

FALL 2021 OPENING PLAN



BYWATERS
BUILDING

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 FORT VALLEY
STATE UNIVERSITY
EMPOWER the POSSIBLE.

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Fort Valley State University

Fall 2021 Opening Plan

INTRODUCTION

The Coronavirus pandemic significantly altered our way of life and the way we do business. Some of the changes thrust upon us unleashed creative and imaginative solutions that we did not previously consider or were dismissed with skepticism and short shrift. In preparing for our return to campus in the fall of 2021, we don't plan to return to business as usual; we will take a critical look at our pandemic-inspired responses and determine which of those changes/solutions are worth keeping. Case in point--The agility by which most institutions with little or no previous footprints in online teaching and learning pivoted to the online platform within a short space of time at the onset of the pandemic in the spring of 2020. Our goal is to retain and implement some of the positive lessons of our pandemic responses to improve academic instructions and modalities (including continuing to use elements of hybrid synchronous education), student life experience, and improved customer service.

Based on guidance from the University System of Georgia, we plan for a fall 2021 semester that will be a more typical residential academic experience at Fort Valley State University. With the continuing decline in the national daily average of reported COVID-19 cases, the number of COVID-19 related hospitalizations and deaths, and the roll-out of COVID-19 vaccines, the future is beginning to look more optimistic. As the vaccines offer hope for the pandemic's end, we can look forward to a fall 2021 semester as near "normal" as is possible and similar to the pre-pandemic period. While the reopening of campus and the extent to which things are "normal" again depend highly on the pandemic, we are excited to start the planning phase of safely welcoming all Wildcat Family members to the start of a new semester. This document provides a guide to our fall 2021 reopening plan. Our plan revises/acknowledges any decisions/guidance/expectations that will need to be discontinued due to new guidance from the Georgia Department of Public Health (DPH) and the Centers for Disease Control and Prevention (CDC). The plan is also subject to change based on recommendations from DPH, CDC, or Executive Orders from the Governor's Office. **Accordingly, it remains flexible, and we will be prepared to change course as necessary.**

Recognizing that the COVID-19 pandemic is still active, we will continue to educate and remind students, faculty, and staff of the individual responsibility to practice all of the behaviors known to reduce the spread of COVID-19, including encouraging vaccination against the disease. As a community, we all have a collective responsibility for ensuring our members' safety and wellbeing. A successful opening hinges on having all members of the Wildcat family vaccinated. While we currently cannot require that students and employees get vaccinated, we highly encourage that they do so. We are providing both testing and vaccination on campus. FVSU was recently approved as an open Point of Distribution (POD) for COVID-19 vaccines. Our previous close POD status only permitted vaccination of FVSU faculty, staff, and students. With this status change, we have opened vaccination to anyone in our community seeking to be vaccinated. As we have done throughout the current semester, we will continue surveillance testing and the weekly COVID-19 positive test reporting on the FVSU website.

Faculty contract for ten-month faculty begins August 1.
Faculty and Staff Institute: August 3 and 4.
Faculty Summit: August 5.
College, department and program planning meetings: August 6.
Fall classes begin August 16.

1. WORKPLACE AND HEALTH SAFETY PROTOCOLS

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. Our response to COVID-19 is informed and guided by developing best practices and continuing guidance from the Center for Disease Control and Prevention (CDC) and state and public health agencies. Our fall 2021 opening plan continues to consider these factors to ensure effective and efficient business continuity in an environment that values the safety and welfare of employees, students, and the community. Our goals include:

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 and on-site presence and engagement in August 2021.
2. To continue in place protocols to ensure the workforce's health and safety by mitigating the spread of COVID-19, including continuing to observe appropriate levels of social distancing.

I. COVID-19 Testing, Vaccination and Other Mitigation Protocols

While USG institutions are not responsible for assessing current Covid-19 vaccination rates for their institution, FVSU will:

- Continue to ensure vaccine availability to faculty, staff, and students through vaccination opportunities on campus or in partnership with a local provider.
- Continue to provide the opportunity for both on-demand and surveillance COVID-19 testing to students and employees.
- Facilitate information sessions to address vaccine hesitancy and skepticism.
- Ensure employees are aware of the following:
 - Employees may take up to 8 hours total of emergency leave for vaccination.
 - Employees may take up to 16 hours total of emergency leave if they experience side effects after getting vaccinated.
- Continue to strongly encourage the use of face coverings while inside campus facilities.
- Continue social distance protocols including 3-ft apart, one-way entrance/exit, limit the number of individuals in group gatherings/meetings to 75% of the venue capacity, or find other appropriate spaces.
- Continue use of PPEs (hand sanitizing, masks, cleaning of spaces, plastic barriers).

II. **Flex Schedule and Telework**

Consistent with the decision to return to normal/pre-pandemic operations in the fall, the campus will maintain regular work schedules to ensure the appropriate conduct of institutional business to meet the needs of our constituents. As we begin to return to "normal" for the fall of 2021, we must begin to model the "return to normal" reality for students and employees. Having lived with COVID-19 for over a year now, we have enough information on what we can do to remain safe and mitigate the spread of the virus throughout our community. **Accordingly, the pandemic flexibility allowed to employees for working remotely and operating on a flexible work schedule will come to an end. We will revert to the pre-pandemic flex/remote work policy. This will:**

- **End all special considerations for flex/remote work for the fall 2021 semester related to COVID-19 "at-risk" categories.**
- **Any employee who wants to telework will have to seek approval through the normal telework approval process outlined in the USG policy.**

Alternate Work Arrangements (Employees)

Alternate Work Arrangements (AWA) or accommodations granted to employees for fall 2020 or spring 2021 due to increased risk for severe illness with COVID-19 will end no later than June 30, 2021. All employees are expected to return to their regular work schedule at that time.

Current summer teaching assignments are excluded from this transition deadline. **Lack of vaccination is not grounds for an accommodation request.**

Telework

Employees with current COVID-19 related telework assignments should begin transitioning back to their pre-Covid-19 work arrangements, and all such agreements will end no later than June 30, 2021. According to USG policy, department heads or their designees have the authority to establish teleworking arrangements. In no circumstance should telework be considered an employee right or entitlement. All telework requests and designations are based upon management discretion and following determination of what best serves the institution and students.

III. **Protocols for Visitors to the Campus**

The campus will continue with temperature checks at the entrance gates until further notice.

IV. **University Events and Gatherings**

FVSU will follow the most recent Executive Order from the Governor related to events and gatherings, and will provide additional institutional guidelines that include appropriate mitigation protocols.

- For fall 2021, the University will return to its pre-pandemic approach to planning and approving internal and external events and activities held on campus and other University facilities.
- For events occurring on or after August 1, 2021, event planners are no longer required to submit an event exception request to the division VPs for approval.
- For events occurring before August 1, 2021, planners should continue to submit their event exception requests to the division VPs following our spring 2021 reopening plan and protocols.

- Although not required, event planners are still encouraged to explore appropriate remote participation options and promote health and safety practices, like encouraging face coverings, physical distancing where possible, personal health screening, washing hands, etc., for events occurring on or after August 1, 2021.
- Athletics will continue to be subject to guidance or restrictions provided by the SIAC conference or NCAA.
- Catering/Outside Food: The use of outside caterers will remain suspended until further notice. Those planning events/gatherings on campus and wish to have food served should contact Sodexo catering. Bake sales, potlucks, etc., will likewise remain suspended.
- Large Gatherings: When applicable, requestor's, Advisors, and Student Affairs staff (Campus Life) for RSO events will review requests for large gatherings and work with Emergency Management, Campus Safety, and University Events to determine a plan that will help mitigate any outbreaks.

2. DIVISION OF ACADEMIC AFFAIRS

I. Academic Calendar

- Faculty/Staff Institute; August 3 and 4.
- Faculty Summit: August 5
- College, Department, and Program Planning Meetings: August 6
- Classes start face-to-face on August 16

II. Alternate Educational Arrangements (Students)

Alternate Educational Arrangement (AEA) or accommodations granted to students for fall 2020 or spring 2021 due to increased risk for severe illness with COVID--19 will end no later than June 30, 2021. All students will return to face-to-face classes beginning the fall 2021 semester. However, courses that have been designated and offered as fully online or hybrid courses before the pandemic will continue.

Lack of vaccination is not grounds for an accommodation request.

III. Classroom Capacity

FVSU plans to return to face-to-face for fall 2021 by increasing the number of seats in each of our classrooms to 75%.

IV. Social Distancing

In line with April 30, 2021, Executive Order from the Governor's Office, we will continue to strongly encourage social distancing on campus.

V. Classroom Safety Protocols

- Strongly encourage face coverings for all faculty, staff, and students in academic buildings.
- Ensure that building managers have adequate PPE supplies.
- Keep Plexiglas in place as needed.
- Monitor field trips, student travel, and other academic events on a case-by-case basis.

VI. Instructional Modalities & Technology

- Provide a blend of virtual and face-to-face office hours.
- Migrate all full-time faculty members to the new laptop configuration for offices.
- Provide iPads and training to all full-time faculty members.
- Where appropriate, have the blended synchronous option* available for students; however, establish a set of expectations (e.g., video requirement, academic performance, attendance, and class participation) that students must follow to utilize this option.

**Blended synchronous learning (BSL) is a mode of instruction where in-person and remote students are combined in one classroom environment. Instructors will need to accommodate them synchronously via Zoom or other virtual platform in a blended synchronous learning fashion or asynchronously by creating additional assignments and resources.*

- Continue to expand our use of self-registration.
- Hold virtual college and department meetings for the 2021-22 academic year.
- Bring the early alert system online to help identify students with challenges.
- Explore which departments can place more courses online where they make sense.
- Continue promoting the use of digital resources provided by the Library.
- Expand the use of technology to make work seamless.

VII. **Research Activities & Safety Protocols**

- Continue to strongly encourage the wearing of face coverings.
- Allow researchers and graduate students to establish a rotation to reduce lab crowding.

3. DIVISION OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

The Division of Student Affairs and Enrollment Management is committed to providing a fulfilling out-of-class experience for all students at Fort Valley State University. Beginning fall 2021, we will resume traditional student life activities curtailed at the onset and spread of the pandemic. Though we will continue to adhere to all health and safety protocols prescribed by public health experts, we will make every effort to implement more in-person and face-to-face engagement as we look to return to some sort of normalcy. We will adhere to the DPH's mitigation practices and ensure they are observed and practiced during these activities.

The guiding principles for each unit in Student Affairs are to (1) maximize the efficiency of operations in providing a meaningful experience to students and (2) ensure that staff and students are remaining safe. Below are our plans for what students should expect for the fall 2021 semester:

- Increase the number of in-person events that are held on campus. These will be supplemented with virtual engagements as necessary and appropriate.
- Increase the capacities of all venues for in-person events (move all venue capacities to 75% of standard occupancy).
- Return to events in outdoor spaces – Library Patio and Residence Hall Quad.
- Return to student organizations hosting in-person social events. Parties will have to get approval from the Dean of Students.
- Expand the options for intramural and recreation programs to include outdoor events. We will continue to encourage wearing face-covering, sanitize equipment on a routine schedule, and adjust participation numbers as warranted.
- Return to outdoor intramural and recreational events.
- Reinstitute off-campus volunteer/civic engagement opportunities.
- Reinstate full visitation to include off-campus guests. (All visitors must adhere to our visitation and safety guidelines).
- Continue the "carry-out" option for students in the campus Dining Center.
- Continue the convenience of a staggered check-in to the residence halls over a prolonged period of 5 days.

To reinstitute the aforementioned, it will be imperative that students are socially responsible and adhere to established health and safety guidelines. To that end, we will incorporate the following protocols as we plan student events:

- Continue to encourage social distancing whenever possible.
- Strongly encourage the wearing of face coverings while on campus.
- Make available appropriate PPE in all offices.
- Continue with current surveillance and open testing measures.
- Continue with efforts to encourage students to get vaccinated.
- Continue to make available technologies for virtual engagements, i.e., QLess, Campus Logic, and Presence.

With the measures mentioned above, we hope to give students a rich and rewarding experience for fall 2021.

I. Recruitment and Admissions

The Admissions Office will be guided by the social distancing and other COVID-19 workplace protocols stipulated in the **Workplace and Healthy Safety Protocols** section of this document.

- Student Affairs will resume offering in-person engagements for the following:
 - Open House Events
 - Discover FVSU Events
 - Admitted Student Events
 - New Students Orientation
- Orientation will cover:*
- Access FVSU email
 - How to register for classes
 - Meet with their instructors and understand their program
 - Schedule a time to meet with a financial aid representative.
- The newly developed virtual campus tour will supplement in-person small and large group tours.
 - Face-To-Face tours are resumed at 75% of the standard capacity; however, face coverings will be strongly encouraged for all tours.

Undergraduate Admission will:

- Monitor USG guidance for any changes to admission policy and procedures. Currently, test-optional admission criteria remain in place for fall 2021.
- Monitor SAT/ACT information for any changes to the availability of testing opportunities.
- Implement Banner Document Management System (document imaging) to facilitate more significant improvement and efficiency.
- Facilitate data sharing across campus about incoming students to facilitate other areas such as academic advising and transfer credit evaluation.
- Resume school-base recruitment events based on guidance from the school districts.
- Increase outreach to school counselors with information on admission policy and procedural updates
- Utilize virtual recruitment events for engagements where those will be most appropriate.

For graduate admissions, the Graduate Admissions Counselor will organize recruitment and orientation activities in partnership with the Academic Program Coordinators.

The recruitment of graduate students will combine virtual information sessions with in-person meetings with the Graduate Admissions Counselor. There are nine programs from which students can choose. To meet the needs of the graduate students, we will:

- Provide virtual information sessions as an option to in-person sessions to potential students. Students who opt for the virtual session will be able to log on to 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 become a Wildcat officially. The Graduate Studies Admission Counselor will perform this portion of the session.

- Utilize the virtual tour option for graduate students.

II. Campus Life

Campus life plans to host more in-person events in the fall to enhance student experience and engagement. All activities will follow the protocols noted in the **Workplace and Healthy Safety Protocols** section of this document, including decrease density (75% of standard occupancy) and strongly encouraging wearing of face coverings and social distancing where appropriate.

- Registered Student organization (RSO) meetings would fall under new occupancy guidelines when determining a venue.
- RSOs that want to meet within the current guidelines would need to track all meetings regarding attendance, location, and date/time in Presence (fvsu.presence.io).
- Mask and face coverings strongly encouraged for face-to-face attendees at student programs.
- Virtual meetings and events when possible, and consideration will be given for hybrid events if room capacity is limited.
- For clubs and organizational meetings that exceed current guidelines, a virtual meeting through Zoom, Teams, Google, etc., would be encouraged. Again, attendance tracking would need to occur in Presence.
- Make available additional PPE for sanitization of programming spaces. Items such as spray, wipes, hand sanitizer, and mask would be accessible for event attendees.
- Provide the option of online appointment booking for Student Services.
- To limit student and staff exposure to COVID-19 transmission, we encourage expanded use of booking software such as MS Booking to allow students to book appointments online and staff to contact them for services virtually whenever possible.
- When possible, encourage 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.
- For New Student Orientation, we will shift to a hybrid model (virtual and in-person). Orientation will be built as modules in Presence. Students can complete virtual co-curricular tasks, and they 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 a digital ID to record the date, time, and location of any meetings/gatherings on campus.
- Explore the use of a digital ID card to expand contactless service for student attendees.
- Zoom or similar virtual meeting software can be used to allow large meetings in a virtual space. Microsoft Teams may also be an option.

III. Center for Student Engagement

All activities will follow the protocols noted in the Workplace and Healthy Safety Protocols section of this document, including decrease density (75% of standard occupancy) and strongly encouraging wearing of face coverings and social distancing where appropriate.

The following operational adjustments will be in place for fall 2021:

- Provide options for larger groups (classes) to utilize workshops in D2L.
- Face-to-face training and workshops/meetings for students (mainly juniors and seniors) will be no more than 20.
- Plan for in-person Career and Graduate Expos.
- Continue individual meetings and appointments with students in conference room areas to ensure appropriate social distancing.
- All student meetings will be appointment-based so that we can control the environment.
- Organize lobby chairs and furniture to ensure social distancing. Students will swipe in rather than using pens and a sign-in sheet.
- Incorporate Plexiglas barriers at the front desk area.
- Organize training labs to ensure social distancing.
- Center staff will be strongly encouraged to wear face coverings in the building and when interacting with students and others.
- Remove high-touch items such as pens, magazines, brochures from the waiting area.

IV. Counseling Services and Outreach

In addition to the on-site/in-person consultation, Counseling and Outreach services will continue to offer an Online Tele-Mental Health Platform using the META Application (<https://provider.meta.app/login>) to establish a personal and confidential connection with a Mental Health Counselor by appointment.

i. Procedures for Students Seeking Counseling Services at the Wellness Center (Face to Face or Meta)

- Students will be able to visit the Counseling Center for face-to-face counseling services as they have been able to before COVID-19.
- Students and counselors must wear a face covering for face-to-face counseling. Observe social distancing whenever possible.
- If a student chooses to engage a counselor via the META app, s/he will proceed to the telehealth session room, close the door and log in to App. (If the student has already downloaded the App, then proceed to counselor selection. If the student has not downloaded the App and created a unique password, they need to establish an account to start the session).
- All Crises/Emergencies are seen face to face and assessed on a case-by-case basis.
- All after-hour and weekend calls will be managed by META's Platform and Christie Campus Health unless it is an emergency/crisis.
- Students always have access to the 24 hour/7 days per week crisis line offered through Campus Christie Health.

ii. Other Services Offered Through Counseling and Outreach Services

The Wildcat Vault is a clothing and non-perishable food pantry that is available to students in need.

To enter the Wildcat VAULT, students will follow the procedure listed below:

- The student will sign in on The Office of Student Counseling Log.
- The student will be escorted by front desk staff to the "WILDCAT VAULT" and left alone to shop. Only one student at a time is allowed in the Vault.
- When finished, the student will sign the Log-out Sheet in the Vault and exit the east wing door of the building, not the front entrance.

V. Dining Services

i. Operations:

- For the fall, we will be moving all hours of operation back to the regular schedule campus-wide.
- We will continue to have cashless transactions in all retail and the dining hall.
- We will accept checks for catering events in addition to the cashless transactions.
- Continue with the safety protocols implemented for catering services.
- The dining hall will open all stations and amenities that we would offer during regular operations.
- Continue to limit the self-service operations in dining facilities for fall 2021.
- Continue with the carry-out options in the Dining Center and Georgia Room.

ii. Face Coverings

- All Sodexo employees will be encouraged to wear a face covering.
- The University will continue to strongly encourage face coverings on all campus facilities.

VI. Housing and Residential Life: Best Practices against COVID-19 in Residential Living

i. Residential Housing and Dining

Consistent with USG System policy, the residence halls will be occupied based on standard, expected capacity with some exceptions and modifications that will help us better serve students with special health circumstances. Many students will still have roommates and suitemates. The dining halls will be operational at 75% capacity. Social distancing, intensified cleaning, and other safety measures will continue and be modified as public health directives dictate. We have also designated and prepared apartments should we be required to implement any quarantining or isolation measures during the academic year.

ii. Community Standards

It will take all of us together to keep our community safe and healthy. The primary way COVID-19 spreads is through person-to-person contact, so our best hope of preventing its spread is changing the way we behave. We will expect students to show care for their friends, peers, colleagues, and neighbors. This means students are strongly encouraged to wear face-covering when close to others, wash their hands often and correctly, and practice social distancing. We will provide more details and resources on community safety standards as we get closer to the start of the year.

iii. Living on Campus

University Housing is taking multiple steps to make the student experience on campus as safe and exciting as possible. To that end, Housing has created the following to-do and informational list. Students are encouraged to carefully review the list to ensure a smooth transition into University Housing.

- After their assigned move-in time, students arriving on campus should contact the Resident Director for a new move-in date and time.
- Students are required to view and acknowledge the completion of the online COVID-19 Awareness Orientation Video.
- Students are required to acknowledge viewing the Best Practices against COVID-19 in Residential Living online.
- All students are required to complete the student information card and contract concerning liability before arriving on campus.
- All students must complete the COVID-19 Questionnaire online before arriving on campus.
- Students who have not completed the orientation and completed the required documents online will not be allowed to move in until they have completed the verification.
- Student move-in dates/times are staggered and by assigned building/floor. Students must check in during their designated time.
- No more than two guests will be allowed to assist students during move-in. Visitors will only be allowed 2 hours to assist with move-in and sign in at the front desk.
- Hand sanitizer machines are located on the first floor of each facility.
- Enhanced disinfection of "high-touch areas" like door handles, knobs, buttons, switches, handrails will occur continuously during move-in.
- Students and guests will be encouraged to use the temperature check kiosks located in the lobbies of each residence hall. Individuals with a temperature above 100.4 degrees Fahrenheit will be directed to see the Emergency Management Coordinator.
- Face coverings will be strongly encouraged for students and their guests as they move in. Wherever possible, a three-foot physical distancing will be maintained.
- The number of individuals allowed in an elevator at any one time will be subject to the social distancing limit, and face coverings must be worn at all times while on the elevator.
- Only pre-approved students participating in a University-approved activity will be allowed to move in early.

iv. Best Practices against COVID-19 in Residential Living

Students considered to be at a higher risk should consult with their health care provider to determine if living in a residence hall environment is ideal for them.

To ensure continued good health, we recommend that students follow the guidelines below.

Everyday preventative actions everyone should take:

- Know how COVID-19 spreads
- Wash your hands often with soap and water for at least 20 seconds
- Use 60% alcohol-based hand sanitizer when washing hands is not available
- Avoid close contact with other individuals
- Cover your mouth and nose with a cloth face cover when around others
- Coughs and sneezes should be protected by covering your mouth with your arm
- Clean and disinfect your bedrooms and common areas daily
- Seek medical attention if you should develop an unexplained dry cough and/or fever
- Follow the guidelines established by the FVSU Emergency Management if a student is determined to be sick and requires isolation in one of the Faculty Apartment units on campus.

In shared kitchens, dining rooms, laundry rooms, bathrooms, elevators, and computer labs:

- Students should stay at least 3 feet apart from one another.
- The number of persons in the computer labs, elevators, and lounge areas is subject to the guidelines established in the safety protocols section of this document.
- Do not share dishes, drinking glasses, cups, or eating utensils. The best practice is to use disposable plates, cups, and silverware. Never leave soiled dishes in the sink.
- 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.

Students are encouraged to report any cleanliness issue to the Resident Director or Resident Assistant to ensure all resident apartments comply with the Student Resident Handbook.

v. Proposed Fall 2021 Move-In Schedule

New Students

Monday, August 9, 2021– Wildcat Commons 6

8:00 am – 10:00 am: 4th Floor

10:00 am – 12:00 pm: 3rd Floor

1:00 pm – 3:00 pm: 2nd Floor

3:00 pm – 5:00 pm: 1st floor

Monday, August 9, 2021– Wildcat Commons 4

10:00 am – 12:00 pm: 4th Floor

1:00 pm – 3:00 pm: 3rd floor

Monday, August 9, 2021– Ohio Hall

8:00 am – 10:00am: 3rd Floor

10:00am- 12:00pm: 2nd Floor

1:00pm-3:00pm: 1st Floor

Tuesday, August 10, 2021- Wildcat Commons 7

8:00 am – 10:00 am: 4th Floor

10:00 am – 12:00 pm: 3rd Floor

1:00 pm – 3:00 pm: 2nd Floor

3:00 pm – 5:00 pm: 1st floor

Tuesday, August 10, 2021– Wildcat Commons 4

10:00 am – 12:00 pm: 2nd Floor

1:00 pm – 3:00 pm: 1st Floor

Continuing Students

Wednesday, August 11, 2021 (8:00am – 12:00pm)

Wildcat Commons 1- 4th floor

Wildcat Commons 3- 4th floor

Wildcat Commons 5- 1st Floor

Wednesday, August 11, 2021 (1:00pm - 5:00pm)

Wildcat Commons 5- 4th floor

Wildcat Commons 2- 4th floor

Wildcat Commons 1- 1st Floor

Thursday, August 12, 2021 (8:00am – 12:00pm)

Wildcat Commons 1- 2nd floor

Wildcat Commons 3- 3rd floor

Wildcat Commons 2- 2nd Floor

Thursday, August 12, 2021 (1:00pm-5:00pm)

Wildcat Commons 5- 3rd floor

Wildcat Commons 2- 1st floor

Wildcat Commons 3- 2nd Floor

Friday, August 13, 2021 (8:00am – 12:00pm)

Wildcat Commons 2- 3rd floor

Wildcat Commons 3- 1st Floor

Friday, August 13, 2021 (1:00pm-5:00pm)

Wildcat Commons 1- 3rd floor

Wildcat Commons 5- 2nd floor

vi. Fall 2021 student Move-In Logistics

- Students assigned to Wildcat Commons 1 through Wildcat Commons 4 will enter through the main gate on State University Drive.
- Students assigned to Wildcat Commons 5 through Wildcat Commons 7 will enter through the "D" gate on Carver Drive.
- Students who are assigned to Ohio Hall will enter through the "B" gate by the Library.
- Campus Safety and volunteers will conduct temperature checks of the students and their guests as they enter the campus.
- Directional signs will be set up on State University Drive and other streets directing students to the campus.
- Building identification signs will be set up to identify each housing facility.

- Parking, unloading, and other directional signage will be set up on campus for informational purposes.
- Campus Police will provide directions to the unloading areas. If volunteers are available, then they will be only allowed to check temperatures and provide directions.
- Drivers of the students will be requested to pull through the line and unload items in a parking space. The driver will then move the vehicle to the parking area, and the student or parent will stay with personal items.
- Volunteers will not be allowed to assist students with moving student's items into the buildings.
- Hand wipe stations will be on the first floor of each facility so that the hand trucks can be sanitized before the next person uses them.
- The custodial staff will be in the facilities providing sanitation to the doorknobs, elevator buttons, restrooms, and other areas.
- Directional signs will be placed inside the housing facilities.
- New Welcome Banners will be placed on the eave of each building.

vii. Move-In

- Students are required to complete the student information card, contract concerning liability, view the Best Practices against COVID-19 document and the COVID-19 Questionnaire online before arriving on campus to minimize the interaction with the Residential Life staff.
- The Residential Life staff will verify that the student is assigned to the facility and verify that the student is paid in full and/or cleared to move in.
- The students will sign for their keys on their assigned floor.
- Hand trucks will be available for the students to sign out for usage during move-in.
- The room inventory form will already be in the student's room, and the student will be required to check the apartment for maintenance issues and/or damages. The students will return the form to their Resident Assistant.

viii. Online forms

The following forms will be available online for students/parents to complete:

- The Residential Life webpage has been updated with important student information.
- COVID-19 Online Orientation and Acknowledgement- Students will view the video and acknowledge they completed the orientation before arriving for check-in
- Best Practices to COVID-19 and the COVID-19 Questionnaire- Students must view Best Practices in and the Questionnaire. Students will be required to acknowledge viewing these documents before being allowed to complete the Student Information Card.
- Student Information Card- Students will complete before arriving
- Contract Liability Form- Students will complete before arriving
- Request for Cancellation
- Permission to Commute (Parent form)
- Request for Exemption

- Room Change Request
- Meal Change Request

Online Fort Valley State University COVID-19 Screening Questionnaire

TO OUR STUDENTS: For the safety and health of the FVSU campus community, we are screening all faculty, staff, students, and visitors to decrease the risk of infectious disease transmission among campus occupants. This approach is in line with current CDC guidelines regarding the spread of these types of diseases and is meant not to alarm anyone but to protect us all. We appreciate your understanding as we ask you to complete the Questionnaire regarding your travel and health. If you are approved to return to campus, you must comply with all campus instructions. If you are not allowed on campus, please visit your healthcare provider or your local health department for testing.

Please complete in its entirety:

First Name Last Name Today's Date

Please respond to the following questions:

1. Have you had any of the following symptoms in the past 14 days?

- Fever >100.0F YES NO
- Persistent cough YES NO
- Shortness of breath or other respiratory issues YES NO
- Persistent body aches and/or headache YES NO
- Persistent sore throat YES NO
- Loss of taste and/or smell YES NO
- Pink eye YES NO

2. In the past 14 days, have you been in close contact with anyone was confirmed positive for COVID-19 (also known as “Novel Coronavirus”)? YES NO

3. Have you travelled domestically or internationally within the past 14 days?

YES NO

If yes, please list the Countries, cities or states:

4. Have you been vaccinated for the COVID-19 virus?

YES NO

If a decision is made to have any version of in-person classes, before returning to campus, actively encourage students, faculty, and staff who have been sick with COVID-19 [symptoms](#), tested positive for COVID-19, or have been potentially [exposed](#) to someone with COVID-19 (either through [community-related exposure](#) or [international travel](#)) to follow CDC guidance to [self-isolate or stay home](#).

ix. Fall 2021 Residence Letter

July 1, 2021

Dear Resident:

Welcome and thank you for choosing Fort Valley State University as your Higher Education choice. As you settle in on campus this semester, the normalcy that you expect will probably be different during your matriculation for the 2021-2022 academic year. Fort Valley State is committed to providing students with social development, social growth, and an enjoyable living experience while keeping the campus safe. To ensure the safety of everyone, the items below must be completed before your arrival, or you may not be allowed to move in until verification can be made that these items have been completed.

- Students are required to view the Online COVID-19 Orientation video and acknowledge completion.
- Students are required to view the Best Practices against COVID-19 in Shared Residential Living and acknowledge completion.
- Students must complete the COVID-19 Online Questionnaire.
- Students must complete the Student Information Card and Contract Concerning Liability documents online before arriving on campus.

The best way to prevent infection is to avoid being exposed. COVID-19 spreads from person to person and can be spread by those infected but do not display symptoms; therefore, Social Distancing is advised to avoid exposure. The CDC also advises frequently washing hands, using at least 60% alcohol-based hand sanitizer, and cleaning/disinfecting surfaces. To ensure you have the necessary COVID-19 supplies, we recommend you bring the following items:

- Lysol / Shower Cleaner / Pine-Sol / Clorox
- Hand Soap / Sanitizer
- Disinfecting Spray / Wipes
- 4. Washable Protective Face Covering
- 5. Latex Gloves

6. Thermometer

A link to the Online COVID-19 Orientation video will be sent to your student email address. If you do not have access or have not set up your student email address, please contact the Help Desk at (478) 825-6228.

For additional information and instructions, please visit the Residential Life webpage at <https://www.fvsu.edu/residential-life> or contact us at (478) 825-6100.

I look forward to seeing you for the fall 2021 term.

Shawn Modena

Director of Housing and Residential Life

VII. Office of Financial Aid

We recognize a need for students and families to engage with the Office of Financial Aid face-to-face and in person. We will continue to ensure that this is possible while also adhering to new and evolving safety guidelines. Through the pandemic, we learned that wearing face coverings, desk Plexiglas shields, and the availability of sanitizing equipment has helped to reduce the risk of spreading the virus to both students and staff. We plan to continue with these practices and return to allowing students to have access to the Office and staff.

- As in place pre-pandemic, we will continue to use the QLess system to have students sign up for appointments to see a financial aid counselor.
- Students will wait in the Financial Aid waiting area in limited numbers (as determined by new capacity guidelines).
- Students who may feel more comfortable engaging the Office without coming in have the capabilities to complete the entire financial aid process online. This applies to both undergraduate and graduate students. Instructions on how to access the Office online will be made available to students should they want to be serviced via those platforms.

VIII. Registration

Registration for the new semester occurs in a two-week period-- the week before classes begin and the first week of classes. New students register in the first week and returning students the following week. Students use this time to complete their financial aid, clear balances, clear housing issues, get student ID cards, and make schedule changes if needed.

- Students will have the option of engaging key enrollment areas in-person (Academic Advising, Admissions, Bursar, Financial Aid, Housing, and Registrar) in the Pettigrew Center for the two weeks of registration.
- Face covering, and social distancing will be adhered to.
- In addition, students can be accommodated for registration and advising in a virtual environment if they choose, using the D2L platform. Students can visit the Registration Page to get instructions on registration and the steps to completing registration. Within their MyFVSU portal, students have access to video tutorials on how to self-register.
- The staff has 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.
- Students also have access to financial aid, Housing, and paying their tuition and fees online. This applies to both undergraduate and graduate students.

4. FACILITIES MANAGEMENT

i. Protocols

- Buildings fogged twice weekly on Tuesdays and Thursdays after hours.
- Plexiglas – barriers can be requested by calling Facilities Management at X6200. Facilities Management will work with Emergency Management to determine the need for Plexiglas.
- Sanitizing stations will continue in each building.
- Residential facilities – The Director of Facilities will work with the new management company in setting appropriate protocols for cleaning and sanitizing residential halls.
- Water fountains will remain shut off due to the risk of spreading the virus. Fountains have been retrofitted with bottle fillers in high-traffic buildings—no timeline for turning on the fountains.
- Facilities Management will continue to clean high-touch areas, bathrooms, and vacuum common areas daily.
- Protocol for Cleaning Individual Workspaces:
 - Reducing foot traffic in individual offices
 - Employees cleaning their workspaces – wiping surfaces and placing trash bags in the hallway. Supplies can be requested from facilities management.
 - Facilities Management will vacuum workspaces weekly and as much as possible after hours.

ii. PPE Distribution

Mr. John Watson will continue to be the point of contact for PPE distribution on campus (shields, masks, wipes, and gloves). Building Coordinators can pick up PPE items daily from the Troup Building, room #214, between 11 am-noon and 2 pm - 3 pm. Mr. Watson can be reached at extension 6532 if you have questions regarding PPE items or the distribution process.

iii. Travel

The University will follow the state government position on travel. As of May 2021, a non-essential travel ban remains in place. Per USG policy, each institution is expected to decide what is considered essential travel based on their mission and priorities.

5. ATHLETICS

i. Protocols

FVSU will follow SIAC and NCAA guidelines for COVID-19.

Football, Volleyball, and Cross Country will return August 3rd. The SIAC is projecting for all sports to participate in competitive events. All other teams will practice according to the NCAA bylaw for their initial start date of practice. Our goal is to have all sporting contest using full seating capacity for spectators and using social distancing seating strategy.

ii. Initial Return to Campus for Student-Athletes

- All sports will return the first allowable practice date by USG, FVSU administration, and the first allowed date noted by the NCAA
- Meals in the cafeteria with the option of getting to-go boxes.
- All students- athletes shall be COVID-19 tested on the first week of arriving on campus.
- Have the ability to receive a sickle cell test.

iii. Practice Scenarios

- All athletes will undergo 10-17-day conditioning acclimation period.
- Team meetings can be held on zoom or according to NCAA recommendations.

iv. Competition with Spectators

- Using full seating of stadium capacity for seating to allow the following order per time slot entrance.
 - Priority Season ticket holders
 - Student Athletes parents' guest
 - FVSU Student
 - General Guest
- Social distancing in seating capacity as may be necessary following CDC guidelines.
- Use extra entrances for guess
- Additional security during all home contests
- Additional signage for all home contest
- Additional ticket takers for all home contest

v. Competition without Spectators

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

vi. Travel Arrangements

- We will resume normal travel for the fall of 2021.
- We may discontinue the social-distancing protocol use of extra buses for travel in the sport of football/Men's and Women's Basketball.
- We will carry extra containers to help facilitate the clearing and sanitizing process of uniforms and equipment used at all games.

vii. 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.
- Expenses Outside of Normal Cost
 - Test for all student-athletes*
 - Checking the temperature of Student Athletes before each practice (Electric Thermometer)
 - Cleaning of building
 - Cleaning supplies
 - Hand Sanitizers
 - 1000 face coverings
 - Additional security during all home contests
 - Additional signage for all home contest
 - Additional ticket takers for all home contest

7. MARKETING AND COMMUNICATIONS

The marketing communication plan to support the fall opening will follow a similar strategy as the prior year, utilizing a multi-channel staggered approach to campus and external audience outreach. In addition to using standard channels of communication (email, website, social media, and media relations), the fall 2021 opening plan will also seek to employ the use of the MyFVSU mobile app to deploy push notifications and in-app communication to the campus community – allowing students, faculty, and staff convenient access and alert messages on the latest updates via their mobile device. This will include developing an internal campaign encouraging students and employees to download the App.

Key messaging for the fall opening will center on the importance of vaccinations, including encouraging the campus community to take advantage of the on-campus administering of the Pfizer vaccine at the wellness center, pop clinics, or drive-thru events. This will include promoting the "Why I Chose to Get Vaccinated" internal campaign consisting of students/faculty serving as ambassadors sharing their reasons for choosing to get vaccinated. This campaign is currently being executed via email but will extend to printed posters and brochures.

The strategic Marketing and Communications plan will also incorporate executing ongoing virtual town hall meetings with the COVID-19 task force and external guest speakers to help provide education and conduct Q &A sessions with students and employees to help address vaccination reluctance. The first was held on April 16.

Finally, a tool kit has been developed for university leadership to use for their respective departmental communication, including content for newsletters and FAQs to share during staff meetings. A critical part of the communication plan will include university leadership encouraging their respective teams to get vaccinated.

I. Communication Channels

i. Required Communication Vehicles

- Website (both FVSU and FVSUag).
- Email/Presence
- Social media platforms
- MyFVSU mobile App
- Virtual Town halls (Segmented by Audience – Students/Employees)
- Departmental Communication (Newsletters, meetings)
- FAQ Document

ii. Goal/Targeted Communication Vehicles

- MyFVSU mobile App
- Pre-recorded education video conducted by the COVID-19 task force to disseminate internally to the campus community: (Example: <https://www.youtube.com/watch?v=Muj5OANc5Ow>)

iii. Key Audience

- Current/Prospective Students
- Faculty/Staff
- Parents
- Alumni
- General public
- News media

iv. Key Messages

- The health and wellbeing of FVSU employees are the top priority.
- We are dedicated to the institution's academic mission 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 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 the Georgia Department of Public Health on ways to mitigate the spread of the virus.
- Employees and students 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.

v. Hierarchy of Communications

- Level 1 – Public Safety Announcements – These announcements are of the highest priority. They 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.
- Level 2 – University Policies and Policy Changes – These announcements are of high importance as they affect large numbers of the university community. The Key is that immediate notification is most often not required (though it may be) in some instances. 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. Senior administrators generally send such policy announcements.
- 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, an immediate notification may be required and may be of high importance, such as announcements related to severe injury or death of university personnel or student(s). In such cases, these news items would be classified as Level 1 communique'.

- **Sixty (60) Days before 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.
 - UNIVERSITY WIDE:
 - Distribute general message from president to entire campus community and incoming students on University reopening plans (Including the widespread 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 before 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 critical messages for repeat dissemination regarding campus safety, policies and procedures, and goals
- **Two Weeks before 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 a timeline for mid-semester transition from online to the physical campus.
 - Roll out PSA website, email, and social media campaign, encouraging all procedures and policies for a successful semester.

vi. FVSU Fall Reopening Message from President (Disseminated April 6, 2021)

Dear FVSU Campus Community,

As we surpass the one-year mark for the COVID-19 pandemic, we have much to be proud of as a university. We witnessed enrollment increases in summer, fall, and spring while providing an educational environment that allowed our faculty, staff, and students to continue learning uninterrupted. We are immensely grateful to all members of the Wildcat Family for persevering during this time of uncertainty. Your determination and resilience during this time, as well as your willingness to adhere to our safety protocols, helped us keep our COVID-19 positivity rate relatively low. For that, we say, "Thank you!"

It is with much excitement that I announce our plans for a fall 2021 semester opening. The proposed start date for fall classes is August 16, 2021. Based on guidance from the University System of Georgia, we plan for a fall semester that will be a more typical residential and academic experience at Fort Valley State University. With the rollout of COVID-19 vaccines, we are more optimistic about the possibility of a fall semester that will, in some ways, resemble a pre-pandemic campus experience.

We are eager to begin the planning phase of safely welcoming all Wildcat Family members to the start of a new semester. While we look forward to getting back to a "near normal" experience, we will not ultimately return to business as usual. FVSU will retain and implement some of the positive lessons of our pandemic responses to improve academic instructions and modalities (including continuing to use elements of hybrid synchronous education), student life experience, work flexibility and efficiency for employees, and customer service.

The health and wellness of our campus community will continue to be our priority. Therefore, the 2021 summer semester will be similar to our current semester, with all the pandemic safety protocols in place. The successful reopening of campus in the fall will depend highly on the course of the pandemic and our ability to maintain the safety protocols to prevent COVID-19 spread. Safety protocols such as mask-wearing, social distancing, testing, and frequent hand washing will continue to be strongly encouraged. We will also continue to monitor mitigation guidelines from the Centers for Disease Control and Prevention and the Georgia Department of Public Health. Another critical part of a safe return to campus is vaccination education. We continue to encourage all eligible members of our Wildcat Family to take advantage of the COVID-19 vaccination available on campus or in your community to help us all get closer to a more normal campus experience. Our Health Equity COVID-19 Community Task Force will be available to answer questions and provide education to students, faculty and staff on vaccinations.

Throughout the summer, we plan to identify various ways to welcome everyone back safely in the fall. Please continue to monitor your email to learn more about these plans and how you can do your part to ensure FVSU continues to thrive during this pandemic and beyond.

Thank you again for your resolve and commitment to maintaining our University's tradition of Excellence.

Paul Jones, Ph.D.

President