

# CAMPUS GUIDELINES

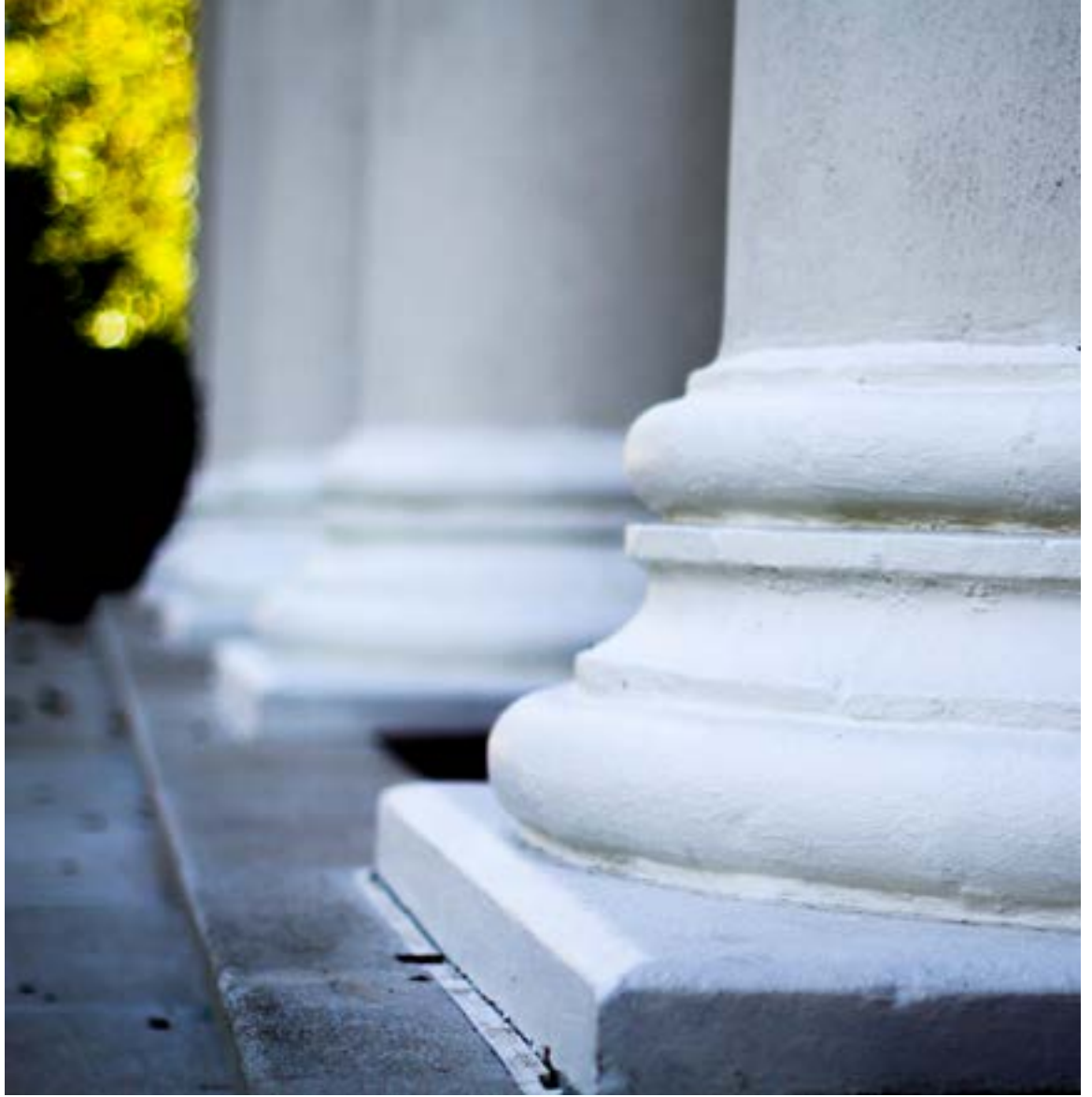
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**ATHENS STATE**  
UNIVERSITY

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

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# ATHENIANS CONTINUE TO BE RESILIENT



## 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 10 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](mailto: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](mailto: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

Please refer to the Centers for Disease Control and Prevention at [www.cdc.gov](http://www.cdc.gov) for up-to-date guidelines.

**EMPLOYEES:** Immediately notify your supervisor and the Office of Human Resources via phone or email ([HR@athens.edu](mailto:HR@athens.edu)) if you must quarantine or you have tested positive per the CDC guidelines. 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](mailto:StudentRTC@athens.edu) if you must quarantine or you have tested positive per the CDC guidelines.

# CAMPUS OPERATIONS

## BUILDING PROTOCOLS

### CLASSROOMS

- Disinfectant supplies will be provided for all labs, and classrooms will be thoroughly cleaned daily.

### 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.

### ELEVATORS

- 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 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.

### FACULTY OFFICE HOURS

- Faculty will continue normal office hours for the semester.



# ADDITIONAL CAMPUS SAFETY PRECAUTIONS

## 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 office at [Accessibility.Services@athens.edu](mailto:Accessibility.Services@athens.edu).

## 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

- ACS, 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 may prevent 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 office at [Accessibility.Services@athens.edu](mailto:Accessibility.Services@athens.edu) or call (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](mailto:Lisa.Philippart@athens.edu) or Leigh Ann Swindell at [Leigh.Swindell@athens.edu](mailto: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.

## 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](https://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.



**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](mailto:communications@athens.edu).**

**UPDATED 1/17/23**