Georgia Gwinnett College

Return to Campus Plan

Student Life
## Contents

Overarching Framework ....................................................................................................................... 4

Academic Year 2020-2021 Start Fall 2020 – Return to Campus with Limited Social Distancing ......................... 6

**Expectations for Testing, Screening, Contact Tracing, Isolation, and Notifications** ................................................. 6

- Testing ................................................................................................................................................... 6
- Screening ................................................................................................................................................ 6
- Contact Tracing .................................................................................................................................. 6
- Isolation ............................................................................................................................................... 6

**CONTINGENCY PLAN 1** Fall classes begin with social distancing expectations ................................................. 9

**Student Life** ........................................................................................................................................ 9

- Student Affairs ......................................................................................................................................... 9
- Career Development & Advising Center ................................................................................................. 9
- Counseling and Psychological Services ................................................................................................. 12
- Disability Services ................................................................................................................................. 17
- Registered Student Organizations ......................................................................................................... 18
- Student Center ....................................................................................................................................... 21
- Student Housing and Residential Education ......................................................................................... 22
- Student Integrity .................................................................................................................................... 28
- Wellness and Recreation ......................................................................................................................... 28
- Wellness Programming .......................................................................................................................... 32

**Contingency Plan 2 – Fall classes begin fully online** ................................................................................. 33

**Student Life** ........................................................................................................................................ 33

- Student Affairs ......................................................................................................................................... 33
- Career Development & Advising Services ............................................................................................. 33
- Counseling and Psychological Services ................................................................................................. 34
- Disability Services ................................................................................................................................ 36
- Registered Student Organizations ......................................................................................................... 36
- Student Center ....................................................................................................................................... 36
- Student Housing and Residential Education ......................................................................................... 37
- Student Integrity .................................................................................................................................... 37
- Wellness and Recreation ......................................................................................................................... 37
- Wellness Programming .......................................................................................................................... 37

**Contingency Plan 3 – Classes and operations must go to an online format for a period of time during the semester** ................................................................................................................................... 38

- Student Affairs ......................................................................................................................................... 39
Career Development and Advising Services ........................................................................................................ 39
Counseling and Psychological Services .................................................................................................................. 39
Disability Services .................................................................................................................................................. 39
Registered Student Organizations ......................................................................................................................... 40
Student Center ....................................................................................................................................................... 40
Student Housing and Residential Education (SHaRE) .......................................................................................... 40
Student Integrity .................................................................................................................................................... 40
Wellness and Recreation ....................................................................................................................................... 41
Wellness Programming ......................................................................................................................................... 41

Helpful Links ......................................................................................................................................................... 41

Centers for Disease Control and Prevention ........................................................................................................ 42
- Considerations for Institutions of Higher Education .......................................................................................... 42
- People Who Are at Increased Risk for Severe Illness ........................................................................................... 42
- When and How to Wash Your Hands .................................................................................................................... 42

Georgia Gwinnett College FAQ's ................................................................................................................................ 42

State of Georgia Resources .................................................................................................................................. 42

References ............................................................................................................................................................... 42
"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.
Academic Year 2020-2021 Start Fall 2020 – Return to Campus with Limited Social Distancing

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.

Any return to campus in fall 2020 will not be "normal" even if significant social distancing expectations are not present. Institutions should fully develop Contingency Plan #1 (beginning on the next page). With that plan as a basis, indicate any areas within the eight working groups where a plan with limited social distancing requirements would differ significantly.

*Expectations for Testing, Screening, Contact Tracing, Isolation, and Notifications*

**Testing**
*In the event GGC will have access to rapid testing, administer tests through on-campus health center or partner with a local health care provider.*

**Screening**
*GGC will allow screening, including temperature checks and/or symptom monitoring for employees and for students. GGC will use guidance and best practices as outlined by GDPH. Student Affairs will work closely with campus partners and local public health for additional training or resources need.*

**Contact Tracing**
GGC will work closely with campus partners and local public health to determine the best avenue for contact tracing on the campus. At the time of this report, GDPH has established a system and protocol for contact tracing.

**Isolation**
Employees who test positive or receive a clinical diagnosis for COVID-19 should leave campus immediately and not return to campus until they meet the below criteria for discontinuing home isolation. The Workplace and Health Safety plan will be followed and support the needs of the employee while away from work due to COVID-19.

Students who test positive for COVID-19 should leave campus immediately and return to their primary residence whenever possible. Students must remain off campus until they are able to meet the GDPH guidance for discontinuing isolation.

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2 (University System of Georgia, 2020)
3 (University System of Georgia, 2020)
4 (Georgia Department of Public Health, 2020)
5 (Georgia Department of Public Health, 2020)
• If in an on-campus residence hall, the Director of Residence Life will work in tandem with the campus health center or local health care partner to determine what practices and procedures should be in place including, but not limited to, arrangements for cleaning and disinfections; food service; and monitoring.

**Discontinuing home isolation if you have symptoms**

You must remain under home isolation precautions until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
  AND
- other symptoms have improved (for example, when your cough or shortness of breath have improved)
  AND
- at least 10 days have passed since your symptoms first appeared

**Discontinuing home isolation if you do not have symptoms**

You must remain under home isolation precautions until:

- 10 days have passed since the date of your first positive COVID-19
  AND
- You have had no subsequent illness.

In addition:

- For 3 days following discontinuation of isolation, you should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for your nose and mouth whenever you are in settings where other persons are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.
- If you develop symptoms, you should follow the “Discontinuing home isolation if you have symptoms” above.

**Notifications**

*Employees who test positive for COVID-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. GGC has designated the Director of Payroll and Benefits as point of contact to whom all supervisors will immediately notify of an infected employee. This point person will initiate the institutional plan for contract tracing and any further notifications required with the GDPH. Supervisors are not to share the news of or the identity of a COVID-19 diagnosis/test with anyone other than the campus point person. Campus-wide notifications of COVID-19 are not necessary as long as contact tracing is in place.*

*Students should notify the following individuals on campus if they receive a diagnosis of COVID-19:*
<table>
<thead>
<tr>
<th>If you live in the residence hall</th>
<th>Director of Residence Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you live off campus</td>
<td>Health Services</td>
</tr>
<tr>
<td></td>
<td>Dean of Students</td>
</tr>
</tbody>
</table>

If an employee receives a notification of a positive test for an employee or a student, they should immediately notify either their supervisor in the case of an employee or health services or dean of students in the case of a student.

**Health Services Information**

Health services will have a webpage devoted to the procedures and strategies for students to follow if they test positive for COVID-19 or suspect that they have been exposed.

- There will be no “walk-in” service. Students will make an appointment either on line or by phone. At that time, the student will be screened for COVID-19 symptoms. If the student has these symptoms they will be directed to stay at home and given the information for what to do while sick (provided on health center webpage; links to CDC and DPH) and possible testing for COVID-19.
- If the student is screened for clearance for appointment, the student will “check-in” on his/her mobile device outside the health center. The staff will be alerted that appointment is here and a staff member will go out in full PPD and H95 to take the temperature of the student. If the student has a fever 100.4 or greater, he/she will be instructed to go home and given the information from DPH. The student will not be seen in health center but can make another appointment when afebrile.
- If a student does not have a fever upon screening, he/she will be allowed in the health center treatment area to be seen ONLY if he/she is wearing a mask (this will be noted on the student health webpage and when appointment is made). No one without a face covering will be allowed in the health center.
- Once in the treatment area, health providers will be wearing HN95 when interacting with student and limit contact less than 6 feet for 15 minutes or less.
- After the student has left, normal cleaning procedures will occur in the treatment area.
- The health center will have automated lines for students when seeking appointments, immunization questions, and/or COVID-19 related questions.
- The health center webpage will have clear direction of appointment procedures and hours of operation. Furthermore, links to FAQ and CDC and DPH information will be on the webpage to assist students and faculty on what to do if student exposure, and/or positive test, and return to campus information.
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.

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
• Masks are required to be worn daily by anyone entering suite and Student Assistants
• Masks are required to be worn 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

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6 (University System of Georgia, 2020)
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 will be strongly encouraged to practice proper hygiene, frequently wash hands, and be required to wear protective gear (i.e., masks) 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.
Items needed for operation:
- Plexiglas for forward facing cubicles
- Cleaning supplies for cleaning office to sanitize
- Disposable masks to distribute to students do not have a mask to wear if individual appointment is needed.

Budget Implications
- Reduced number of student assistants

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.

Budget Implications
- None: can be implemented with use of Foundation funds.

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.

Budget Implications
Most programs and/or training opportunities can be implemented with minimal funds.

Communication Plan
CDAC will promote offerings via student list serve, targeted messages through Handshake platform, and social media channels.

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

9. **Resources needed to stand up a fully operational counseling center for fall with the alternate delivery options.**

   See below

   **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.

     - 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.

     - 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.

     - 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.

     - 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.

- 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 a 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, requiring others to wear their masks, and social distancing. Staff members will take necessary steps to clean used areas after in-person contacts.

Items Needed:

- Cleaning sprays, paper towels, wipes, and latex gloves for cleaning office in order to sanitize.

- Disposable masks to distribute to students and others who visit CAPS and do not have a mask to wear.

- A wall mounted drop box (can handle 8.5 x 11 documents) so items can be left for and picked up by CAPS staff members. Cost approximately $105.

- While maintaining social distancing and performing telehealth services, CAPS is still required to obtain signatures from students to begin counseling services and to obtain other consents. CAPS can email students these forms and have them sign via Adobe Acrobat or Microsoft Word. While this mechanism works, it is inefficient and has many steps where the process can come to a halt. CAPS is pursuing use of Adobe Sign which would allow these documents to be sent, signed, and stored very neatly. It lessened the steps a student must take in doing these things and automatically returns the signed document to CAPS.

- CAPS has spoken with GGC's Office of Educational Technology about pursuing a Business Associate Agreement (BAA) with Adobe Sign. The BAA makes sure that the confidential information handled by their software is maintained to HIPAA standards. If this BAA is not able to be obtained, CAPS would like to pursue a contract and BAA with DocuSign, a similar document signing and storage software. A 12 month contract would start at $2400.00.

- A majority of CAPS documents are available digitally for use. However, some of CAPS intake paperwork needs to be filled out on paper (either by students or clinician) or on locally networked computer on campus. A long-term goal is for CAPS to work to have all forms available digitally and for links be made available to send to students to complete this
paperwork. Achieving this goal will take time and coordination with the GGC Office of Educational Technology and the Titanium software corporation.

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.
- A duct tape X needs to be placed on the floor.
- 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.
- Plastic on keyboards will need to be replaced.
- 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 be required wear protective gear (i.e., masks) 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.
Budget Implications
Reduced spending in student personnel expenses

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.

Virtual “fatigue.”

Budget Implications
- Most of the programs and/or training opportunities can be implemented with minimal funds. Procure funding for prizes, swag items, novelty acts, disc jockey, etc.

Communication Plan
SISC will promote offerings via student list serve, Get Involved platform, social media platforms, and targeted group messages.

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 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.

Budget Implications
Due to possible decline in student enrollment, SISC may need to reduce RSO allocated funds.

SISC may need to purchase memberships to various online tools, including Zoom, Webex etc.

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 and require 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 will be strongly encouraged to practice proper hygiene, frequently wash hands, and be required wear protective gear (i.e., masks) when leaving their offices.

• Staff and students will be encouraged not to congregate in breakrooms, conference room or in hallways.

**Budget Implications**

Procure funds to purchase sanitation and protective gear for Student Center.

Secure additional custodians to maintain and sanitize space or hire additional student assistants to maintain cleaning regimen.

**Student Housing and Residential Education**

> *Residence 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.

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7 (University System of Georgia, 2020)
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

Know where to get information

- Make sure you know how your residence hall is going to communicate COVID-19 information to you; email, websites, hotlines, automated text messaging, newsletters, and flyers to help communicate information on.

The Residence Hall

- COVID-19 prevention supplies should be provided in common areas, such as soap, alcohol-based hand sanitizers that contain at least 60% alcohol, tissues, and trash baskets. Custodial staff will be responsible for the cleaning and disinfection of the common areas.
- Non-essential volunteers and visitors in shared areas should be limited or avoided.
- Staff should avoid entering residents’ rooms or living quarters unless it is necessary. Staff should use virtual communications and check-ins (phone or video chat), as appropriate.

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 countersurfaces.
- 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.

Returning to the residence halls will be a significant undertaking. Each campus has unique residence hall configurations and thus it is difficult to provide standard expectations. Plans for residence life should built on the following ideas:

- Student safety is the top priority.
- Residence life is a crucial component for many students in their academic experience.
- Students ultimately will make their own choices. Our goal is to provide a safe environment for living that allows for social distancing.

*Institutions should submit plans for the following:

- An acknowledgement form for students listing the best practices known at the time of move-in should be developed and used for each resident.
- Each institution should develop an awareness campaign for the residence halls to promote best practices in prevention.
- Policies or practices that may need to be amended to accommodate high risk students (e.g. amending requirement for new students to live on campus during their first year)
- Sanitation practices/procedures
- Bathroom access/accommodations for various types of halls (community bathroom vs. single occupancy vs. double occupancy)
- Policies/Rules related to the residence halls that will need to be in place during the fall
- COVID-19 prevention supplies that will be provided in common areas, such as soap, alcohol-based hand sanitizers that contain at least 60% alcohol, tissues, trash baskets, and, if possible, cloth face coverings that are washed or discarded after each use.
- Visitation policy changes
- Reduction of residence hall staff visits to residents’ rooms or living quarters unless it is necessary. Staff should use virtual communications and check ins (phone or video chat), as appropriate
- Additional resources needed

* Institutions should use their move-out plans from the spring 2020 and the lessons learned to develop a plan to move students back into the residence halls while allowing for the practice of social distancing.

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.

<table>
<thead>
<tr>
<th>COVID-19 Testing</th>
<th>GGC will partner with a local public health providers to administer COVID-19 tests for all residents prior to move-in.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgement Form</td>
<td>The GGC Housing Contract will be amended to reflect COVID-19 awareness.</td>
</tr>
<tr>
<td>Awareness Campaign</td>
<td>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 media and digital signage.</td>
</tr>
<tr>
<td>Residence Requirement</td>
<td>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.</td>
</tr>
<tr>
<td>Safety Through Social Distancing</td>
<td>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. Mask will be strongly encouraged but not required. Residents will not be required to be tested prior to move-in.</td>
</tr>
<tr>
<td>Visitation</td>
<td>For the 2020 - 2021 academic school year, visitation will be suspended to maximize social distancing.</td>
</tr>
<tr>
<td>Move-in: Planning</td>
<td>Move-in will be approached with safety and social distancing using the framework from Spring 2020 move-out and lessons learned for guidance.</td>
</tr>
</tbody>
</table>
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. To reduce the likelihood that social distance is not disturbed, it is recommended students with a balance equal to or less than $1500 are allowed 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 will be required to wear a mask anytime outside of their suite. Student masks are requested prior to 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 under 10 students. These spaces can be closed if necessary.

COVID - Space Preventative Awareness Campaign

Elevator occupancy limits will be reduced to two.

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).
Items needed for operation:

- Plexiglas for forward facing cubicles
- All water fountains should be turned off for the 2020 – 2021 semester
- All elevators have been reduced to two (2) occupants at a time with signage.
- Cleaning supplies for cleaning office to sanitize
- Disposable mask to be distributed to residents and guests at move-in. A minimal number of guests will allowed to assist residents during move-in.
- Reusable spray bottles: Welcome week DIY Sanitizing project
- Alcohol: Welcome week DIY Sanitizing project

Budget Implications

- Opening with a reduced occupancy will negatively impact the budget for the SHaRE community.
- SHaRE is prepared to adjust its normal operation budget to reflect this change.

SHaRE Communication Plan (consideration)

<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 (consideration)

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
• Masks required to be worn daily by anyone entering suite
• Masks 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. Masks will be 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. Masks will be 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 require 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, 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*
Office of Wellness Programming office space would need to be reconfigured. Specifically, student assistance offices to promote social distancing. This reconfigure will force a staggered and limited work hours for student assistances. After each student assistant work shift office’s handles, desks, equipment, chairs, air etc will be cleaned.

Even with reconfiguration, body composition analysis appointments cannot continue as that office will not allow for social distancing. Faculty who require this for a student assignment, a hand-held machine will be available for use. The faculty member would check out the equipment along with instruction guide on use, interpreting results, and cleaning instructions. Unlike the machine in the office, this handheld machine will only allow for percent body fat measurements.

To limit the number of students entering the office, safer sex kits will need to expand to different locations, such as bathrooms in different buildings. Outreach can be tailored to occur while practicing social distancing as long as 6 ft is marked on the ground and only one staff is present. Outreach can also
be tailored for a virtual platform. Guest lectures and workshops will need to move to online or practice social distancing recommendations in the classroom. Handouts, teaching tools etc will need to be formatted to writable PDFs.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Purpose</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand sanitizer, disinfectant spray, masks</td>
<td>Disinfectant spray for each office. Approximately 4.</td>
<td></td>
</tr>
<tr>
<td>Duct tape</td>
<td>To mark floor</td>
<td></td>
</tr>
<tr>
<td>Containers (safer sex kits)</td>
<td>To expand safer sex kit locations around campus.</td>
<td></td>
</tr>
<tr>
<td>Alcohol wipes</td>
<td>Body composition analysis machine</td>
<td></td>
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</tbody>
</table>

**Certified Health Education Specialist (CHES)**

Wellness Programming will offer virtual services/programming to student organizations.

**Contingency Plan 2 – Fall classes begin fully online**

**Student Life**

**Student Affairs**

All virtual student meetings (DOS student meetings, Grizzlies Helping Grizzlies consults) via Microsoft Teams and/or Zoom

Staff members are teleworking remotely

Staff meetings occur via Microsoft Teams

Grizzlies Helping Grizzlies Item pick-up arranged through the Claw Card office

**Career Development & Advising Services**

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

All Career Development and Advising Services (CDAC) will telework and conduct business, meetings, etc. through phone or online platform, including Microsoft Teams or Zoom. Staff meetings will be held via Teams. Tasks will be outlined and documented.

CDAC will offer services on phone or video in place of in-person meetings. Majority of CDAC individual services can be provided effectively in this manner. All staff members will forward their work extension
to a cell phone (work or personal). If staff members are not comfortable using their personal cell phone number to communicate with students, they are encouraged to use a Google number.

CDAC will continue to serve the GGC community by providing employment and career development information to students and alumni through weekly newsletters, social media, and through collaborations with other campus offices and community organizations. Programming for Employer Relations and Career Development will continue and will follow the plan outlined in Contingency Plan I above.

**Budget Implications**
Most programs and/or training opportunities can be implemented with minimal funds.

**Communication Plan**
CDAC will promote offerings via student list serve, targeted messages through Handshake platform, and social media channels.

**Counseling and Psychological Services**
With GGC classes already being online for the end of the spring and for the summer, CAPS has transitioned to telehealth services. If classes in the fall were online, CAPS would maintain this practice by:

- Continuing to offer services via telehealth platforms in lieu of in-person sessions. CAPS would continue to offer its core services of intakes, individual sessions, crisis appointments, and consultations via phone.

- During clinical contacts, CAPS clinicians evaluate student’s presenting concerns for appropriateness of being addressed via telehealth and have discussions with students about what appropriate treatment options might be. In situations where sessions via a telehealth platform are not appropriate, CAPS clinicians work with the students to help connect them with referrals and determine what steps might be needed to assist them while they work to connect to these services.
  
  - CAPS clinicians routinely meet to discuss student situations and how best to address them.
  
  - While CAPS clinicians can only provide services within the state(s) in which they are licensed (i.e. Georgia), they work with students who reside in other states to help connect with providers in those areas.

- CAPS continues to maintain its standard office hours of being open Monday thru Friday from 9am until 5pm. All CAPS staff members forward their work extension to either work phones or other numbers where they can be reached. CAPS maintains its afterhours crisis services to the Dean of Students Office, Residence Life, and the Office of Public Safety.
- CAPS has updated its website, posted signs outside their offices, sent emails to campus listservs and works with the Office of Communications in order to convey all of these details to the GGC community and to provide them with appropriate resources.

  - In addition to providing its own services, CAPS serves as resource to the campus on topics pertaining to mental health and to community resources. CAPS has and will continue to publish resources on guides to coping and other mental health topics relating to the pandemic.

  - While referrals to specific providers must still occur via discussion with a clinician, general resources have been posted and updated on the CAPS website so that GGC students may be know of additional resources for where to turn for help.

Additional Notes:

  - CAPS is working to expand its telehealth capabilities by adding video sessions as an option. CAPS is actively working to address the legal and technological aspects needed to setup video platform services.

  - CAPS clinicians have been and will continue to participate in continuing education in the ethical guidelines and best practices in providing telehealth services. While clinicians had the baseline capabilities needed to start providing telehealth services, all clinicians are actively participating in additional continuing education in order to ensure the quality of services and adherence to best practices. They are also monitoring the latest news from government and state licensing boards regarding changes to the practice of mental health services.

  - Once video sessions can be established, CAPS will evaluated the demand for and feasibility of offering psychoeducational groups for students. As group sessions are more involved and more challenging to manage via a software platform, CAPS clinicians require more time to plan and discuss execution of this service before offering to GGC students.

  - As mentioned under Contingency Plan 1, CAPS will need a mechanism for obtaining signatures from students to begin counseling services and to obtain other consents. CAPS can email students these forms and have them sign via Adobe Acrobat or Microsoft Word. While this mechanism works, it is inefficient and has many steps where the process can come to a halt. CAPS is pursuing use of Adobe Sign which would allow these documents to be sent, signed, and stored very neatly. It lessened the steps a student must take in doing these things and automatically returns the signed document to CAPS.

  - CAPS has spoken with GGC’s Office of Educational Technology about pursuing a Business Associate Agreement (BAA) with Adobe Sign. The BAA makes sure that the confidential information handled by their software is maintained to HIPAA standards. If this BAA is
not able to be obtained, CAPS would like to pursue a contract and BAA with DocuSign, a similar document signing and storage software. A 12 month contract would start at $2400.00.

- As mentioned under Contingency Plan 1, a majority of CAPS documents are available digitally for use. However, some of CAPS intake paperwork needs to be filled out on paper (either by students or clinician) or on locally networked computer on campus. A long-term goal is for CAPS to work to have all forms available digitally and for links be made available to send to students to complete this paperwork. Achieving this goal will take time and coordination with the GGC Office of Educational Technology and the Titanium software corporation.

Disability Services
Disability Services will need to ensure scanning of documents between now and fall

Website resource development

Set up home work station with supplies: Computer, printer and continue with operations as needed.

For a move to on line learning for a period of time we will need to take out files home along with office needs, computers, files, printers etc. I believe we are more prepared for this than we were.

Which employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties? All Disability services staff can work remotely if necessary.

What additional equipment is necessary, if any, to move staff to telework? Files and office materials

What flexible schedules will be implemented to ensure social distancing is possible for employees who remain on campus? Staggered shifts if necessary.

Registered Student Organizations
All personnel will telework and conduct business, meetings, etc. through phone or online platform, including Microsoft Teams, Zoom, etc.

Staff will follow health and safety protocols 1 - 4 as outlined in Contingency Plan I.

All student activities will be held virtually, including training sessions, Welcome Week, Homecoming, volunteer programs, Greek recruitment, etc. SISC will promote offerings via student list serve, Get Involved platform, social media, and targeted group messages.

SISC will follow plan outlined in Contingency Plan I.

Student Center
The Student Center will close facility during period that classes are online.

Student Center, with exception of dining and bookstore, will close during contingency plan II.

Student Center will send mass email communicating hours of operation to patrons via GGC listservs.

Student Center, with exception of dining and bookstore, will close during contingency plan II.

Student Center will send mass email communicating hours of operation to patrons via GGC listservs.
Student Housing and Residential Education

If Fall classes begin fully online, SHaRE will operate on a need-only basis. This stance will mirror our summer housing program with limited occupancy.

Important Notes:

- Students must request an accommodation through the Senior Associate Vice President for Student Affairs and Dean of Students.
- Space would be limited to a consolidated area.
- Students approved to move-in must wear masks when outside of their residence.
- Student will be allowed to have modified prohibited items to account for the potential lack of campus dining options.
- Student staff will program virtually (e.g. community development, cleaning DIY workshops, Virtual Wellness days).
- Resident and Staff meetings will be held remotely.
- The SHaRE Leadership team will have some presence on campus but only in a limited capacity.

Student Integrity

All virtual student meetings (intake meetings, hearings, etc.) via Microsoft Teams and/or Zoom

Staff members are teleworking remotely

Staff meetings occur via Microsoft Teams

Wellness and Recreation

Wellness and Recreation Center

Wellness & Recreation Center will remain closed to the campus community

Professional staff may operate out of the Wellness & Recreation Center if granted permission

Outdoor Adventures Planned Operations

Outdoor Adventures will only offer a virtual presence that will include educational clinics, workshops as well as virtual meetups.

Recreation Intramurals and Club Sport (RICS)

Outdoor Adventures will only offer a virtual presence that will include educational clinics, workshops as well as virtual meetups.

Wellness Programming

Website expansion and/or development of social media platforms or agreement for the use of another GGC established social media platform.

Set up home work station with supplies: Computer, printer and continue with operations as needed.

Wellness Programming will offer virtual services/programming to student organizations.
For a move to on line learning for a period of time we will need to take out files home along with office needs, computers, files, printers etc.

**Contingency Plan 3 — Classes and operations must go to an online format for a period of time during the semester**

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.

Contingency plans 2 and 3 will require similar planning, in that classes and operations must be able to start or transition to an online, remote environment if the COVID-19 situation requires us to do so. Where noted, there will be different submission requirements based on the timing for any move to an online environment. Decisions about moving online will be made at the University System Office in consultation with the Governor’s office, the Governor’s COVID-19 Task Force, and GDPH. No institution shall make the decision to move online on their own.

Using the Spring 2020 semester as a reflection point with lessons learned, institutions should implement best practices in the online delivery of courses and in the remote delivery of institutional services. These plans should include employees working remotely when possible and employees working on campus. Now is the time to conduct after actions reviews to identify opportunities for improvement in online delivery, as well as inventory the necessary resources that would be required to move to this environment again in the future.

*What preparations will your campus need to make to ensure a smooth transition to an online environment? Will there be additional ramp up time required? If so how much?*
Student Affairs
All virtual student meetings (DOS student meetings, Grizzlies Helping Grizzlies consults) via Microsoft Teams and/or Zoom

Staff members are teleworking remotely

Staff meetings occur via Microsoft Teams

Grizzlies Helping Grizzlies Item pick-up arranged through the Claw Card office

Career Development and Advising Services
Hours of operation: Monday – Friday 8:00 am – 5:00 pm

Career Development and Advising Services (CDAC) operations outlined under Contingency Plan II would be put under effect under Contingency Plan III.

CDAC staff members would work to close down the CDAC Suite and take all necessary equipment and supplies needed to telework. All staff members will forward their work extension to a cell phone (work or personal). If staff members are not comfortable using their personal cell phone number to communicate with students, they are encouraged to use a Google number.

Budget Implications
Most of the programs and/or training opportunities can be implemented with minimal funds.

Communication Plan
CDAC will promote offerings via student list serve, targeted messages through Handshake platform, and social media channels.

Counseling and Psychological Services
All of the operations under Contingency Plan 2 would be put under effect under Contingency Plan 3. In addition, CAPS staff members would:

- Staff members take home laptops and other supplies needed to while teleworking.
- CAPS Staff members will forward their work extensions to a phone number where they can be reached while teleworking and will be sure to leave away messages describe the situation and how to receive help while teleworking is in effect.
- Signs details the changes to services would be posted outside the CAPS main office.
- Details of the changes to services would be forwarded to the Office of Communications to update the CAPS website and for message shared with the GGC Community.

Disability Services
Disability Services will need to ensure scanning of documents between now and fall

Website resource development

Set up home work station with supplies: Computer, printer and continue with operations as needed.
For a move to online learning for a period of time we will need to take out files home along with office needs, computers, files, printers etc. I believe we are more prepared for this than we were.

Which employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties? All Disability services staff can work remotely if necessary.

What additional equipment is necessary, if any, to move staff to telework? Files and office materials

What flexible schedules will be implemented to ensure social distancing is possible for employees who remain on campus? Staggered shifts if necessary.

Registered Student Organizations
The Office of Student involvement and Student Center will follow recommendations outlined in Contingency Plan I. Student organization activities, meetings, and/or fundraisers that cannot be done in an online environment may be postponed until conditions allow for in-person event.

All personnel will telework and conduct business, meetings, etc. through phone or online platform, including Microsoft Teams, Zoom, etc.

Staff will follow health and safety protocols 1-4 as outlined in Contingency Plan I.

Activities scheduled to occur during intermittent leave will be held online— if able. SISC team will evaluate each remaining program independently and determine the best way to move forward. SISC will inform students of modified schedule via student list serve, Get Involved platform, social media, and targeted group messages.

Student Center
During intermittent closings, the Student Center will close until period ends for online learning.

Student Center, with exception of dining and bookstore, will close during contingency plan III.

Student Center will send mass email communicating hours of operation to patrons via GGC listservs.

Student Housing and Residential Education (SHaRE)
In the event GGC must begin or move to an online instructional environment, SHaRE will allow for students to move into the residence halls and remain in the residence halls whenever possible. GGC will comply with any directives issued at the state level that conflict with this guidance.

- In the event GGC is required to start the semester online, SHaRE will use Contingency 1 plan for move in with social distancing. SHaRE will work closely with campus partners to maximize WIFI efficiency for students. Occupancy may be limited.
- In the event GGC moves to a fully online academic environment (temporary or for the remainder of the semester), SHaRE will use Contingency Plan 1 for move-out with social distancing.

Student Integrity
- Locked suite door
- Remove extra seating in waiting area of suite
- Appointments only to enter suite
• Masks required to be worn daily by anyone entering suite
• Masks required to be worn by OSI staff
• Plexiglas at Administrative Assistant’s desk (pending funding)
• Conference room sanitized after every meeting
• Hand sanitizers at all staff desks
• Staff offices and lobby disinfected daily
• Remove all “high touch” items from lobby area and staff offices
• No more than 10 individuals in suite at all times
• No visitors to suite
• Staff members to practice rotating schedule (two (2) staff members in office per day for office coverage)
• Virtual student meetings (intake meetings, hearings, etc.) via Microsoft Teams and/or Zoom
• Staff members are teleworking remotely
• Staff meetings occur via Microsoft Teams

Wellness and Recreation
In the event a campus is required to move to a fully online delivery of academic courses, campus recreation centers and activities that cannot be done in an online environment may be cancelled for at least the same duration of time as the remote online requirements are in place.

Wellness and Recreation Center
Wellness & Recreation Center will remain closed to the campus community

Professional staff may operate out of the Wellness & Recreation Center if granted permission

Outdoor Adventures Planned Operations
Outdoor Adventures will offer a virtual presence that will include educational clinics, workshops, as well as virtual meetups.

Recreation Intramurals and Club Sport (RICS)
Outdoor Adventures will only offer a virtual presence that will include educational clinics, workshops as well as virtual meetups.

Wellness Programming
Website expansion and/or development of social media platforms or agreement for the use of another GGC established social media platform.

Set up
home work station with supplies: Computer, printer and continue with operations as needed.

Wellness Programming will offer virtual services/programming to student organizations.

For a move to on line learning for a period of time we will need to take out files home along with office needs, computers, files, printers etc.

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


