Georgia Gwinnett College

Return to Campus Plan

Student Life
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"Act as if everyone around you is positive and as if you yourself are positive, and together, we'll prevent the spread of this virus,"

Dr. Audrey Arona
Gwinnett, Newton and Rockdale Health Departments District Health Director
May 2020

Overarching Framework

The plan is for all University System of Georgia (USG) institutions to begin the fall semester face-to-face. It is important to bring our students back to our campuses so that they may engage in the full higher education experience, which we have all invested much time in developing. The health and safety of our students, faculty, and staff are our top priority. With that priority in mind, the USG will work in tandem with the Governor’s office, the Governor’s COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) to make public health-informed decisions affecting the status of any of our campuses or our system.

The future for the next months and possibly year(s) is uncertain due to COVID-19. This uncertainty will require robust planning, coupled with extreme flexibility. We cannot predict what the circumstances will be for the start of the 2020-2021 academic year or during any part of the fall term; however, we can develop plans that account for some of the scenarios under which we might be asked to begin the fall term. There are multiple scenarios for the fall semester for which institutions should have plans.

1. Academic Year 2020-2021 Start – Fall classes begin with limited social distancing expectations
2. Contingency Plan 1 – Fall classes begin with social distancing expectations
3. Contingency Plan 2 – Fall classes begin fully online
4. Contingency Plan 3 – Classes and operations must go to an online format for a period of time during the semester

Classes and operations must be able to go between best practices in face-to-face and online delivery for a period, based on public health information during the semester. Each institution must be prepared for a disruption in the fall semester based on the fluid situation. While we have proven we can move to an online environment very quickly, we now need to develop and implement best practices for moving to the online environment.

Campuses should proactively educate and remind faculty, staff, and students of best practices in prevention both on and off campus. The Centers for Disease Control website has excellent resources to assist in this education and reminders.

It is recommended that institutions develop working groups or some structure upon which to develop plans for the eight major areas listed below (as applicable to the individual institution). The working group structure on each campus will vary. It is not the working group structure that is important, but rather the ultimate plans that are developed for your individual campus. However an institution structures their planning, a communications plan and fiscal impact analysis should be a part of all plans.

1. Workplace and Health Safety

1 (University System of Georgia, 2020)
2. Academics & Research
3. Public Service, Outreach, Continuing Education & Cooperative Extension
4. Student Life
5. Enrollment Management
6. Athletics
7. Communications
8. Fiscal Impact

This document contains additional guidance and structure around institutional planning for each of the eight (8) working groups for the three (3) contingency plans listed above. Many of the requests below include noting additional resources needed. We do not anticipate any additional funds to meet these needs; rather, institutions should identify the needs and plan for a redirection of funds.

It is important that as we return to in person instruction, each campus develops a comprehensive approach for what it expects for faculty, staff, and students. This will include implementing the best practices in prevention to include practicing social distancing, following the recommended guidance on hygiene, implementing best practices in cleaning and disinfection, and other practices as recommended or required. In addition, USG will work with the Georgia Department of Public Health for testing and contact tracing effort.
CONTINGENCY PLAN 1 Fall classes begin with social distancing expectations

The USG will work in tandem with the Governor’s office, the Governor’s COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) to make public health-informed decisions affecting the status of any of our campuses or our system.

**Symptom Monitoring Requirement**

At Georgia Gwinnett College we use a campus-wide approach to safety and the practices of physical/social distancing are critical as individuals can be asymptomatic and COVID-19 positive. Individuals who have been authorized to return to campus must conduct symptom monitoring every day before coming to campus to work. It is your responsibility to comply. It is our shared duty as a community to act responsibly. You must be free of ANY symptoms related to COVID-19 to be on campus. If an employee has any concerns regarding their status, they should contact the Office of Payroll & Benefits and notify their supervisor/Dean that they are reviewing their health status prior to the start of any scheduled work period of time on campus; The Office of Payroll & Benefits will instruct the individual on appropriate next steps (testing, medical appointment, self-isolation, clearance to return, etc.). During Phase 1, if student workers who are authorized to be on campus have concerns regarding their status, they should contact Health Services and notify their supervisor, mentor, course instructor or dean that they are reviewing their health status prior to the start of any scheduled time on campus; Health Services will instruct the individual on appropriate next steps. While use of an app is not required, several options exist to help gauge symptoms and can be found in the technology section of this plan.

For those that work in an environment such as lab facilities, fitness center, dining please note, your department may require temperature monitoring upon arrival to work and symptom assessment. Your supervisor will advise you on this requirement prior to your return to campus, as well as where to report when you arrive for screening. Temperature screening on campus allows the College to know immediately if someone is symptomatic so that they can be directed to a testing site to get tested. As with all other absences, faculty/staff/student is responsible for informing their supervisor/mentor/dean. All persons conducting temperature screening will be trained in advance and will be required to wear protective gear.

In order to ensure compliance with ADA requirements, records of temperature screenings or symptom assessments should not be maintained by departments.

If an employee or student has any symptoms, including a fever of 100.4 degrees or greater, you should present to a Georgia Department of Public Health COVID-19 assessment site. You must self-isolate until the testing results are back. If the results are negative, you may return to campus without any formalized clearance. Any questions regarding the assessment process can be directed to the Office of Payroll and Benefits (678-407-5054) for employees or Health Services (678-407-5675) for students.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

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2 (University System of Georgia, 2020)
- Fever 100.4 or greater or chills
- Cough
- 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

Individuals with certain conditions may have a higher risk for severe illness with COVID-19 infection. Those conditions include:

- Age 65 years and older
- HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart condition
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Immunocompromised
- Pregnancy (while pregnant people seem to have the same risk as adults who are not pregnant, pregnancy can create changes that may increase the risk of some infections)

Faculty and staff believe that they fall into the high-risk category may seek ADA Accommodations related to returning to campus by contacting the Office of Payroll & Benefits (678-407-5054) to request an accommodation.

**Students who are at Higher Risk for Severe Illness from COVID-19**

Students who fall into one of the CDC categories for being at higher risk for severe illness due to COVID-19 may self-identify and request a reasonable alternative educational arrangement. Students who believe that they fall into one of the risk categories must submit a request for an alternative educational agreement. Students must submit medical documentation demonstrating that the student has one of the underlying medical conditions as part of the request. Students may make a request for a reasonable alternative educational arrangement by contacting the Office of Disability Services.

If a student requests an alternative educational arrangement based on one of the qualifying risk categories and provides supporting documentation, then the Office of Disability Services will engage in an interactive process with the student to determine if a reasonable alternative educational arrangement is
available. This process will be similar to the way the Office of Disability Services address ADA and Section 504 accommodation requests from students with disabilities and/or temporary impairments.

**COVID-19 Testing**

Employees who have symptoms related to COVID-19 or determine that they need to be tested based on potential exposure are encouraged to contact the Office of Payroll & Benefits at 678.407.5054. The Office of Payroll & Benefits may instruct the individual to go to a designated assessment site to be tested. Students with symptoms or who have been exposed should contact the Georgia Department of Public Health (https://dph.georgia.gov/) for testing. The Georgia Department of Public Health will include GGC in the contact tracing and investigation process if needed or student is positive. If the individual needs emergency care, contact 911 for ambulance transport to the nearest Emergency Department.

Individuals who have symptoms or may have been exposed and are off campus, may contact the campus resources noted above or may also contact their Primary Care Physician for COVID-19 testing locations in their area.

If you have been exposed, you must stop work immediately and remove yourself from campus, even if you are not showing symptoms. Please notify your supervisor that you are leaving and contact the Office of Payroll and Benefits (for employees’ tel 678-407-5054) or Health Services (for students, Website to be published) that you have been exposed and/or developed symptoms. While you await test results, you must remain at home in self-isolation and keep your supervisor/mentor/dean informed of your return-to-campus status.

If you have been exposed to a positive COVID-19 person:

You should obtain a test for COVID-19 at least once during your quarantine. **If you have no symptoms, the test should take place on the 10th day of quarantine; to allow for more accurate results.**

**You should obtain a test earlier in your quarantine if you experience any of the following symptoms:**

- Fever (measured temperature above 100.4 degrees Fahrenheit, or you feel feverish)
- Chills
- Cough
- 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
**Positive Case and Contact Tracing**

Georgia Department of Public Health has the lead in contact tracing for positive COVID-19 cases, they may request assistance from the Office of Payroll and Benefits, or Health Services to conduct a phone interview with the individual who has tested positive. Employees and students who test positive for COVID-19 must self-isolate at home until they have recovered. To help determine the risk of potential exposure to coworkers and others on campus, exposed individuals will be contacted by the Georgia Department of Public Health if it has been determined that an individual has been exposed to someone with COVID-19 or if a close contact of the individual has supplied information because they tested positive for COVID-19. A form has been provided by USG and will include medical documentation for any underlying medical condition. Georgia Department of Public Health may ask the Office of Payroll and Benefits to contact the supervisor if further contact tracing of the COVID-positive individual is needed; however, the actual test result (and any other protected health information) will not be disclosed.

Georgia Gwinnett College is requiring a symptom free based recovery strategy in accordance with Georgia Department of Public Health guidance. Recovery status (and clearance to return to work) is assigned when:

1) Individual remains fever-free without the use of fever reducers for 24 hours,

2) Symptoms have improved and

3) It has been at least 10 days since their symptoms first appeared. COVID-19 testing prior to returning is recommended, but not required, notification for return to on-campus activities are directed through the Office of Payroll and Benefits (employees) and Health Services (students).

Should a student test positive they will have the ability to self-disclose a positive status through the following link [COVID-19 Student Form](#), assisting with internal tracing for reporting to USG. Students testing positive will have clear direction on the Health Services webpage about going to the link and filling in information. If a student who has visited the health center tests positive, then CDC/DPH guidelines will be followed for those who may have (without PPE) been considered a close contact.

**Phased Return**

Georgia Gwinnett College will phase in a return of employees and students in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment) and testing capabilities for COVID-19. Individuals will return to campus based on the core activities they support and their demonstrated need to be on-campus. No one should return to campus without authorization.

These efforts will be tightly coordinated to mitigate potential risks and ensure the safety of our campus community, as well as the communities we serve. No unit or department should increase authorized levels beyond current needs to support critical on-site operations and activities without approval from your respective Dean or Vice President. Once decisions to expand on-site levels of return in certain areas
are made, individuals should follow the campus-wide policies and protocols detailed in this plan for
returning to work on campus.

Compliance with the policies and protocols outlined in this plan, as well as those from your
supervisor/mentor/dean, are required for continued access; violation (e.g., blatant disregard for infection
prevention measures) may result in the immediate revocation of building access privileges, possible
disciplinary action, and/or other interventions.

**Staffing Options**

Staff and faculty will be recalled to campus in an orderly fashion in support of core mission activities (on-
campus support; on-campus instruction; student residential living and learning). Staff and faculty will be
informed by their supervisors when and under what circumstances they
are to return to work on campus and should not return until authorized.

**Work from Home**

Those who can work remotely to fulfill their work responsibilities may be requested to do so to limit the
number of individuals on campus... As we transition back to campus, employees who must continue
working from home will continue to do so under the management of their immediate supervisor.

**Alternating Days or Alternating Weeks**

As the return to campus plan unfolds and to limit the number of individuals and interactions among those
on campus, departments should consider scheduling partial staffing on alternating days or weeks with
staff who are required on campus (e.g. two days remote, two days on campus, etc.). Such scheduling will
enable physical distancing, especially in areas with large common workspaces. It is best to schedule the
same people on the same days to limit any one individual’s exposure to other individuals when possible.

**Staggered Reporting/Departing**

The beginning and end of the workday typically brings many people together at common entry/exit points
of buildings. Staggering reporting and departure times by at least 15 minutes will reduce traffic in
common areas to meet physical distancing requirements. (See Enter/Exit Controls for further details).

**Health and Safety Guidance**

**Personal Safety Practices**

In order to protect the health and wellbeing of our campus community, it is expected that all GGC
employees, students, vendors, contractors, and visitors conform to the safety procedures outlined in this
plan and all current CDC, GPH, USG guidance and the Georgia Governor’s Executive Orders while on the
campus.

**Physical Distancing**
Maintaining space between you and others is a best practice and required on the Georgia Gwinnett College campus to avoid exposure to the COVID-19 virus and slow its spread. Because people can spread the virus before they know they are sick, it is important to stay away from others whenever possible, even if you have no symptoms. Physical distancing is especially important for people who are at higher risk. Individuals on campus should follow these physical distancing practices:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

**Face Masks/Coverings**

University System of Georgia (USG) institutions, including Georgia Gwinnett College, require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in one’s own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Each employee and student worker will be provided with at least one face covering where supplies permit. Disposable masks will be provided as available, if needed for visitors where supplies permit. Individuals and departments can contact their assigned Building Manager, Dean, and Chair, school or department to acquire cloth face coverings and/or disposable masks (Director of Environmental Health and Safety is POC for facemasks).

Homemade cloth face coverings that abide by CDC and other public health recommendations and that will help Georgia Gwinnett College reduce the need to purchase additional masks which are in short supply are encouraged. Disposable masks should only be worn for one day. See details regarding face mask/covering use and care below.

If an individual is having difficulty wearing a face mask/covering, contact Environmental Health and Safety Office (faculty, staff) or Health Services (student) for direction. A faculty or staff member who cannot wear a face mask/covering due to medical or other reasons, should contact the Office of Payroll and Benefits for possible accommodation measures. Students should contact Disability Services office for possible accommodation measures.

**Type and Intended Use of Face Coverings/Masks**
Types Descriptions

Cloth Face Covering- Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions

Disposable Mask- Commercially manufactured masks help contain wearer’s respiratory emissions

Medical-Grade Surgical Mask FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions

Masks

Most masks provide respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions and helps to protect others if you are positive for COVID-19.

Use and care of face masks/coverings:

Putting on the face mask/covering
- Wash hands or use hand sanitizer prior to handling the face mask/covering.
- Ensure the face mask/covering fits over the nose and under the chin.
- Situate the face mask/covering properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face mask/covering.

Disposal of face masks
- Keep face mask stored in a paper bag when not in use.
- Disposable face masks must not be used for more than one day and should be placed in a trash receptacle.
- Dispose of a face mask if it is visibly damaged (e.g., stretched ear loops, torn or punctured materials), dirty or visibly contaminated.

Taking off the face mask/covering
- Do not touch your eyes, nose, or mouth when removing the face mask/covering.
- When taking off the face mask/covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering of cloth face coverings
- Keep face covering stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use.
- Disinfecting method: Launder cloth face coverings with regular clothing detergent before first
use, and after each shift. (Disposable masks are not washable).

**Gloves**

Gloves are not necessary for general use and should not replace good hand hygiene. Washing your hands often with soap and water is considered the best practice for common everyday tasks. Please speak with your supervisor to determine if gloves are necessary.

**Goggles/Face Shields**

Individuals are not required to wear goggles or face shields as part of general activity on campus unless required by OSHA / Lab worker / Medical Practitioner safety guidelines. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

**Personal Disinfection**

Custodial crews will continue to clean office and workspaces, classrooms, and public spaces based on protocols developed with CDC guidance in mind, and you should take additional care to wipe down commonly used surfaces after use. It may not be possible for GGC to provide product for personal use, but before you leave any room in which you have been working or eating, it is recommended that you swab down all work or eating areas with EPA-registered disinfectant.

This includes a private workspace or any shared-space location or equipment (e.g., computers, A/V and other electrical equipment, copiers, desks and tables, chair arms, light switches, doorknobs, handles, etc.). To the best of your ability, you should clear desk and table surfaces in personal offices and workstations to aid in thorough cleaning. Using a hand sanitizer that contains at least 60% alcohol is also effective after contacting commonly-used surfaces.

**Handwashing**

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, using the restroom, or after blowing your nose, coughing, sneezing, or before and after eating. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

**Coughing/Sneezing Hygiene**

If you are in a private setting and not wearing your face mask/covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash.

Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
**Mental and Emotional Wellbeing**

Georgia Gwinnett College is committed to supporting your overall health and wellbeing. Students should visit the Georgia Gwinnett College wellness center, health services and counseling services websites for more information and resources to offer support, manage stress and enhance your resilience. Employees are encouraged to contact the Employee Assistance Program. Information is available via the Employee Resource Site and on the USG Wellness site.

**Student Life**

Institutions should seek to offer a student life that resembles a traditional student experience whenever possible. Social distancing will undoubtedly change the nature of the type of events, activities, experiences that can be provided. The goal is to connect students to the institution in a manner that promotes student success and engagement.

**Student Affairs**

- Suite door to remain closed at all times to encourage students to read social distancing protocol and expectations
- Appointments only to enter suite
- Face covering is required by anyone entering suite and Student Assistants
- Face covering is required by SAO staff when outside of their individual offices
- Sneeze Guards at cubicles A, B, and C
- Hand sanitizers at all staff desks
- No more than 10 individuals in suite at all times (including SAO staff members)
- No visitors to suite
- All virtual student meetings (DOS student meetings, Grizzlies Helping Grizzlies consults) via Microsoft Teams and/or Zoom
- Staff meetings occur either in person or virtually via Microsoft Teams
- Copy Room by appointment only, one person at a time, and sanitized after each use
- Conference room cleaned and sanitized after every meeting
- Staff offices and lobby cleaned and disinfected daily
- Remove all “high touch” items from lobby area and staff offices
- Post signs/instructions on suite door and in email auto-reply

**Career Development & Advising Center**

Hours of operation: Monday – Friday 8:00 am – 5:00 pm

The Career Development and Advising Center (CDAC) staff consists of five professional staff and six career ambassadors (student assistants). Career ambassadors are not in office every day for an 8-hour time frame. However, there are days when several are in office at the same time. CDAC will implement a staggered working model for all professional staff. Career ambassadors will report to the office for their schedule shift. CDAC professional staff will alternate working on campus and telework. Two or three professional staff members will be in office daily. For teleworking days, the Director will outline job responsibilities that must be completed.
The Associate Director who oversees the Career Ambassadors (student assistants) will establish a work schedule where only two to three student assistants are in CDAC at a given time. Career Ambassadors will not be allowed to telework.

*Health & Safety Protocol*

Staff should self-monitor daily for indicative symptoms of COVID 19 and if not feeling well should follow guidance established by Centers for Disease and Control (CDC) and not report to work.

Staff who may fall into a high-risk group and/or have special circumstances to consider will connect with Director and Human Resources to outline work plan most suitable for employee.

Staff meetings will be held virtually via Teams

CDAC staff will work from their individual office on campus and use virtual platforms (phone and video) to provide career coaching and counseling services. Majority of CDAC individual services can be provided effectively in this manner.

Students seeking in-person services should call the CDAC main office phone line to request appointment. A sign will be placed in the hallway outside of the CDAC main office door directing students to call in.

When students call, the CDAC administrative assistant will screen students through a series of questions to determine if services can be rendered virtually. Questions will also be asked regarding symptoms pertaining to COVID-19.

If in-person contact is required by any CDAC staff member, the CDAC staff member will take appropriate safety precautions (i.e., wearing a mask, provide student with a mask, and maintain six feet of social distancing). In-person meetings with students will take place in the CDAC conference room where 6ft social distance can occur.

Sanitation products will be used (i.e., hand sanitizer, disinfectant products, and cleaning supplies) by staff to clean their spaces regularly.

Conference room cleaned and sanitized after every meeting and staff offices and lobby cleaned and disinfected daily

CDAC staff are required to wear face coverings.

CDAC staff will be strongly encouraged to practice proper hygiene and frequently wash hands when leaving their offices.

CDAC staff and students will be encouraged not to congregate in the breakroom, conference room or in the hallway.

When on campus, CDAC will limit number of people in suite to 10 or less. Only those employees by CDAC will be allowed in the suite unless approval by the Director is granted. This includes but is not limited to: usage of conference room, breakroom, student computer workplace, etc.
Area of Operation: Employer Relations

The Career Development and Advising will continue to promote employment opportunities to students in Fall 2020. CDAC aims to offer opportunities that will allow students connect with employers and obtain employment opportunities. Some of these opportunities include, but are not limited to:

- **Virtual Career Fair** – Employers will be able to recruit for available positions in a virtual environment.
- **Employer-in-Residence: Virtual Resume Reviews** - Review student resumes using Zoom or Microsoft TEAMS. Employers will meet with students as they enter for a 10-minute resume review.
- **Virtual Career Chat** - Employers will host a one-hour virtual career chat a topic of choice. Share company employment opportunities and ways to connect with recruiters.
- **Live Virtual Field Trips** – Employers will show students what it is like to work at their company by conducting a virtual tour while describing the company culture, discuss career and internship opportunities, and show where team meetings are held. Students will be able to can interact with employers.
- **Virtual Resume Blitz** – Employers Help students prepare for the Virtual Career Fair by reviewing resumes.
- **Virtual On-Campus Interviewing** - Career Development will assist employers with their recruitment on-campus by hosting employment interviews virtually.

Area of Operation: Career Development

CDAC will continue promoting career development in Fall 2020. CDAC will offer opportunities that will allow students to build career readiness and professional skills. Some of these opportunities include but not limited to:

- **Daily Walk-in Resume Reviews**: Students will enter a room on TEAMS or Zoom for 15 to 30 minute resume review.
- **Daily 1 on 1 career counseling and coaching appointments**
- **Mastering Career Readiness Modules**
- **Virtual Career Fairs** – Students can meet and network with employers for employment opportunities.
- **Virtual Career Chats** - Meet with career development staff and employers via TEAMS to learn about a variety of career related topics. Career Chats will replace the workshops traditionally offered in-person.
- **Classroom and Student Organization Presentations** – Conducted by request on a variety of career readiness topics. Can be completed virtually or in-person as long as proper social distancing can take place if requested in person.
- **Live Virtual Field Trips** – Students will take a virtual tour of an organization led by an employer and also learn about employment opportunities.
- **Etiquette Training** – virtual office etiquette, virtual meeting etiquette, virtual classroom etiquette, professional dining etiquette.

Counseling and Psychological Services

Counseling services should be prepared to operate at full capacity. Social distancing may require alternate arrangements for delivering counseling services based on the current physical space of the counseling center and/or individual offices.
1. **Number of full-time counselors:**
   5 (6 if a postdoctoral fellow is hired)

2. **Number of part-time counselors:**
   0 (1 practicum trainee)

3. **Current ratio of counselor FTE to spring 2020 student FTE:**
   1 to 2051

4. **Number of counselors who will be able to continue to serve students in their current physical space:**
   5* (Given the plan to work provide telehealth from the office).

5. **Number of counselors who will need either different physical space or will need to engage in alternate arrangements (tele-counseling)**
   0* (Given the plan to work provide telehealth from the office – this could increase to 2 if plans were to change).

6. **Needs for alternate physical spaces:**
   Not at this time.

7. **Current number of counselors approved to deliver tele-counseling:**
   5 (All)

8. **Practices to be implemented for face-to-face counseling visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment.**
   Due to the risks associated transmission of COVID-19, the many safe guards that would be needed to practice social distancing and to maintain a sanitary work environment, and the negative impact these factors would have upon clinical work, CAPS staff members would work from campus but would continue to provide telehealth services to students and the GGC campus. They would follow the plan as described below

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**Service Plan**

- In order to reduce risks associated with COVID-19 transmission, CAPS staff would work from their individual office on campus and use telehealth platforms (via phone and video) to conduct
clinical services. The vast majority of CAPS clinical services can be provided effectively and safely in this manner.

- Only in rare instances is in-person contact necessary (e.g. high risk crises, hospitalizations, students unable to access telehealth services, and where the mental health professional believes an in-person visit carries significant benefit).

- Students seeking services through CAPS would call in the CAPS main office phone line to initiate services. A sign would be placed outside the CAPS main office directing student who presented at the door to call in. Existing clients can call their clinician’s work extension directly in order to schedule appointments and ask questions.

  o During this phone call, the CAPS administrative assistant would screen callers regarding endorsement of crisis and safety items, symptoms pertaining to COVID-19, and status of belonging to a high risk of illness population. All factors will be considered in determining how to assist this individual.

  o Standard procedures would be for those with no evidence of harm to self or others to be scheduled for an appropriate clinical service (e.g. intake, crisis, individual session) with a CAPS clinician via a telehealth platform. Standard procedures would be followed in scheduling this service.

  o Those endorsing items indicating a threat of harm to self or others would be offered a crisis appointment with a CAPS clinician. This appointment may occur over via a telehealth platform or in-person depending upon student’s location.

  o Those endorsing items indicating a positive screening relating to COVID-19 symptoms will be offered clinical services via a telehealth platform and provided explanation as to why this is the safest method in assisting them. They will also provide guidance on how to seek help in addressing the potential symptoms.

  o When a student endorsed items indicating a positive relating to COVID-19 symptoms and endorses experiencing harm to self or others, the CAPS administrative assistant will ask the student if they can be placed on hold and will consult with the CAPS clinician who is on crisis duty to seek guidance on how to help this student. Situations will be addressed on a case by case basis with consideration to the student health and safety, the potential health risk to responding CAPS staff, what can be handled via a telehealth platform or in-person contact, and the need to involve third parties (e.g. campus police) in addressing the situation. The CAPS clinician may need to have follow-up conversation the student to learn more information and possibly consult with the Director of CAPS or Associate Director of CAPS in order to determine steps to best assist the student.

- Beyond addressing health risk/precautions pertaining to COVID-19, all CAPS services will follow standard procedures for addressing matters, except in instances where dictated by telehealth
ethics and guidelines.

- Entrance in the CAPS main office and other offices by students and other visitors will be kept to a minimum or avoid if possible. Those seeking entrance into CAPS will need to call the CAPS main office phone number in order to make their request and let their business be known. The individual will be screened regarding symptoms pertaining to COVID-19. If the individual endorses items a positive screening relating to COVID-19 symptoms, the responding CAPS staff will work with the caller to work on taking alternative steps to address their needs and accomplish necessary tasks.

- If any in-person contact is required to work with an individual (whether for clinical, administrative, or clerical purposes), CAPS Staff will take appropriate safety precautions, including wearing a mask and providing the student with a mask, and social distancing.

- Whenever an in-person contact occurs or is being planned for, CAPS staff members will assess for and review any COVID-19 symptoms.

- Any group therapy sessions hosted and/or any requested educational outreach will occur via telehealth during this time. Materials may also be provided via a different format in order to avoid in-person contacts.

- CAPS will communicate details about these services and these procedures to students and the campus community via the CAPS website and other appropriate communication mediums.

**Environment**

In order to maintain a safe and healthy environment for students, visitors to CAPS, and CAPS staff members, the following steps will be taken:

- Although in-person interactions with those seeking help from CAPS will be kept to minimum, when an individual needs to be seen in person the CAPS group room may be used as a waiting area. Staff members can offer the group room as an option to individuals who have the choice of waiting there or waiting in an area external to CAPS (e.g. lobby, exterior of building). Those waiting outside the building will be called by the attending clinical staff member to inform them of their readiness to begin services and to learn of their location so they can be escorted to an appropriate office.

- To facilitate individuals waiting, the group room will have excess tables and chairs removed when CAPS staff members return to campus and prepare the office area. Although the use of the group room will be limited, a maximum of 6 individuals could be allowed to wait in the room. An appropriate number of chairs will be arranged in the group room to accommodate this and ensure proper distance between individuals and chairs. Once an individual has left the group room, the CAPS administrative assistant, the attending clinicians, or an available staff member will use cleaning products to clean chairs sat upon.
In-person interactions and access to the CAPS main office will be kept to a minimum. Those needing to enter the office will be screened for COVID-19 symptoms before being permitted entry (alternative arrangements to provide assistance will be pursued should the individual screen positive). Plexiglass barriers have been ordered by GGC Facilities and will installed at the front desk in the CAPS main office. Those allowed entry to the CAPS main office will be provided directions by staff members on where to stand during interactions. Markers will placed on the floor to facilitate this. Excess furniture in the CAPS front will be removed or covered up to reduce their use. After an in-person interaction occurs in the CAPS main office, the CAPS administrative assistant or the attending clinical staff member will use cleaning products to clean the area.

CAPS will set aside an unused office. All excess furniture will be removed from the office, except for a desk, chair, and telephone. A computer terminal may be setup in the space, if one is available. This office may be used by staff to provide assistance to a student in situations where more involvement is required, but it is best not to meet in-person. Once service is ready to begin, the student and/or involved parties may be escorted to the office. They will be instructed to answer the phone when the attending counselor calls in. The attending counselor may use the phone or assist the student in starting a session on Microsoft Teams. Once the session is completed, the attending counselor will check the room to make sure the student and/or involved parties has left the office space. They and CAPS administrative assistant will be responsible for and coordinate the cleaning of this office space.

CAPS staff members will follow social distancing guidelines while in common areas and will work to avoid unnecessary in-person contacts. They will try to handle situations by limiting the number of individuals in a space and taking turns coming and going. Use of communications via phone and Microsoft Teams is encouraged in place of in-person contact whenever possible.

CAPS staff members will work together to routinely cleans points of contact for when in-person services are delivered. They will routinely disinfect surfaces and objects that are frequently touched (e.g. clipboards, chairs, computer keyboards).

CAPS will work with facilities and purchasing to ensure hand sanitizer and cleaning products are available.

**Etiquette**

- Staff meetings, case disposition, didactic trainings, and clinical consultations via Microsoft Teams.

- Staff members will be encouraged to maintain proper hygiene and frequently wash hands.

- CAPS will provide educational information to students and staff members about staying home when sick.

- Students, CAPS staff, and other visitors to the CAPS office will be encouraged not to linger in common areas or the hallway.
If any in-person contact is required to work with an individual, CAPS Staff will take appropriate safety precautions, including wearing a mask, reminding others to wear their masks, and social distancing. Staff members will take necessary steps to clean used areas after in-person contacts.

**Disability Services**

Disability Services office space would need to be reconfigured with consideration to social distancing. Signage needs to be displayed in the front area to push button door opener along with signage about limited number of people in each area, six feet social distancing, hand washing and COVID19 testing (limiting of services if sick in the office)

**Reception Area**

When entering the disability services suite from the front, the furniture that is currently in the reception space would need to be moved out and reconfigured for social distancing. The desk of the Student worker when entering the office space should have Plexiglas added. Inside the suite doors, hand-sanitizer and wipes will be available. Move the desk to the far wall from the door and the reception waiting space equip with one chair in opposite diagonal corner from the student worker reception space. Removing lockers from office space.

**Individual Staff Offices**

Each staff member must reconfigure as necessary office space to promote social distancing. Set up space conducive for virtual meetings allowing for an interactive process and confidentiality.

Reconfiguring testing procedure space and hallway use

- In order to promote social distancing, remove conference room table and move testing cabinet, file cabinet, microwave and refrigerator to conference room.
- The testing closet will now be a one person testing procedure room with one chair a table and basket.
- When a person has an exam, they will sign the form and listen to the procedure on digital recorder (unless an accommodation is required).
- When completed, they will place the testing form in the basket and wait on the duct taped X on the floor, the test proctor will obtain the exam from the conference room and set up the testing room with the exam and any required accommodation.
- When the testing room is ready, the test proctor will guide student to testing room using social distance measures. Between testing, cleaning of the rooms will be part of setting up the exam.
- Clean and disinfect handles, desks and chair handles after each use.
- Upon completion of an exam, the student will wait at the station and place test in testing bin then exit through exit door.

Training through AHEAD national organization for Disability Services providers. Free webinars and resources: [AHEAD national organization for Disability Services providers](#)

Blackboard Ally training

Kaltura training for captioning
When considering class sizes, keep in mind additional spots for personal care attendants and two ASL interpreters if necessary as well as spots for social distancing for both the professor and interpreter to be in the front of the classroom.

Registered Student Organizations

Registered student organizations (RSOs) are integral to the campus community at Georgia Gwinnett College. Participation in a student organization provides students with a platform to apply classroom lessons to experience-driven learning while sharpening leadership, multicultural, critical thinking, and decision-making skills. Considering the benefits of student organization involvement, the Office of Student Involvement and Student Center (SISC) at Georgia Gwinnett College has considered several strategies to provide continued support and engagement opportunities for student organizations during Fall 2020.

Due to the large number of professional and student staff that work in the Office of Student Involvement and Student Center (SISC) suite daily (i.e., approximately 15 to 20), this area will establish a hybrid work model for all employees. With this model, SISC will stagger work shifts and alternate working on campus and teleworking to reduce number of people in workplace. A professional staff member will be present on campus daily.

Professional staff that supervise student assistants will need to establish a work schedule where only two to three student assistants are in administrative suite, information desk, game room, and digital media areas at a given time. When appropriate, managers should allow student assistants to telework. For students allowed to telework, managers should outline job responsibilities that student assistant must complete at end of shift and/or work week.

Health & Safety Protocol:

1. Staff should self-monitor daily for indicative symptoms of COVID 19 and consider checking temperatures prior to reporting to office.
2. Staff who are not feeling well or have symptoms associated with COVID-19 should not report to work. If a member of the SISC team falls into one of the aforementioned groups, then the individual should follow guidance established by Centers for Disease and Control (CDC).
3. Staff who may fall into a high-risk group and/or have special circumstances to consider will connect with Director and Human Resources to outline work plan most suitable for employee.
4. All meetings will be held virtually, even when working on campus.
5. Conference room cleaned and sanitized after every meeting and staff offices and lobby cleaned and disinfected daily
6. Staff will be strongly encouraged to practice proper hygiene, frequently wash hands, and required to wear face covering when leaving their offices.
7. Staff and students will be encouraged not to congregate in the breakroom, conference room or in the hallway.
8. SISC will need sanitation station inside of Administrative suite. Additionally, SISC will need to procure sufficient disinfectant products and cleaning supplies to allow employees to frequently clean their own spaces.
9. When on campus, SISC will limit number of people in Administrative Suite to 10 or less. Staff and patrons will maintain social distance guidelines while in shared space.
Area of Operation: Student Activities Plan

The Office of Student Involvement and Student Center will continue promoting student engagement in Fall 2020. SISC aims to offer opportunities that will allow students to hone leadership and professional skills, build credentials for success, and feel connected to the Grizzly community. Some of these opportunities include, but not limited to:

Training on leadership, professional, and multicultural competencies through online platforms (i.e., Get Involved, Zoom, Microsoft Teams, Instagram, Facebook, etc.).

GOLD Leadership Training

GOLD Diversity Training

Safe Space Training

Organizing volunteer opportunities with minimal contact.

Pen Pal Program
In collaboration with Shiloh Middle School. GGC students will write letters twice per month to an assigned middle school student.

Siblings Program
(i.e., known as Big Brother, Big Sister Program). Through Gwinnett County, GGC students will be assigned to mentor and support students. Mentoring activities will be virtual, via phone, etc.

Mentoring Program
In collaboration with Gwinnett Public Schools, GGC students will assist with Black & Latinx mentoring program. Mentoring activities will be virtual, via phone, etc.

GGC Micro Farm
GGC students will continue volunteering at this site. Limit participation to 10 or less at given time.

Facilitating social activities through online platforms

- Virtual RSO Fair
- Homecoming King & Queen Competition
- ROAR Awards
- Trivia Night
- Virtual Dance Party
- Virtual Movie Nights
- Virtual Open Mic Nights

Greek recruitment
SISC will conduct most recruitment activities remotely. In-person recruitment activities cannot exceed 10 participants. Participants at these events must adhere to social distancing guidelines.

Other Considerations
Students’ interests in virtual activities. Need to survey students’ interests, needs, etc.
**Area of Operation: Registered Student Organization (RSO) Plan**

**RSO Training & Re-registration**

SISC will offer online training for student groups and advisors via Desire to Learn, April 23 - September 15, 2020. Student groups that complete the training course and receive a score of 70 or higher on the assessment will be re-registered for academic year.

SISC will offer ongoing leadership development opportunities for RSOs via in the Get Involved platform utilizing the Experience feature. With the Experience feature, SISC will provide progressive, virtual training sessions and activities that students can attend at a time most suitable for their schedule.

SISC will support RSO individual needs through scheduled virtual meetings.

**RSO Meetings**
Recommendation for registered student organizations to host meetings virtually, using Microsoft Teams, Zoom, Facetime, etc.

**RSO Activities**
Recommendation for RSOs to host most events through virtual platforms, including Instagram, Facebook, Microsoft Teams, and GetInvolved platform. Performance-based RSOs (i.e., bands, choirs, etc.) should consider limiting performances to online platforms or reducing performers for live performances. If the performance-based group opts to move forward with live performance, then the group must limit performers to 10 or less in space and maintain social distancing guidelines. RSOs must follow same guidelines for on-campus events and submit event registration form for approval prior to hosting event.

Recommendation to move large-scale events for Spring 2020.

Recommendation to limit catering requests to pre-packaged items to avoid communal gatherings.

**RSO Generated Revenue**

**Fundraisers**

Few to no student fundraisers at GGC; henceforth, fundraising is an area that warrants little consideration. For groups that may fundraise, we recommend allowing groups to engage in activity and to follow normal process. Recommendation to limit in-person fundraising activities. Groups conducting in-person fundraising activities must adhere to social distancing guidelines.

**Membership Dues**
Several RSOs collect annual membership fees and typically deposit these funds into custodial accounts. Upon receipt, groups deposit funds at Office of Student Accounts. Recommendation for RSOs to collect fees via Touchnet.

**RSO Handbook Modifications**

Add language requiring RSOs to follow event registration process for virtual events.

Include statement on restricted and/or limited travel in 2020-21 in Travel Policy section of Student Handbook.

Do not assign RSOs lockers and mailboxes during academic year.
Update language on Petty Cash Reimbursement procedure as process will need to move online.

Other Considerations:
SISC may need to provide online training on virtual meeting platforms for student groups.

Must establish online process with Budget and Finance to reimburse students for student organization expenses.

Need to establish Touchnet accounts for RSOs that collect membership dues to avoid in-person deposits.

Communication Plan
SISC will communicate modifications to RSO operations via student list serv, targeted messages to student groups and advisors, as well as Get Involved platform.

Student Center
Area of Operation: Student Center Plan
The Student Center will continue serving as the central gathering place for students while maintaining the safety of patrons.

The proposed hours of operation for Fall 2020 are: Monday – Friday, 7 am to 9 pm; Friday, 7 am to 9 pm; Saturday – Sunday, closed.

Some of the measures the Student Center will put into place, include:

- Limit patrons inside of Student Center, Game Room, meeting and/or event spaces to comply with physical distancing guidance.

- Gatherings of more than 10 people will be discouraged.

- Doors of meeting spaces (i.e., LVIS) will remain locked at all times to prevent gatherings of 10 or more. Upon request, access granted to spaces.

- Increase the number of sanitation stations inside of the Student Center as well as provide protective masks for patrons.

- Increase frequency of cleaning in building.

- Add signage throughout building promoting social distancing guidelines—especially near dining and bookstore registers.

- Reconfigure meeting rooms and common areas to comply with social distancing recommendations.

- Install Plexiglas fronts near Information Desk, Game Room, Welcome Desk in SISC Administrative
Suite, and Dining Hall.

- Conference room cleaned and sanitized after every meeting and staff offices and lobby cleaned and disinfected daily
- Staff is required to wear face coverings.
- Staff will be strongly encouraged to practice proper hygiene and frequently wash hands.
- Staff and students will be encouraged not to congregate in breakrooms, conference room or in hallways.

**Student Housing and Residential Education**

3Residence Life is a critical component to many students’ experience at our institutions and should be preserved as much as possible. Institutions will not be able to guarantee the safety from COVID-19 to residential students.

Residence hall rooms will be viewed as a shared residence within each room or suite, similar to a family’s shared residence in that social distancing practices are not expected within the room or suite. As such, it is the responsibility of the residential students to adhere to appropriate behaviors related to the prevention of COVID-19, including the cleaning of their room or suite. Individual students should be reminded of the best practices in prevention but must take responsibility for their own actions.

Institutions will create an environment in which students can practice the safety guidance adapted from the CDC in the public areas of the residence halls. Individuals are responsible for the cleaning and disinfection of their individual room. Guidelines for individuals living in shared housing include:

**Protect Yourself:**

- **Social distance** by staying at least 6 feet apart from others that you do not live with.
- Consider wearing **cloth face coverings** in any shared spaces, not including your room.
- Everyday preventative actions everyone should take:
  - Know how it spreads
  - Wash your hands often
  - Avoid close contact
  - Cover your mouth and nose with a cloth face cover when around others
  - Cover coughs and sneezes
  - Clean and disinfect

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3 (University System of Georgia, 2020)
NOTICE OF COVID-19 RISK AND GGC HOUSING REQUIREMENTS

The worldwide spread of COVID-19, a respiratory disease caused by a novel strain of coronavirus, has led to a public health crisis. Georgia Gwinnett College aims to deliver campus housing while protecting the health and safety of our students and minimizing the potential spread of COVID-19 and other disease within our community. With this priority in mind, the college is working in tandem with public health officials to make informed public health decisions that will impact your campus housing experience during the 2020-2021 academic year. Because of the uncertainty of COVID-19, GGC’s housing policies, procedures, and guidelines may evolve throughout the year to minimize the risks posed by COVID-19.

GGC’s residential students play a key role in helping to prevent the spread of COVID-19, and therefore should be aware of the following:

**Health and Safety.** All members of the college residential community—residents, staff, and visitors—shall act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. Residential students are prohibited from creating any health or safety hazards within college Housing, and the college may request or require a residential student to leave college Housing if their continued presence in the housing community poses a health or safety risk for community members. Residential students will be required to comply with college requirements in addition to health and safety laws, orders, ordinances, regulations. For example, the College may set limits on mass gatherings, require COVID-19 diagnostic and surveillance testing (including before or upon arrival to campus), perform contact tracing, set disinfection protocols, establish limits on guests and visitation at residence halls, and set quarantine / isolation requirements (including before or upon arrival to campus). Adherence to these and other health and safety requirements will be required of all residential students, staff, and visitors. These requirements will extend to all areas of College Housing, including bedrooms, bathrooms, community kitchens, lounges, computer rooms, courtyards, and other common spaces.

In addition to these requirements, the College may strongly encourage residential students to follow public health guidance promulgated by public health authorities including, but not limited to, the following preventative measures:

- Practice good hand hygiene by either washing hands often with soap and water for at least 20 seconds or by using alcohol-based hand sanitizer which contains at least 60% alcohol;
- Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible, including residence hall common areas but not including an individual’s room/suite.
- Clean and disinfect frequently touched objects and surfaces;
- Avoid contact with people who are sick;
- Stay in your assigned space if you are feeling sick and contact the College Health Center regarding your symptoms; and,
- Practice social distancing strategies, where possible.
**Occupancy.** Residence hall rooms will be viewed as a shared residence within each room or suite, similar to a family’s shared residence in that social distancing practices are not expected within the room or suite. As such, it is the responsibility of residential students to adhere to appropriate behaviors related to the prevention of COVID-19 within the room, including the cleaning of their assigned room or suite. Residential students should always consider following best practices for prevention even within the shared residence and take responsibility for their own actions.

**Quarantine / Isolation / Separation.** At any time, the College may request or require a resident to leave College Housing when that resident’s continued presence in the residential community poses a health or safety risk for community members. Residential students are required to comply with directions from the College to leave or relocate from their assigned space due to COVID-19 or other public health emergency. Failure to follow College direction may be a violation of the College Housing Agreement and College Housing policies which may subject a student to emergency removal from their assigned space.

**De-Densifying Efforts.** Residential students are required to comply with any College de-densifying effort on campus due to COVID-19 or other public health emergency, including, but not limited to, the reassignment of all or some residential students to alternative housing.

**Dining Services.** Dining service, including where and how service is offered to residential students, is subject to modification, at the College’s discretion, to address public health concerns. The College may adopt additional guidance at any time to minimize risk such as limiting the occupancy of dining halls, the amount of time students may reside within dining halls, or make other operational adjustments needed to address health and safety concerns or delivery of services for students in quarantine or isolation.

**Cleaning.** The College will continue to follow the U.S. Centers for Disease Control and Prevention (CDC), Georgia Department of Public Health, and other public health authorities’ cleaning and sanitizing guidelines. The College will modify its cleaning protocols as necessary or recommended to minimize the spread of disease. College Housing will educate and inform residential students on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within residence halls. Residential students will be required to provide their own cleaning supplies for their assigned space.

**COVID-19 IS AN EXTREMELY CONTAGIOUS DISEASE THAT CAN LEAD TO SEVERE ILLNESS AND DEATH.** DESPITE THE ABOVE COLLEGE REQUIREMENTS AND GUIDELINES IN RESPONSE TO COVID-19, THE COLLEGE CANNOT GUARANTEE THAT RESIDENTIAL COMMUNITY MEMBERS AND VISITORS WILL NOT BE EXPOSED TO OR INFECTED WITH COVID-19 WHILE LIVING IN OR VISITING COLLEGE RESIDENTIAL HALLS. AN INHERENT RISK OF ANY COMMUNAL LIVING OR SHARED LIVING ENVIRONMENT IS THE INCREASED POTENTIAL EXPOSURE TO PATHOGENS AND CONTAGIOUS VIRUSES, INCLUDING COVID-19 DUE TO THE ACTIONS OR OMISSIONS OF OTHERS. ACCORDINGLY, LIVING ON CAMPUS CAN ELEVATE THE RISK OF CONTRACTING ANY CONTAGIOUS ILLNESS SIMPLY DUE TO THE RESIDENCE HALL SPACE UTILIZATION AND POPULATION DENSITY.

The College is committed to keeping you updated about what you can expect for the upcoming academic year. For more information, questions, or updates regarding how COVID-19 may impact campus residential life, please contact Student Housing and Residential Education at [www.ggc.edu/liveoncampus](http://www.ggc.edu/liveoncampus) or visit [www.ggc.edu/PublicHealthFAQ](http://www.ggc.edu/PublicHealthFAQ).
Common Spaces

Be flexible, rules may change in common areas. Maintain 6 feet of social (physical) distance between yourself and everyone that you do not live with. This may mean there will be alternatives to activities, cancelled activities, or closed areas. If you see people in areas that are small like, stairwells and elevators, consider going one time.

Here are some examples of how the rules in common spaces may change:

Shared kitchens, dining rooms, laundry rooms, bathrooms

- Access should be available, but the number of people should be restricted so that everyone can stay at least 6 feet apart from one another.
- People who are sick, their roommates, and those who have higher risk of severe illness from COVID-19 should eat or be fed in their room, if possible.
- Do not share dishes, drinking glasses, cups, or eating utensils. Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Guidelines for doing laundry such as washing instructions and handling of dirty laundry should be posted.
- Sinks could be an infection source and should avoid placing toothbrushes directly on counters surfaces.
- Totes can be used for personal items so they do not touch the bathroom countertop.

Students who are considered to be at a higher risk for severe illness as defined by GDPH should carefully consider whether moving into a residence hall is the appropriate option.

GGC Student Housing and Residential Education (SHaRE) features "home-suite-home" apartment-style living with private bedrooms and semi-private bathrooms (shared with one other person). In order to ensure the safety of the Grands Residential Community, we have developed a move-in/residency process to fulfill our obligation to our community of learners. GGC owns and operates three residence halls—building 1000, 2000 and 3000. Residential Halls are comprised of 2, 3, 4, 6, 8 and 12 bedroom suites. In addition, Residential Life at GGC will remain aligned with the safety measures outlined by the USG. The GGC operation plan will respond to all bulleted items highlighted by the USG.

The plan remains committed to the safety of our community. This plan rests on the shoulders of cross-campus collaboration, partnership and a commitment to service. Finally, this plan celebrates safety and will be enhanced to meet the safety needs of our community.

Acknowledgement Form

NOTICE OF COVID-19 RISK AND GGC HOUSING REQUIREMENTS to reflect COVID - 19 awareness

Awareness Campaign

Safety is a top priority for Georgia Gwinnett College and its residential life program. Student Housing and Residential Education will work in collaboration with the Office of Strategic Marketing and Communication to establish an aggressive communication plan that shares messaging through official GGC communication mediums, posters, social
Face Covering

Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in one’s own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Residence Requirement

Georgia Gwinnett College has a Residence Requirement which requires some new students to live in campus housing. This requirement is currently under consideration for the 2020-21 academic year.

Safety Through Social Distancing

Residence Halls feature apartment-style living with private bedrooms and semi-private bathrooms (shared with one other person).

Per the recommendation from Health Services, GGC will reduce its largest suite from a 12 bedroom to a 10 bedroom. The two remaining rooms will remain vacant throughout the semester. To preserve the affordability of this suite, the 12-bedroom rate will remain. Residents will not be required to be tested prior to move-in.
| **Visitation** | For the 2020 - 2021 academic school year, visitation will be suspended to maximize social distancing. |
| **Move-in: Planning** | Move-in will be approached with safety and social distancing using the framework from Spring 2020 move-out and lessons learned for guidance. |
| **Move-In Structure** | 10 people, per 2.5-hour time slot. There will be five timeslots a day for seven days (August 3rd). With 10 people per slot, per building, 150 students are able to move-in per day (1050 in total). The capacity of the residential community at GGC is 1030. |
| **Move-In Need: Financial Policy** | At GGC, all students must have a zero student account balance (total) prior to move-in. Students must have a zero student account balance by the GGC’s payment deadline. Failure to do so will require the student to vacate their residence. |
| **Move-In Need: Collaboration (Claw Card)** | An important requirement for move-in is securing possession of a students’ ClawCards to activate prior to move-in. Activating prior to move-in enhances social distancing during move-in. |
| **Sanitation Procedures** | SHaRE will collaborate with campus stakeholders to create an awareness campaign for the residence halls to promote best practices in prevention. |
| **COVID - Reaction Plan (Preventative)** | In the case when a student needs to isolate due to COVID-19 concerns, the SHaRE Leadership team has identified suites on the 1st floor of building 3000 that will remain offline to accommodate isolation. |
| **COVID - Space Preventative Awareness Campaign** | Students are required to wear a face covering anytime outside of their suite. Student face coverings will be provided upon move-in. |
| **COVID - Space Preventative Awareness Campaign** | Students will learn to create sanitation solutions through digital programming. |
| **COVID - Space Preventative Awareness Campaign** | Most programming efforts will be digital. |
| **COVID - Space Preventative Awareness Campaign** | All student spaces/programming spaces occupancy will be reduced to comply with CDC guidance. These spaces can be closed if necessary. |
| **COVID - Space Preventative Awareness Campaign** | Elevator occupancy limits will be reduced to comply with CDC guidance. |
| **COVID - Space Preventative Awareness Campaign** | On-site Residential Tours will be suspended. Virtual tours will be available. |
Areas of operation:

- SHARE is committed to the co-curricular development of our community with limited programming will be limited in space.
- SHARE will incorporate social distancing in their RA Training for the safety of our community.
- In response to COVID-19, inspections, mediations and conflict resolutions will need to be adjusted based on health and safety guidance (e.g. virtual training).

SHARE Communication Plan

<table>
<thead>
<tr>
<th>Content Topic</th>
<th>Audience</th>
<th>Timeline</th>
<th>Content Owner</th>
<th>Critical points</th>
<th>Method of Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Hall Welcome Home: Move-In explanation</td>
<td>Residents and GGC Community (through the GGC Faculty and Staff List-serv)</td>
<td>Weekly communication beginning three weeks prior to 1st day of classes.</td>
<td>Housing Assignments Coordinator &amp; Director of SHARE</td>
<td>Welcome Home Date/time for move-in Move-in Sign Up Social distancing expectations Residential Community Guide</td>
<td>Student Primary: GGC Email (through StarRez) GGC Primary: GGC ListServ. SHARE is intentionally sending this plan to the GGC Leadership for awareness</td>
</tr>
</tbody>
</table>

SHARE Move-Out Plan

SHARE will utilize a move-out signup plan for the students. This plan will mirror our current (above) move-in plan. Key points to the plan are the following:

- Move-out will be conducted through an express check-out (think hotel check-out) form.
- Students that leave personal items in their room will need to sign-up for an appointment time to retrieve their items.
- 10 people, per 2.5-hour time slot.
- There will be five timeslots a day for days allotted by the college. With 10 people per slot, per building, 150 students can move-in per day (1050 in total). The capacity of the residential community at GGC is 1030.
- Students that do not sign-up will be allowed to sign-up with security, if space (timeslots) is available
- In the event that GGC closes early, GGC will work with Business and Finance to discuss a potential refund program.

Student Integrity

- Lock suite door
- Remove extra seating in waiting area of suite
- Appointments only to enter suite
- Face covering required by anyone entering suite
- Face covering required to be worn by OSI staff
- Plexiglas at Administrative Assistant’s desk (pending funding)
- Hand sanitizers at all staff desks
- No more than 10 individuals in suite at all times (including OSI staff members)
- No visitors to suite
- Staff members to practice rotating schedule (two staff members in office per day for office coverage)
- All virtual student meetings (intake meetings, hearings, etc.) via Microsoft Teams and/or Zoom
- Staff meetings occur either in person with masks or virtually via Microsoft Teams
- Conference room sanitized after every meeting
- Staff offices and lobby disinfected daily
- Remove all “high touch” items from lobby area and staff offices
- Post signs/instructions on suite door

**Wellness and Recreation**

**Wellness and Recreation Center**

**Hours of Operation:**
- Monday-Friday: 6am-8pm
- Saturday: 10am-3pm
- Sunday: 12pm-4pm

**Academic only hours of operation:**
- Monday/Wednesday: 8am-5pm
- Tuesday/Thursday: 8am-6pm

**Campus wide hours of operation:**
- Monday/Wednesday: 6am-8am, 5pm-8pm
- Tuesday/Thursday: 6am-8am, 6pm-8pm
- Friday: 6am-8pm
- Saturday: 10am-3pm
- Sunday: 12pm-4pm

**Staffing Levels**

**Professional Staff:** 6
- 3 staff members for programming
- 3 staff members for operations
Staff Policy Amendments

One student staff member will work the membership services desk

3 student staff members will monitor all 3 available activity spaces on the second floor to ensure proper social distancing and proper cleaning of equipment

Student Staff will be asked to wear personal protective equipment as much as possible. Face covering is required.

Student Staff will have the authority to ask members to leave who do not abide by social distancing and cleaning policies

Student Staff will be required to sanitize regularly used points of access every hour

Student Staff will be required to sanitize lockers every hour

WRC group fitness instruction will be online, and in person with limited space available (first come first serve).

Occupancy Changes: Maximum Capacity 161

Capacity during Social Distancing:
To maintain effective social distancing, we will limit walk-in access to academic classes only based on reduced class sizes and needs for educational space.

Non-academic entry, or faculty/staff/students that do not have classes in the facility must schedule an appointment or wait in the queue-line, one in, one out, one-hour limit on workouts.

Academic only hours of operation:
Monday/Wednesday: 8am-5pm
Tuesday/Thursday: 8am-6pm

Campus wide hours of operation:
Monday/Wednesday: 6am-8am, 5pm-8pm
Tuesday/Thursday: 6am-8am, 6pm-8pm
Friday: 6am-8pm
Saturday: 10am-3pm
Sunday: 12pm-4pm

Capacity Recommendations
Set maximum occupancy at 35-45 members

Classroom 1102 maximum capacity at 12, no more than 13
Queenex area 1105 maximum capacity at 2
Lounge Area maximum capacity at 5
Set 8-person maximum capacity for all machine weight, free weight, and cardio spaces
Set 2-person maximum capacity for adaptive fitness space

Sanitation Practices
Staff will be asked to wear personal protective equipment as much as possible. Face covering is required.
Staff will have the authority to remove members who do not abide by social distancing and cleaning policies
Staff will be required to sanitize regularly used points of access every hour
Water fountains will be closed as per guidance from Environmental Health and Safety (EHS)
WRC staff will work with EHS to ensure necessary cleaning supplies are available to both staff and members
Increased signage emphasizing hygiene and cleaning requirements for all members and staff

Locker Room Practices/Restrictions
Maximum number of people in the locker rooms at one time: 5-7 people (one in, one out), signage at door stating that locker room usage is at own risk, please observe social distancing guidelines

Overall policies related to operations during COVID-19:

Member Policy Amendments
During times of campus wide access with social distancing in place, Wellness & Recreation Center will operate on a maximum capacity of 35-45 members
Members will be granted one hour of access and may be asked to leave if facility usage exceeds one hour. Time of entry will be tracked at the Membership Services desk
Facility will operate on a “one in, one out” policy when at maximum capacity
Members waiting to gain access must wait in a socially distanced queue designated by marked spots on the ground
Members must give ID# or full name upon entry. Staff will not handle Claw Cards
Members must clean any equipment after use. Failure to do so may result in temporary revocation of facility access
Members may not work out with or adjacent to each other unless they live in the same household
Guest passes will be suspended during this time to provide greater access to campus community

Operational Amendments
Several spaces will be taken offline during this time
Selected cardio equipment will be taken offline to help maintain proper social distancing measures
Free Weight equipment will be rearranged to help maintain proper social distancing measures
Areas where social distancing cannot be effectively monitored will remain closed
Water fountains will be closed as per guidance from EHS

WRC staff will work with EHS to ensure necessary cleaning supplies are available to both staff and members

Increased signage emphasizing hygiene and cleaning requirements for all members and staff

PHED group fitness classes must clean equipment during and after use, group fitness studio flooring must be cleaned after every class to effectively maintain proper sanitization

Outdoor Adventures (OA)

OA anticipates the following impacts on programming:

- Elimination of overnight programming with no transportation.
- Eliminate programming where social distancing and proper hygiene are difficult to maintain, including Thursday Night Climbing visits to Stone Summit Climbing Gym.

Outdoor Adventures does anticipate the ability to diversify our programming and implement appropriate steps described below to facilitate and offer a number of activities such as Stand Up Paddle-boarding meet ups and on campus Tree Climbing in addition to a virtual presence that will include educational clinics and talks as well as virtual meetups.

Sanitation practices

OA will implement new sanitation practices including offering onsite handwashing and hand sanitizer.

Tree Climbing

We will continue to sanitize helmets after each use with aerosol disinfectant (Lysol). We will offer disposable nitrile gloves to be worn under rappelling gloves. We will encourage the use of masks and face shields when appropriate. All tree climbing equipment will be left undisturbed after each program for a minimum of seven days in the OA storage cage to allow for natural decontamination.

Stand Up Paddle-boarding

All paddles will be disinfected pre and post trip with aerosol spray (Lysol) or disinfectant wipes. All Stand Up Paddle-boarding equipment will be left undisturbed after each program for a minimum of seven days in the OA storage cage to allow for natural decontamination.

Recreation Intramural and Club Sports (RICS)

Sanitation Practices

RICS will follow all CDC Guidelines regarding sanitation expectations to include persons and equipment.

RICS will offer programming that will encourage the GGC community to practice safe social distancing while still engaging on multiple platforms.

ESPORTS

There is an option to allow students to compete from their own homes in a variety of games, but with some limitations.

Games will include:

Leagues of Legends, Call of Duty, EASports FIFA, NFL MADDEN, EA NBA 2K, Super Mario Smash Brothers, and we will have an option to add some additional titles if the demand presents.
School Trivia Game/BINGO
Dividing into virtual teams and allow them to compete weekly in a Trivia competition. Conclude season with a tournament for an overall winner. To be offered in a virtual setting.

Virtual 5K
Allowing participants to run a course at home or nearby and have results recorded and award a winner.

Virtual Grizzly Triathlon
Record and track participants’ steps, bicycle miles, and swimming miles to reward a winner for the semester.

Club Sports
ALL Club Sports activities will take place virtually for Fall 2020, with Spring 2021 is To Be Determined.

*Using best practices for gyms and recreation centers, please provide the practices for opening your campus recreation center that allows for social distancing. Please include the following:

Hours of operation

Staffing levels

Occupancy changes

Sanitation practices

Locker room practices/restrictions

Overall policies related to the operations during COVID-19 (e.g. staggering machine usage to every other machine, canceling group classes, etc.)

Wellness Programming
Programming will be altered according to CDC guidance. Body composition testing will temporarily be suspended, safer sex kits distribution will expand beyond the Wellness Suite, outreach will follow CDC guidance and guest lectures/workshops will be presented online or with social distancing. Handouts, teaching tools etc will be formatted to writable PDFs.

Certified Health Education Specialist (CHES)
Wellness Programming will offer virtual services/programming to student organizations.
Helpful Links

Centers for Disease Control and Prevention
- Considerations for Institutions of Higher Education
- People Who Are at Increased Risk for Severe Illness
- When and How to Wash Your Hands

Georgia Gwinnett College FAQ's

State of Georgia Resources
- Georgia Department of Public Health

References


