanitizing, and educating students on what they can do to minimize risk.

9. Will students be allowed to have visitation in the residence halls?
   - We must reduce the risk of any COVID-19 exposure in our community. To that end, non-FVSU resident students will not be allowed in the residence halls. However, resident students will be able to visit one another, with close monitoring of close the capacity in each suite.

10. Will families/friends be allowed to help students move into the residence halls?
    - Yes, family and friends are allowed to assist students with move-in. However, due to safety guidelines and proper social distancing, no more than two (2) individuals can help students.

11. When will students be allowed to return to campus for the semester?
• First-year students will move into the residence halls on August 1st and 2nd. Returning students will run in on August 4th through August 7th. Classes start on August 10th.