

CAMPUS GUIDELINES

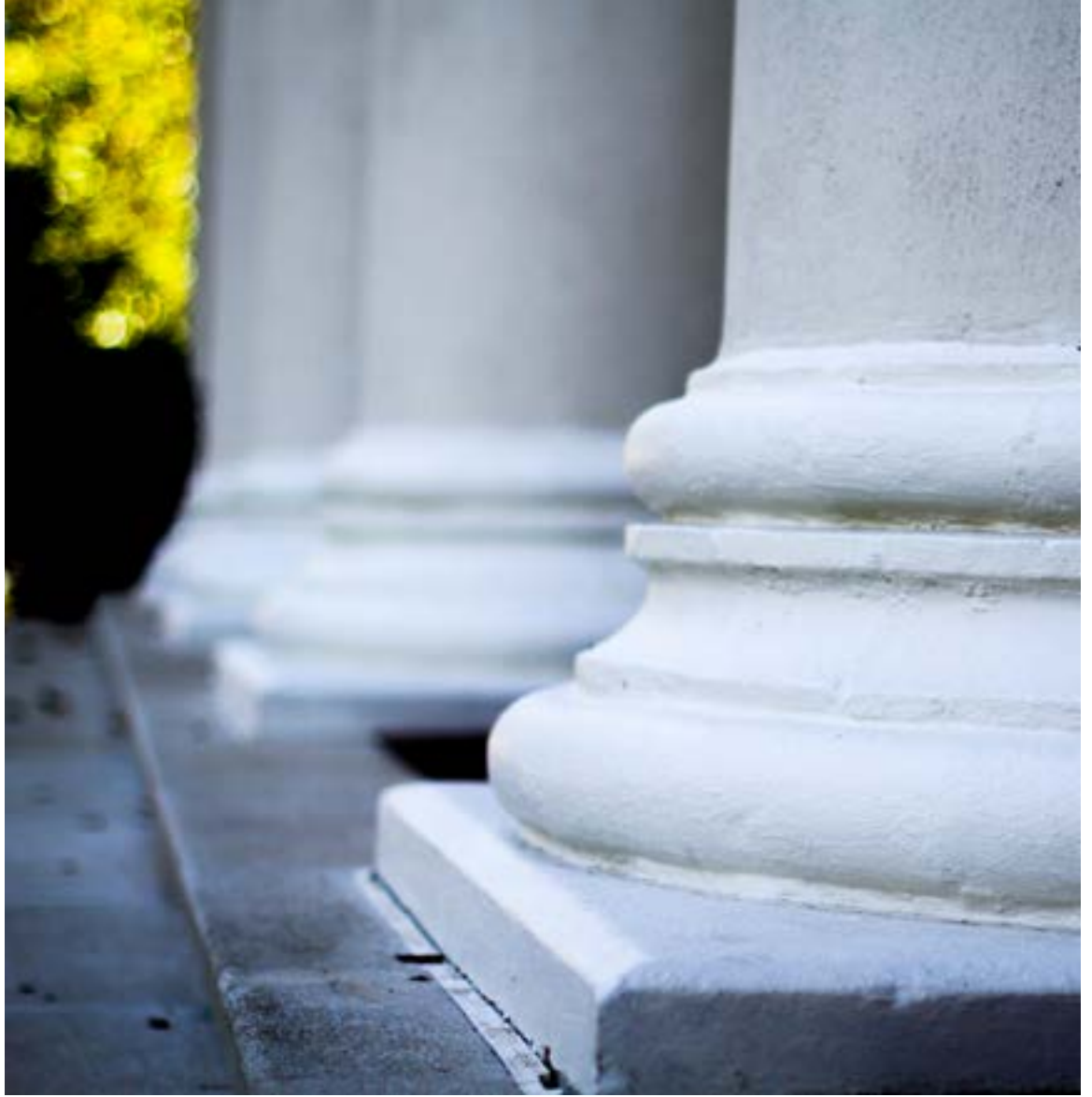
SPRING 2022



ATHENS STATE
UNIVERSITY

[ATHENS.EDU/GUIDELINES](https://athens.edu/guidelines)

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ATHENIANS CONTINUE TO BE RESILIENT

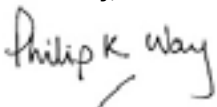
Dear Colleagues,

While COVID-19 cases are rising in many regions of the state and country, I continue to be encouraged by the minimal numbers on campus. Thank you to all of the faculty, staff, and students for taking precautionary measures.

Similar to the protocols that were developed for fall semester, our spring campus guidelines focus on awareness, self-screening, vaccinations, limited class sizes, and social distancing. Data indicate that our approach has been very effective in controlling the spread and transmission of COVID-19. The use of masks and facial coverings is not mandated. Instead, individuals and groups have the responsibility to determine whether masking is needed based on infection rates, the scope for social distancing, and individual health and vaccination status. In all classrooms and group spaces, the expectations for wearing masks and facial coverings will be set by the faculty member or staff leader in charge, after discussion with the students and others involved.

Thank you to everyone for your continued efforts to make our campus healthy and safe for all!

Sincerely,



Philip K. 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 the Centers for Disease Control's recommendations for Higher Education.**
- 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.**



CAMPUS SAFETY PRECAUTIONS

COVID-19 SELF-SCREENING

All University access points will continue to be open for campus entry. All faculty, staff, students, visitors, and contractors will be asked to conduct COVID-19 self-screening prior to entering campus.

COVID-19 SELF-SCREENING INSTRUCTIONS – FACULTY, STAFF, STUDENTS, CONTRACTORS & VISITORS

All faculty, staff, on-campus students, contractors, and visitors are expected to conduct a COVID-19 self-screen prior to entering campus each day.

- **Daily Symptom Checks** — Consider whether you are experiencing any symptoms associated with COVID-19:
 - Cough
 - Fever (100.4 degrees or above) or chills
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- **Daily Exposure Checks** — Consider whether you have been in close contact with someone with confirmed COVID-19 in the last 14 days.

TAKE ACTION

IF YOU ARE EXPERIENCING SYMPTOMS OF COVID-19:

- Do not report to campus.
 - **EMPLOYEES:** Immediately notify your supervisor and the Office of Human Resources via phone or email (HR@athens.edu). With vice-presidential approval and a COVID-19 qualifying reason, an employee MAY be allowed to work from home if he or she can perform the essential functions of the job remotely.
 - **STUDENTS:** Immediately notify Student Services at StudentRTC@athens.edu and quarantine in accordance with CDC guidelines.
- If symptoms continue or progress, you should contact your healthcare provider for medical advice.



CAMPUS SAFETY PRECAUTIONS

COVID-19 SELF-SCREENING

IF YOU TEST POSITIVE FOR COVID-19:

VACCINATION STATUS	MANDATORY LEAVE	MASKING REQUIREMENTS
Everyone , regardless of vaccination status	*Isolate: Stay home a minimum of 5 days, if asymptomatic or symptoms are resolving (without fever for 24 hours). You should isolate longer if symptoms continue.	Wear a mask around others for an additional 5 days after you return to work.

IF YOU ARE EXPOSED TO SOMEONE WITH COVID-19:

VACCINATION STATUS	MANDATORY LEAVE	MASKING REQUIREMENTS
<ul style="list-style-type: none"> • Been Boosted • Been Vaccinated (two shots of Pfizer or Moderna within 6 months or the J&J shot within the last 2 months) 	Not applicable; you do NOT have to quarantine.	<p>Wear a mask around others for 10 days.</p> <p>Test on Day 5 if possible.</p>
<ul style="list-style-type: none"> • Are Unvaccinated • Been Vaccinated twice with Pfizer or Moderna over 6 months ago or with J&J over 2 months ago (and not boosted) 	<p>*Quarantine: Stay home a minimum of 5 days.</p> <p>If symptoms develop, stay at home and get tested.</p>	<p>When you return to work, continue to wear a mask around others for an additional 5 days.</p> <p>Test on Day 5 if possible.</p>

***EMPLOYEES:** Immediately notify your supervisor and the Office of Human Resources via phone or email (HR@athens.edu). With vice-presidential approval and a COVID-19 qualifying reason, an employee **MAY** be allowed to work from home if he or she can perform the essential functions of the job remotely.

***STUDENTS:** Immediately notify Student Services at StudentRTC@athens.edu.



CAMPUS OPERATIONS

BUILDING PROTOCOLS

CLASSROOMS

- Classrooms will remain configured to reflect 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.

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 after using an elevator.

WORK AREAS, COMMON SPACES & MEETINGS

- Even though masks and facial coverings are not mandatory while on campus, we ask that everyone take account of the scope for social distancing and be respectful of others and their preferences.
- In all classrooms and group spaces, the expectations for wearing masks and facial coverings will be set by the faculty member or staff leader in charge, after discussion with the students and others involved.
- Employees should consider alternative approaches when activities require close interaction, such as using Zoom for meetings.

FACULTY OFFICE HOURS

- Faculty will continue normal office hours for spring semester 2022. 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.



ADDITIONAL CAMPUS SAFETY PRECAUTIONS

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 whenever possible.

PERSONAL PROTECTIVE EQUIPMENT

- All individuals, including those who are fully vaccinated, should consider wearing a mask in public indoor settings in areas of [substantial or high transmission](#).
- Individuals should consider wearing a mask regardless of the level of transmission, particularly if they are immunocompromised or at increased risk for severe disease from COVID-19, or if they have someone in their household who is immunocompromised, at [increased risk of severe disease](#), or not fully vaccinated.
- In all classrooms and group spaces, the expectations for wearing masks and facial coverings will be set by the faculty member or staff leader in charge, after discussion with the students and others involved.
- Reasonable accommodations may be allowed for individuals unable to meet any expected requirement by contacting our ADA officer, Juliana Hunt, for assistance at Juliana.Hunt@athens.edu or (256) 233-8143.

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, continues enhanced cleaning procedures with stringent cleaning and disinfecting protocols.



EMPLOYEE & STUDENT WELL-BEING

VACCINATIONS

- COVID-19 vaccines are safe, effective, and free! Getting vaccinated prevents severe illness, hospitalizations, and death.
 - [Key things to know about vaccines](#)
 - [Find a vaccine near you](#)

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.
- Handicap parking is available on campus in front of and near campus buildings and is appropriately marked.

COUNSELING SERVICES/EMPLOYEE ASSISTANCE PROGRAM (EAP)

- 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.
- 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.
- Counseling services are provided with 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 Leigh Ann Swindell at Leigh Ann Swindell at Leigh.Swindell@athens.edu. You may also call (256) 233-8144 to make an appointment.
- EAP Services:
 - EAP services are provided through New Directions for all Athens State University employees.
 - To get help from an EAP specialist, please visit <https://eap.ndbh.com/> or call 800-624-5544.



EMPLOYEE & STUDENT WELL-BEING

SELF-CARE

- 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 quarantining, consider connecting online, through social media, by phone, or by email.

COMMUNICATIONS & RESOURCES

COVID-19 CAMPUS GUIDELINES WEBSITE

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

FREQUENTLY ASKED QUESTIONS

- The COVID-19 Campus Guidelines website includes links to Frequently Asked Questions, including specific questions for students, faculty, and staff.

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 COVID-19 Campus Guidelines 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 1/5/22