

RETURN TO CAMPUS GUIDELINES

FALL 2020



 ATHENS STATE
UNIVERSITY
YOUR UNIVERSITY. YOUR WAY.

[ATHENS.EDU/RETURN](https://athens.edu/return)

TABLE OF CONTENTS



Message from the President.....	3
Guiding Principles.....	3
Pre-Entry Testing for Students.....	4
Web-Based Training.....	4
Self-Screening: Athens-State Healthcheck.....	4
Campus Entry.....	5
Building Protocols.....	6
Random Testing & Positive Results.....	7
Exposure Notification.....	8
Campus Safety Precautions.....	8
Accommodations.....	9
Communications & Resources.....	10



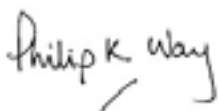
ATHENIANS RISE TO THE CHALLENGE

Our role as facilitators of teaching and learning has taken on new meaning in the face of the COVID-19 pandemic. We are now facing challenges related to how best to serve our students while ensuring the safety and well-being of our faculty, staff, and students. It is a task that is both daunting and one that allows us to redefine effective instruction and learning. I believe as a team of dedicated professionals, together with our experience of a return to campus for staff and some faculty and students in Summer, we are up to the challenge!

This document provides details related to how we will transition back to campus for the fall 2020 semester. If you have been on campus over the summer, you will recognize most of the policies and precautions in these guidelines. However, we are adding pre-entry student testing, random testing, web-based training, and a self-screening tool for added safety, made possible through a state-funded partnership between UAB and Alabama's public universities.

The guidance contained herein is based on current knowledge of the virus and is subject to change. Updates to this document will be provided in a timely manner and disseminated campus-wide as the situation dictates.

I am grateful for your assistance and understanding as we move forward in a cautious and responsible manner.



Philip Way, Ph.D.
President

GUIDING PRINCIPLES

- 1 The safety and well-being of our faculty, staff, students, and the Athens community is of utmost importance.**
- 2 We will continue to model our approach on all federal, state, and local guidelines, including Centers for Disease Control recommendations for Higher Education, and take advantage of GuideSafe™ resources provided by the State and UAB.**
- 3 We aim to maintain the quality of our academic offerings and provide course delivery options and resources that meet the needs of all constituencies.**
- 4 We will make sound business decisions that ensure the long-term success of Athens State University.**

PRIOR TO RETURNING TO CAMPUS

We are very excited to welcome students back for on-campus instruction during the fall semester and are implementing the GuideSafe™ program in partnership with the Alabama Department of Public Health and The University of Alabama at Birmingham (UAB).

PRE-ENTRY TESTING FOR STUDENTS

- All students who will be physically returning to campus will be required to test negative for COVID-19 in the last two weeks prior to the beginning of the semester.
- Students will be contacted by email to arrange a time and place for testing. UAB is coordinating this effort.
- Testing is a self-administered nasal swab.
- If a student has had positive results in the past 12 weeks, he or she must submit his or her test results and a medical clearance from the healthcare provider to gain entry to campus.

WEB-BASED TRAINING

- Before returning to campus, all students, faculty, and staff must complete the web-based training course “COVID-19: Basic Safety and Awareness Course” covering COVID-19 awareness and campus health and safety requirements.
- Employees and students must fully comply with policies, practices, and protocols.

SELF-SCREENING: ATHENS-STATE HEALTHCHECK

- By the beginning of Fall, we aim to introduce “Athens-State Healthcheck,” a COVID-19 assessment tool for employees and students to report the existence of any current COVID-19-related symptoms, exposure history, and testing history.
- If the survey responses indicate the user is symptom-free and has no close exposure to someone with COVID-19 illness, the individual is cleared to re-enter campus.
- If the survey responses show the user is currently experiencing COVID-19 symptoms, has been exposed to someone with COVID-19, or has been diagnosed with COVID-19 in the preceding month, the user will not be permitted to re-enter campus until medically cleared by the employee’s or student’s healthcare provider.
- If you have symptoms, contact your healthcare provider and notify your supervisor or appropriate school official. Do not come to work or report to campus.
- The initial survey takes 20 seconds to complete.
- Subsequent surveys take 10 seconds to complete.
- Athens State requires employees and students to complete it at least every three days and offers an option to get a reminder.
- Employees and students are encouraged to complete Athens-State Healthcheck daily.



CAMPUS OPERATIONS

CAMPUS ENTRY

CAMPUS ACCESS POINTS

- All students, faculty, and staff entering campus must proceed through the entrances on Hobbs Street or Beaty Street, even if they work at a location off the central campus.
- The Hobbs Street entrance will be open from 7:00 AM – 7:00 PM Monday through Thursday and from 7:00 AM – 5:00 PM on Friday. The Beaty Street entrance will be open from 7:00 AM – 5:00 PM Monday through Friday. The Hobbs Street gate will be open on weekends ONLY when classes or events are scheduled.
- Students, faculty, and staff should check with Campus Security near the Beaty Street entrance if entering the campus during times other than previously mentioned. A map showing the location of the Security Office, along with designated building entrances, is provided below for your convenience.
- Protocols in this document should be followed by off-site locations when practical and if not superseded by protocols established for a specific location by the host institution or organization. For specific locations such as AMSTI, CLL, and ACA, separate or additional guidelines may supplement or supersede guidelines in this document.

1. Founders Hall
2. Brown Hall
3. McCandless Hall
4. Sandridge Student Center
5. Sanders Hall
6. Kares Library
7. Classroom Building
8. Waters Hall
9. Carter Physical Education Bldg
10. McCain Hall

11. Security Office
12. President's Home - The Bullington House
13. Grey House
14. Chasteen Hall
15. Maintenance Building
16. Smith House
17. Patton House
18. Freehauf House
19. Print Shop

RETURN TO CAMPUS INFO

- DESIGNATED ENTRANCES FOR BUILDINGS
- DESIGNATED CAMPUS ENTRANCES
- SECURITY OFFICE



CAMPUS OPERATIONS

CAMPUS ENTRY

SCREENING PROTOCOLS

- All should present student or employee ID to Security at the gates.
- Proof of a current Athens Healthcheck self-screening must also be provided by sharing the screen of a smartphone or tablet, a printout, or other form of proof that shows name, date, and result of the Athens-State Healthcheck screening.
- For individuals and visitors who do not have the Athens-State Healthcheck screening capability, Security will ask a series of questions and check temperatures using a thermal no-touch thermometer.
- Anyone with a temperature of 100 degrees Fahrenheit or above and/or does not pass COVID-19 screening questions will not be granted access to the campus.

WRISTBANDS

- All individuals accessing campus will be given a wristband that must be worn at all times.
- Each day will have a color and pattern assigned that is unique for that day.

BUILDING ENTRANCES

- When feasible, each building will have a designated entrance identified with signage. A map identifying designated entrances is provided on the previous page. Flyers will also be available at the entrance points onto campus.
- Hand sanitizer will be provided at all of the designated entrances.

PARKING

- Parking will be required inside the access points to campus for faculty, staff, students, and visitors having class, working, or conducting business within the perimeter of the main campus. For those who need to access buildings and offices on the perimeter of campus, they must be screened at the Beaty Street entrance and proceed to their destination.

BUILDING PROTOCOLS

CLASSROOMS

- Classrooms will be configured to accommodate social distancing guidelines. Class enrollments are being monitored to provide for limited occupancy.
- Where practical, directional arrows will be used for ease of flow and distancing.
- Disinfectant supplies will be provided for all labs. Classrooms will be thoroughly cleaned daily, and disinfectant misters will be used in each classroom between class offerings.

HALLWAYS & STAIRWAYS

- All students, faculty, staff, and visitors are asked to walk to the right of the hallways to maintain one direction flow of traffic.
- Students are encouraged to wait outside or in vehicles until close to class time to prevent congestion in hallways before class. Students who do wait inside hallways and buildings should maintain six feet of physical separation or wear a face covering.



CAMPUS OPERATIONS

BUILDING PROTOCOLS

RESTROOMS

- The use of restrooms should be limited based on size to ensure at least six feet between individuals.
- Washing hands thoroughly after restroom usage will help prevent potential transmission of germs.

ELEVATORS

- Usage of campus elevators should be limited to one person at a time. If more than one individual must access an elevator, a face covering should be worn by all individuals.
- Hand sanitizer should be used immediately upon using an elevator.

WORK AREAS, COMMON SPACES & MEETINGS

- Employees should maintain at least six feet separation from co-workers. Face coverings should be worn while in shared workspaces when social distancing cannot be maintained or when co-workers request them.
- When possible, doors to private offices should be closed.
- Employees should consider alternative approaches when activities require close interaction, such as using Zoom for meetings.
- As non-essential travel is suspended for Fall 2020 semester (unless approved by the appropriate Vice President and/or designee), online attendance at meetings is encouraged where available

FACULTY OFFICE HOURS

- Important aspects of the return to campus plan include social distancing and face coverings. Due to size constraints in many University offices, Faculty are encouraged to meet with students virtually during regularly scheduled office hours. In circumstances that require in-person meetings, it is recommended that alternative areas are identified for such meetings that would allow for social distancing. Decisions relating to virtual office hours should be made in coordination with the Dean of each college.

CAMPUS SAFETY PRECAUTIONS

RANDOM TESTING & POSITIVE RESULTS

- In accordance with the GuideSafe™ program, through UAB, Athens State University will arrange for voluntary random testing of groups of students, faculty, and staff who have returned to campus and who may not exhibit symptoms but may be carriers (asymptomatic).
- If faculty, staff, or students test positive for COVID-19, they will not be allowed on campus until they are released to return to school/work by their healthcare provider. Further, the University will follow contact tracing protocols and inform those who have been in close contact with tailored instructions of next steps.
- Faculty will be notified that a student will be absent from class, with a specific return to school date provided. Due to HIPAA regulations, specific medical information is protected and cannot be shared.



CAMPUS SAFETY PRECAUTIONS

EXPOSURE NOTIFICATION

- As part of the GuideSafe™ program, UAB, in conjunction with the Alabama Department of Public Health, is developing a proximity/contact tracing application that individuals can use to report a positive test result and anonymously notify other individuals with whom the person with the positive test result has been in proximity and may have been exposed to the virus.
- The benefit of downloading and using the application is that it will help improve tracing efforts to reduce the spread of the virus.
- Use of the application is voluntary but strongly encouraged.

SOCIAL DISTANCING

- Social distancing is one of the best tools to avoid exposure to the COVID-19 virus and to help slow its spread. It is important to maintain at least six feet of separation from other students, faculty, and staff at all times.
- Any individual who does not maintain proper social distancing should be asked to leave. Campus Security can assist with having these individuals removed from campus.
- Staggering work hours, with permission from the supervisor, can also reduce the likelihood of close contact with others at the start and end of the work day.

PERSONAL PROTECTIVE EQUIPMENT

- Students will be required to wear face coverings during all class meetings. Face coverings may be either cloth or masks. Reasonable accommodations may be allowed for individuals unable to meet this requirement by contacting our ADA officer, Juliana Hunt, for assistance at Juliana.Hunt@athens.edu or (256) 233-8143. Faculty may teach without a face covering so long as they are able to distance themselves a minimum of six feet. Plexiglass-type barriers or face shields may also be used.
- Face coverings should be worn if you cannot maintain social distancing guidelines at all times in accordance with the Governor's proclamation.
- Cloth face coverings should be washed every day.
- If you do not have a face covering/mask, one may be obtained at the Athens State Security office or at the entry checkpoints to campus.

HANDWASHING & HAND SANITIZERS

- All employees and students should wash their hands often and for at least 20 seconds each time. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Hand sanitizer stations have been strategically placed at multiple locations across campus for your convenience and safety.

ENHANCED CLEANING PROCEDURES

- ABM, the third-party vendor that provides janitorial services for Athens State, has enhanced their cleaning procedures with stringent cleaning and disinfecting protocols.



EMPLOYEE & STUDENT WELL-BEING

ACCOMMODATIONS

- Anyone having physical, emotional, or mental health risks or concerns should contact our ADA officer, Juliana Hunt, for assistance at Juliana.Hunt@athens.edu or (256) 233-8143.
- Human Resources is responsible for COVID-19-related reasonable accommodations, including flexible working arrangements and leave, under the ADA and FFCRA. The University website provides more details.
- Handicap parking is available on campus in front of and near campus buildings and is appropriately marked.

COUNSELING SERVICES

- A licensed professional counselor is available by appointment to discuss personal issues with currently-enrolled students and Athens State University faculty and staff on a brief-counseling basis.
- All counseling services are provided with your confidentiality in mind through a partnership with the Mental Health Center of North Central Alabama and are offered at no charge to you.
- Personal Counseling Services can help you:
 - Learn how to relax during stressful times.
 - Learn coping skills to deal with anxiety, depression, addictions, grief, or other emotions that might interfere with your daily life.
 - Locate mental health services, resources, and support groups in your local community.
- To make an appointment, please contact Lisa Philippart, LPC at Lisa.Philippart@athens.edu or (256) 233-8144.

SELF-CARE

- Take care of your emotional health and seek counseling services if needed. This will help you think clearly and react to the urgent needs to protect yourself and your family.
- Take breaks from watching, reading, or listening to news stories, including those on social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body:
 - Take deep breaths, stretch, or meditate.
 - Try to eat healthy, well-balanced meals.
 - Exercise regularly.
 - Get plenty of sleep.
 - Avoid alcohol and drug use.
- Make time to unwind and participate in activities you enjoy.
- Connect with others and talk with people you trust about your concerns and how you are feeling.
- Connect with your community or faith-based organizations for support; while social distancing, consider connecting online, through social media, by phone, or by email.



COMMUNICATIONS & RESOURCES

RETURN TO CAMPUS WEBSITE

- There are numerous updates, documents, and resources available on our website that provide expanded information on a variety of topics.
- Visit athens.edu/return for the most up-to-date information.
- Below are useful resources on the Return to Campus website, along with links to the information.
- Please be aware that we are unable to communicate specific information about positive cases on campus that could result in potential HIPAA violations.

GUIDELINES & PROTOCOLS*

- The most up-to-date version of these guidelines will be on the website, along with a quick reference of COVID-19 protocols at Athens State University.

ATHENS-STATE HEALTHCHECK & PASSPORT*

- Information about the Athens-State Healthcheck app and accompanying Passport (which shows the actual “pass” to gain entry to campus) is included on the Return to Campus website.
- FAQs about the Healthcheck, including how it’s used and why it’s important, can also be found within the site.

COVID-19 TRAINING COURSE*

- The web-based training “COVID-19: Basic Safety and Awareness Course” is linked from the primary landing page within the Return to Campus website.
- This training must be completed by all students, faculty, and staff prior to the beginning of the fall semester.

FREQUENTLY ASKED QUESTIONS

- The Return to Campus website includes links to Frequently Asked Questions, including specific questions for students, faculty, and staff.

** Information in these categories will be added to the Return to Campus website soon. The University continues to work with UAB in finalizing program details and bringing you the most relevant, up-to-date information.*

It is our goal to provide comprehensive information that is both pertinent and straightforward. We appreciate everyone’s feedback and recognize that necessary changes will need to be made, with updates provided to address future questions and concerns. These updates will be communicated through the Return to Campus website, email, and social media.

If you have specific questions that are not answered in this document or in our online resources, please email us at communications@athens.edu.





UPDATED 07/31/20