Introduction

Our Grizzlies are eager to return to some semblance of “normal.” To do so, we must meet the new challenge: remaking the place in our lives we hold dear—Georgia Gwinnett College,—in ways that hold paramount our ultimate priorities: the reduction of risk to provide for the safety and well-being of our beloved campus communities; the safety of our students and every worker; and the health of the economic well-being of our campus community.

Federal and local news outlets have told us that physical distancing efforts have slowed the rate of COVID-19 infections, but we have not heard any infectious disease expert state we will eradicate this virus without a vaccine. Unplanned and clumsy re-openings run the risk of undoing the successful mitigation work of the last several months and igniting a second surge of infections in our area.

This document provides a roadmap for the next steps in preparing for our fall 2020 semester. It provides that guidance for transitioning from a “Limited Opening” and Georgia Shelter-at-Home directives to other public health tools to limit the transmission of COVID-19. It focuses on selectively controlling the campus environment in order to safely conduct a safe reopening for fall 2020 and provides for reversibility should the need arise to go back to online classes.

We expect the campus plan to evolve and adapt over time to these new normal requirements. The plan rests on five core pillars that draw on the best available science, public health guidance, and the expertise of educators and health practitioners nationwide

In charting this new path forward under these difficult circumstances of the COVID-19 pandemic, Georgia Gwinnett College is committed to providing our students, faculty and staff with a safe environment where our four pillars of scholarship, service, leadership and creativity can continue to thrive. The following phases and protocols will serve as a guide for the college as it gradually reopens campus to these vital endeavors.
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Main Goals

- Protect the health of the Campus Community
- Provide efficient and effective campus services
- Develop sustainable workforce practices to promote long-term health and safety

Guiding Principles

The campus administration is working tirelessly to ensure the safety and well-being of our campus community and we’ve been particularly pleased with our frontline faculty and work-from-homers who have risen to this difficult task. As dedicated professionals, we remain steadfast in our efforts to always keep our campus safe.

There is no magic button to make this reopening easy. Reopening will demand comprehensive, transparent action and forthright communication by everyone, and it will take the dedication, voice and forethought of our entire campus community. The alignment in every area of GGC campus to include support services, public health, academics, athletics, and student affairs is critical.

Georgia Gwinnett College’s policies and protocols for responding to the COVID-19 pandemic will be based on guidance and best practices from the CDC, Georgia Department of Public Health and the University System of Georgia. Providing a safe environment for staff, faculty, students, invited guests (e.g., contractors) and for the public we interact with. The health and well-being of our community is critical. Protecting the health of the campus community will require long-term effort and commitment, cooperation, teamwork and understanding – all values that our community has shown in a multitude of ways in recent months.

As we confront this health crisis, Georgia Gwinnett College will remain steadfast in the constant pursuit of our mission and ideals outlined in the Academic Strategic Plan. Therefore, the college will build up in phases with our primary mission activities at the heart of all decision-making. Mission-centric activities are any required on-campus activities that fulfill Georgia Gwinnett college’s core missions.

Different ways of deploying GGC campus resources, including physical spaces, will be necessary as part of establishing a new normal. As we move forward, flexibility will be critical. Georgia Gwinnett College’s return to learning and discovering on campus will occur in phases of increased activity, and will involve the careful evaluation of data, models and public health recommendations. Protocols will be pragmatic and evolve over time.
Georgia Gwinnett College’s plans for expanding operations and increasing the presence of faculty, staff and students will be led by the following guiding principles:

- The very intentional effort by all faculty, staff and students in exercising both personal and community responsibility. The combined efforts by all members of the GGC community will create a culture that sustains a healthy and safe on-campus environment.
- Existing and projected government restrictions (e.g., Stay at Home Orders, Masking Requirements, Physical Distancing, Gatherings, etc.).
- Public Health Status: recommendations from Federal Government (recently released Opening Guidelines), Centers for Disease Control and Prevention, and the Georgia Department of Public Health, and our Health Services Clinic protocols.
- Resource availability: including PPE (Personal Protective Equipment) for students, faculty and staff.
- Financial feasibility.
- Alignment with Georgia Gwinnett College’s strategic framework that the build-up on-campus activities will support primary mission objectives of the institution (traditional on-campus activities; on-campus teaching and instruction; on-campus residential living and learning).

Georgia Gwinnett College’s plans will also include local orders and guidance from Gwinnett, Newton, and Rockdale Public Health Agencies, Gwinnett County, City of Lawrenceville, State of Georgia and the University System of Georgia.

The return of the GGC work force to campus follows a logical five-phase approach. The Georgia Gwinnett College plan acknowledges the triggers and phases of build-up for University System of Georgia’s institutions. The Georgia Gwinnett College’s activities that will build-up are identified below in each corresponding phase. Georgia Gwinnett College’s build-up will be tailored to our own unique density, operations and other considerations as a mid-size residential education institution. Supervisors and managers are responsible to develop individual workflow plans for their areas that coincide with each phase of the plan. These plans should be coordinated with the Environmental Health and Safety Office and Operations (signage). The College will communicate with the GGC community in advance of each phase. If metrics of COVID-19 transmission and health system capacity change significantly, the USG may direct all institutions to return to a prior phase, at this time GGC will also return to a prior phase and re-impose restrictions on activities.
Estimated Time Lines and Phases for Return to Campus

**Phase 1 – Communication (On-Going)**
The College will roll out communications to the campus outlining the overview of the plan to return to full campus operations through a carefully phased return. Specifically, communications are targeted to support managers and employees to help prepare expectations regarding steps ahead. (See Human Resources and Communication plan annexes)

**Phase 2 – Georgia Gwinnett College / BEGIN (June 22, 2020)**
- On-campus essential workforce and key leadership build up (30% goal) capacity.
- Supervisors and managers will develop office workflow strategies in coordination with Environmental Health and Safety Office and Operations (visitor control signage)
- Student field-based training/learning is allowed in very limited circumstances as informed by on-campus activities phased opening and/or Health Services clinic/campus support sites begin prep for basic operations.
- Instruction continues on-line (summer) and preparing for fall semester on-campus activity continues.
- On-campus residential education preparing for on-campus activity continues.
- Staff recalled to campus when needed on-campus to directly support classroom instruction preparation and residential living preparations. Others remain working from home.
- Staff who are to be recalled to campus will be notified by their supervisors, and only those who need to be on campus to directly support activity build-up will be requested to return to campus. Others will remain working from home.
- All those on campus must abide by the health safety protocols outlined in this plan (e.g., symptom monitoring, masks, physical distancing, etc.).
- No gatherings allowed.

**Phase 3 – Georgia Gwinnett College / CONTINUE (Date TBD)**
- On-campus work force build up (50% goal) capacity.
- Supervisors and managers will refine office workflow strategies in coordination with Environmental Health and Safety Office and Operations (visitor control signage)
- Student field-based training/learning allowed in limited circumstances as informed by on-campus activities phased opening and/or Health Services clinic/support sites begin prep for basic operations.
- Instruction on-line and preparing for on-campus activity continues.
- On-campus residential education preparing for on-campus activity continues.
- Staff recalled to campus when needed on campus to directly support classroom instruction, critical campus support activities and residential living. Others working remotely.
- Staff who are to be recalled to campus will be notified by their supervisors, and only those who need to be on campus to directly support activity build-up will be requested to return to campus. Others will work from home.
- All those on campus must abide by the protocols outlined in this plan. (e.g., symptom monitoring, masks, physical distancing, etc.).
• May change gathering guidelines. Gathering size restrictions will be in alignment with the Governor’s executive orders and will be communicated as GGC begins to build-up.

**Phase 4 – Georgia Gwinnett College / INTENSIFY & LAUNCH (Date TBD)**

- Complete on-campus work force build-up capacity.
- Supervisors and managers monitor and adjust office workflow in coordination with Environmental Health and Safety Office and Operations (visitor control signage)
- Student field-based training/learning allowed as informed by on-campus activities phased opening and/or Health Services clinic/support sites begin prep for basic operations.
- Instruction on-line and preparing for fall on-campus activity continues.
- On-campus residential education preparing for on-campus activity continues.
- Staff recalled to campus when needed on campus to directly support classroom instruction, general campus services and residential living. Others working remotely.
- Staff who are working from home may be recalled to campus by their supervisors, and only those who need to be on campus to directly support activity build-up will be requested to return to campus. Others will work from home.
- All those on campus must abide by the protocols outlined in this plan.
  (e.g., symptom monitoring, masks, physical distancing, etc.).
- May change gathering guidelines. Gathering size restrictions will be communicated as GGC launches build-up.

**Phase 5 – Georgia Gwinnett College / SUSTAIN**

- On-campus business operations resumed (100% goal) and classes nearing capacity.
- Supervisors and managers continue to monitor office workflows in coordination with Environmental Health and Safety Office and Operations (visitor control signage)
- Student field-based training/learning allowed as informed by on-campus activities phased opening and/or Health Services clinic/support sites begin basic operations
- Instruction ready for on-campus activity and/or enhanced virtual/alternative platforms.
- On-campus residential education ready for on-campus activity and/or enhanced virtual/alternative platforms.
- Work from home staff maybe recalled to campus when needed on campus to directly support normal campus operations, instruction and residential living.
- Employees approved to work from home (Including higher risk populations) will continue.
- All those on campus must abide by the protocols outlined in this plan.
  (e.g., symptom monitoring, masks, physical distancing, etc.).
- May change gathering guidelines. Gathering size restrictions will be communicated as we complete build-up.
- In-person regulatory functions may be conducted after regular business hours to increase social distancing.
- Supervisors will evaluate technology needs to maximize continued work from home opportunities while reducing the need to operate and to maintain physical space.
- Supervisors will evaluate the need for a regular ordering and replenishment schedule of PPE based on ongoing or long-term health and safety needs.
• Employees will be encouraged to pursue online training and peer networking opportunities in lieu of in-person travel, training, or conferences.
• Supervisors will evaluate the continued need to limit staff travel to essential agency functions.

**People based protocols for returning to campus**

Jump to:
- **Symptom Monitoring Requirement**
- **Positive Case and Contact Tracing**
- **COVID-19 Testing**
- **Phased Return**
- **Staffing Options**
- **Health and Safety Guidance**

**Symptom Monitoring Requirement**

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

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

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

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

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
• Fever 100.4 or greater or chills
• Cough
• Shortness of breath or difficulty breathing
• Fatigue
• Muscle or body aches
• Headache
• New loss of taste or smell
• Sore throat
• Congestion or runny nose
• Nausea or vomiting
• Diarrhea

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

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

Faculty and staff believe that they fall into the high-risk category may seek ADA Accommodations related to returning to campus by contacting the Office of Payroll & Benefits (678-407-5054) to request an accommodation. Students who wish to seek ADA Accommodations related to returning to campus should contact the Disability Services office (678-407-5883) for accommodation. Students who wish to discuss alternatives to returning to campus should contact their Dean’s Office of their respective school (School of Business, Liberal Arts, Health Sciences, Education, Science and Technology, Transitional Studies). Students who wish to seek ADA Accommodations related to their documented disability should contact the Office of Disability Services (678-407-5883).
COVID-19 Testing

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

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

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

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

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

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

- Fever (measured temperature above 100.4 degrees Fahrenheit, or you feel feverish)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Positive Case and Contact Tracing

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

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

1) Individual remains fever-free without the use of fever reducers for 72 hours,

2) Individual shows improvement in respiratory symptoms (e.g., cough, shortness of breath), and

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

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

**Phased Return**

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

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

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

**Staffing Options**

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

**Work from Home**

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

**Alternating Days or Alternating Weeks**

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

**Staggered Reporting/Departing**

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

**Health and Safety Guidance**

**Personal Safety Practices**

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

**Physical Distancing**

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

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

**Face Masks/Coverings**

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

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

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

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

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

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

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

Type and Intended Use of Face Coverings/Masks

Types

Descriptions

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

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

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

Masks

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

Use and care of face masks/coverings:

Putting on the face mask/covering

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

Disposal of face masks

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

Taking off the face mask/covering

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

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

**Gloves**

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

**Goggles/Face Shields**

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

**Personal Disinfection**

Custodial crews will continue to clean office and workspaces, classrooms, and public spaces based on protocols developed with CDC guidance in mind, and you should take additional care to wipe down commonly used surfaces after use. It may not be possible for GGC to provide product for personal use, but before you leave any room in which you have been working or eating, it is recommended that you swab down all work or eating areas with EPA-registered disinfectant. This includes a private workspace or any shared-space location or equipment (e.g., computers, A/V and other electrical equipment, copiers, desks and tables, chair arms, light switches, doorknobs, handles, etc.). To the best of your ability, you should clear desk and table surfaces in personal offices and workstations to aid in thorough cleaning. Using a hand sanitizer that contains at least 60% alcohol is also effective after contacting commonly-used surfaces.

**Handwashing**

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

**Coughing/Sneezing Hygiene**

If you are in a private setting and not wearing your face mask/covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Mental and Emotional Wellbeing**

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

*Place based protocols for returning to campus*
Guidance for Specific Campus Scenarios

Working in Office Environments

If you work in an open environment, always maintain at least 6 feet distance from any others. Consider staggering chairs or desks to achieve 6-foot distance. You are required to wear a face mask/covering at all times while in a shared work space/room. You should use your own computer, phone, headset and equipment, and not use another colleagues' equipment.

Department supervisors should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees and other coworkers. Please coordinate with Operations and the Environmental Health and Safety Office for assistance.

- Place visual cues such as floor decals, colored tape or signs to indicate where people should stand while waiting.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Shared resources (e.g. community pen holder/pens, magazines in main office areas, etc.) should be removed.

If you work in an administrative office, no more than one person should be in the office unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face masks/coverings are required.

Face masks/coverings are required to be worn by any person in a reception/receiving area. Face masks/coverings are required to be worn at all times on campus in public settings (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, in restrooms, etc.).

Using Restrooms

Restroom physical distancing is required to prevent the spread of the virus.

Using Elevators

Elevator signage will direct users to observe physical distancing. Using stairs is recommended whenever possible will assist vertical circulation given that elevator capacities may be challenged. If using the elevator, signage will recommend wearing a face mask/covering and washing of hands or use hand sanitizer with 60% alcohol upon departing the elevator. Custodial crews will be wiping down elevator buttons more frequently during the day.

Meetings

Convening in groups represents a high risk of viral transmission. Gathering sizes are governed by reasonable restrictions determined at each phase and best practices. Where feasible, meetings should be held in whole or part using online collaboration tools (e.g., Teams, Zoom). When allowed, in-person meetings are limited to the restrictions of gathering sizes, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables (e.g., consider staggering seats) or add visual cue marks in meeting rooms to support physical distancing practices between attendees. During your time on-site, you are encouraged to
communicate with your colleagues and supervisors as needed by email, Skype messenger, telephone or other available technology. You can also use a range of available collaboration tools (e.g., Teams, Zoom).

**Gatherings**

Gatherings are not allowed at this time. Changes to gathering size restrictions will be communicated as GGC begins its build up.

**Stairwells**

Always stay to the right side of the stairwell when ascending or descending. Maintain at least 6 feet distance between you and anyone else in the stairwell. Do not walk side by side with another person.

**Water Fountains**

Water fountains and water bottle refill stations will be turned off in all buildings to prevent the spread of COVID - 19.

**Hallways**

Always stay to the right side of the hallway when walking. Maintain at least 6 feet distance between you and anyone else in the hallway.

**Food**

If obtaining food from dining sites on campus, you are required to wear a face mask/covering when picking up food. If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between yourself and others. Individuals should not sit facing one another. Eating alone is encouraged. Observe occupancy limits and avoid crowding of break rooms. Remove your face mask/covering only in order to eat, then put it back on. Wipe down the table and chair you used once you are done. Common break room food and beverage items should not be utilized (e.g., shared coffee pots, shared water pitchers, etc.). Reusable kitchenware (e.g., forks, plates) should not be utilized and replaced with disposable options.

**Public Transportation**

If public transportation is used, wear a face mask/covering before entering the bus or train and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with 60% alcohol as soon as possible and before removing your face mask/covering.

**Classrooms**

Classrooms will be set up by Operations prior to classes resuming to observe the 6’ social distancing guidelines. Extra chairs/desks will remain in the classrooms and will be lined against the classroom outer walls or at the back of the room. Signage identifying maximum capacity (w/social distancing) will be posted at the classroom doorway. Disinfectant and cleaning supplies will be made available by facilities in each classroom for room occupants to use to wipe surface areas if desired. Masks are required.
Class Scheduling

The office of Environmental Health and Safety completed a classroom survey of all GGC classrooms and determined the maximum number of available spaces for students using social distancing guidance. That number have been loaded into the class scheduling software system (25Live). Instructors will know the maximum number of spaces available in each classroom as they begin to schedule classes.

Parking

Faculty, staff and students should park in their designated parking areas. If a special (limited) campus parking permit is needed, please contact the Parking Services Office.

Building Cleaning and Disinfection Protocols

Enhanced cleaning protocols are in place on campus for high-risk/high-touch areas (e.g., door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons). Increased cleaning will be performed in restrooms in common areas. Hand sanitizer dispensers will be placed at entrance and exit points for buildings on campus, as well as near elevators. Doors will be automated, where possible.

If an individual in a building tests positive for COVID-19, the entire building might not be shut down. Whenever possible, the immediate space(s) in which the positive person was in will be deep-cleaned based on CDC protocols and will be re-opened once sanitized.

Outdoor Campus Spaces

Sidewalks, Campus Pathways and Near Building Outdoor Amenities

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

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid gathering
In the interest of creating a culture where health and safety is promoted and realized, face masks/coverings are required to be worn by all individuals on campus in public settings (e.g., common workspaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, campus outdoor spaces, in restrooms, etc.). Appropriate use of face masks/coverings is important in minimizing risk to the wearer and those around them. A face mask/covering is not a substitute for physical distancing.

Additional criteria are being developed for outdoor spaces and will be updated in the near future.

**Enter/Exit Control**

Entry to buildings may be regulated and monitored. After entering a building, please comply with any instructions or directions given by GGC screeners (employees), then sanitize your hands at the nearest sanitization station and follow signage and all physical distancing guidelines outlined herein.

GGC may identify limited suitable building access points during the early return to work process. As the return to campus progresses, and where/when appropriate, departments and building coordinators should attempt to coordinate arrival and departure times of Employees and students to reduce congestion during typical “rush hours” of a day’s schedule. For example, staff arrival and departures should be scheduled in 15-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc. Staggered schedules should be considered for lunch and break times.

Once you have been authorized to return to campus, you should arrive and depart campus through the designated building access points. Staff should also report at the designated time, where applicable, to limit the number of people entering and exiting buildings at any one time.

Buildings will include signage and visual markers for community members to help educate on social distancing and the importance of handwashing and wearing a mask.

**Campus Operations Details**

**Grizzly Strong Ambassadors**

Grizzly Strong Ambassadors will include individuals familiar with College protocols, current COVID information/info pamphlets and who will be visibly available to provide assistance, answer questions, etc. in designated spaces. Ambassadors may be individuals posted in specific buildings or outdoor locations who are familiar with protocols, or be centrally provided staff members. Individuals identified as Grizzly Strong Ambassadors will be notified of their responsibilities and trained as appropriate.

**Dining Facilities**

All patrons visiting dining operations and picking up food will be required to wear a face mask/covering. While standing in line, you should stand on decals on the floor that signify 6 foot distance from the person in front and behind. Hands must be washed or sanitized prior to picking up food items in dining operations. You should touch only items you will be picking up and taking with you. Payment will be made using contactless devices. Once payment is tendered, follow the directional signage in the operation so that paths do not cross and a distance of 6 feet from others is maintained at all times. Seating will be limited, if offered at all, in locations to ensure physical distancing both at the table and while moving in the location.
Meals will be mobile-order and pick-up only. Please utilize the app to order your food ahead of time, make payment and schedule pick-up in the location. Follow directional and physical distancing signage during pick-up to ensure paths do not cross and physical distancing is always maintained.

The foodservice industry follows strict local public health guidelines. To meet these guidelines, GGC will have safety protocols and best practices in place, including guidance from ServSafe. The National Restaurant and Georgia Restaurant Associations have worked on Governor Kemps latest executive order on how to re-open and we are including those items in our reopening plan. This also includes recommendations from the FDA and the GA Department of Health. Along with recommendations from all retail brands and our food service provider. We feel that this layered approach will allow us to resume operations that provide social distancing while allowing the service to continue. With the majority of the service will be to-go it should be noted that additional garbage cans may need to be placed around campus. It should be noted that students may choose to eat in the classroom unless guidance is given otherwise.

Name of dining facility: Dining Hall
Type of operation: All you care to eat cafeteria style Typical user: Student/Fac/Staff-Guest/on campus worker Current occupancy: 620
Social distancing occupancy: 50-60 based on level of social distancing allowed (Would recommend that only housing students utilize sit down service in dining hall. All others must take out.

Changes in delivery or meal options
With the limited seating using social distancing - very limited if at all seating availability, single path travel through the facility, limited offerings with some stations staggered closed, to-go containers, single point drink pickup, service hours with a time frame to close in between meals to clean/sanitize.

Changes in accepting payment (cash, credit card, student ID card, etc.)
Isolated Cash Line, Customer capable slide for Claw Card, a claw card only reader

Changes in meal plans: No change needed unless campus closed and students remain in housing students should be moved to a 7 day meal plan with no retail funds.

Requirements for employees (masks, PPE, etc.)
Temperature check, Mask, Gloves

Name of dining facility: POD
Type of operation: Convenience store
Typical user: Student/Fac/Staff-Guest/on campus worker
Current occupancy: 20
Social distancing occupancy: 8 based on level of social distancing allowed based on zones
Changes in delivery or meal options:
Removing self-serve coffee, cookies, milk shakes
Changes in accepting payment (cash, credit card, student ID card, etc.)
One register, Customer capable slide for Claw Card
Changes in meal plans: No change needed unless campus closed and students remain in housing students should be
moved to a 7 day meal plan with no retail funds. All other meal plans refunded based on usage at that point.
Requirements for employees (masks, PPE, etc.)
Temperature check, Mask, Gloves – All other recommendations by the GA department of health

Name of dining facility: Chic Fil-A
Type of operation: Food Court with dine in and take out
Typical user: Student/Fac/Staff-Guest/on campus worker
Current occupancy: 421
Social distancing occupancy: 4-64 based on level of social distancing allowed
Changes in delivery or meal options:
No eat in service, limited menu – social distancing ordering
Changes in accepting payment (cash, credit card, student ID card, etc.)
Reduced registers to 2, Customer capable slide for Claw Card
Changes in meal plans: No change needed unless campus closed and students remain in housing students should be
moved to a 7 day meal plan with no retail funds. All other meal plans refunded based on usage at that point.
Requirements for employees (masks, PPE, etc.)
Temperature check, Mask, Gloves – All other recommendations by the GA department of health

Name of dining facility: Panda
Type of operation: Food Court with dine in and take out
Typical user: Student/Fac/Staff-Guest/on campus worker
Current occupancy: 421
Social distancing occupancy: 4-64 based on level of social distancing allowed
Changes in delivery or meal options:
No eat in service, limited menu – social distancing ordering
Changes in accepting payment (cash, credit card, student ID card, etc.)
Reduced registers to 1, Customer capable slide for Claw Card
Changes in meal plans: No change needed unless campus closed and students remain in housing students should be
moved to a 7 day meal plan with no retail funds. All other meal plans refunded based on usage at that point.
Requirements for employees (masks, PPE, etc.)
Temperature check, Mask, Gloves – All other recommendations by the GA department of health

Name of dining facility: Starbucks
Type of operation: Dine in or take out
Typical user: Student/Fac/Staff-Guest/on campus worker
Current occupancy: 40
Social distancing occupancy: 8 based on level of social distancing allowed
Changes in delivery or meal options:
Take out service only, limited food menu items and possibly limited drink type offerings
Changes in accepting payment (cash, credit card, student ID card, etc.)
Reduced registers to 1, Customer capable slide for Claw Card, Starbucks contactless payment
Changes in meal plans: No change needed unless campus closed and students remain in housing students should be moved to a 7 day meal plan with no retail funds. All other meal plans refunded based on usage at that point.
Requirements for employees (masks, PPE, etc.)
Temperature check, Mask, Gloves – All other recommendations by the GA department of health

Name of dining facility: Einsteins
Type of operation: Food Court with dine in and take out
Typical user: Student/Fac/Staff-Guest/on campus worker
Current occupancy: 120
Social distancing occupancy: 30-40 based on level of social distancing allowed
Changes in delivery or meal options:
No eat in service, limited menu – social distancing ordering
Changes in accepting payment (cash, credit card, student ID card, etc.)
Reduced registers to 1, Customer capable slide for Claw Card
Changes in meal plans: No change needed unless campus closed and students remain in housing students should be moved to a 7 day meal plan with no retail funds. All other meal plans refunded based on usage at that point.
Requirements for employees (masks, PPE, etc.)
Temperature check, Mask, Gloves – All other recommendations by the GA department of health

Vending
Considered partial electronic.
Vending Machines will be filled and it is suggested that additional wipes be available nearby for the consumer. Service provider suggest the campus use multi surface disinfectant cleaner to wipe down the machines. These include Windex Multi Surface, Clorox Wipes or Lysol spray. They should focus on wiping down the keyboard’s and delivery bin door/flap as those are the two areas that typically get most contact.

Campus Community Mail/Print Rooms
Mail/print rooms should be limited to 1-2 person. Persons should knock before entering. Wipes should be available for key pads and door handles. Enhanced cleaning should happen at least daily for these areas. For printer specific information refer to Ricoh Printer section. Recommend sign on all mailroom doors saying knock before entering. 1-2 persons per room (dependent on size)

Card Services/Mail Room Services
Card Services also manages the mailroom.
In this section both areas will be addressed. Enhanced cleaning and disinfecting of counters and equipment will be performed by Claw Card Staff. We will utilize the Claw Card email to address most issues and set appointments for mail pick up. In person traffic in the office will be limited to those who need in person service. Card picture will submitted online, package pick up will be scheduled and a table set aside to allow for contactless pick up. Additional PPE such as wipes, gloves and masks


(Recommended), floor stickers depicting 6 foot apart spacing will be used.

**Human Resources/Payroll and Benefits**

Human Resources including Payroll and Benefits will implement an appointment system to ensure that a minimum number of employee customers walk-in at any given time. There will be a strict signage system asking potentially ill employee customers to not enter as well as asking those who do enter to stop at entrance to ensure proper distance. Masks are required, and hand sanitizer will be provided for customers.

**Mail Room**

All patrons visiting to collect or send package(s)/mail will be required to wear a face mask/covering. The entrance and exit to the operation is through the South door of D Building. While standing in line, stand on decals signifying 6 foot distance from person in front and behind.

**Bookstore**

All patrons visiting the Georgia Gwinnett College bookstore that is located in the Student Center will be required to wear a face mask/covering. Follow directional signage and stand on decals signifying 6 foot distance from person in front and behind while in line.

**Health Services**

- Employees will return to campus for onsite work in August with telework options as appropriate and implemented if needed; meetings and student immunization meetings will be virtual.
- 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 s/s. 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 PPE and N95 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 is afebrile 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 N95 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.

**Additional Measures for Buildings**
Visitor Safety

- Visitors will be required to wear a face mask/covering while on campus.
- Visitors will be encouraged to use hand sanitizer upon entering facilities and provide additional hand sanitizer within the public areas of the facility.
- Entrances and exit doors will be sanitized by facilities as recommended in areas where visitors will frequent.
- Visitors will be given disposable masks as determined appropriate and where supplies permit.
- Protective screens or other mitigation measures will be installed where worker-customer interactions are likely.

State owned vehicles

- All drivers are responsible for enforcing social distancing in state owned vehicles.
- Masks will be required for all occupants of any vehicle having more than one occupant.
- Drivers will not wear a mask that in anyway interferes with their ability to safely operate the motor vehicle.

Common Places

- Common places will be monitored by the building managers.
- Signage will display the number of individuals allowed in the common space.
- Common gathering spaces may be closed if social distancing is not observed.
- Signage will be placed in all common areas promoting social distancing.
• Building managers will close any common areas that become gathering areas and social distancing is routinely not being observed.

**Building Sanitation**

• Deep cleaning of all buildings will be accomplished through the custodial contract prior to the workforce and students returning to campus.
• Scheduled sanitization of buildings will be daily (Based on high use areas) and building deep cleaning will be accomplished on weekends.
• On-site cleaning and sanitation quality control checks will be made through the facilities and Office of Environmental Health and Safety.
• Facilities will coordinate with custodial contractor to enhance sanitation through increased cleaning intervals when and if required.
• Facilities and Office of Environmental Health and Safety will provide instruction and disinfectant products for workers to clean their workspace, equipment, and tools.

**Building Capacity-Social Distancing monitoring**

• Building managers will monitor and enforce the number of individuals inside agency facilities should not exceed 50% of fire capacity occupancy or eight (8) patrons per 1,000 square feet.
• Signage will be posted at all customer service locations promoting social distancing. Floor markings will also be used to promote social distancing.

Additional criteria are being developed for outdoor spaces and will be updated in the near future.

**Visitors to Campus**

Visitors and guests will be allowed access to campus buildings as we progress, they are expected to comply with all employee directions and signage while on campus. Invited guests (e.g., contractors) are allowed with explicit permission, and are expected to abide all campus-wide and building-specific instructions and guidance.

**Use of Technology**

**Symptom Monitoring Apps**

As mentioned in the symptom monitoring section, employees and students who are instructed and/or authorized to return to campus must conduct symptom monitoring every day before coming to campus, and it is their personal responsibility to do so. You must be free of ANY symptoms related to COVID-19 to report to work. For individuals that work in a higher-risk environment, your department may require temperature-monitoring and your supervisor will advise you of appropriate measures.

While a monitoring app is not required, several options exist to help gauge symptoms or participate in COVID-19 related public health normal operations such as:

• COVID-19 Self Checker developed by Johns Hopkins.
• COVID Symptom Tracker developed by Harvard T.H. Chan School of Public Health, Massachusetts General Hospital, King's College London, and Stanford College School of Medicine; provides local virus hot spot information and is linked to numerous normal operations studies such as the Nurses’ Health Study.
Communication, Feedback and Adjustment

Training and Communications Plan for Ramp-Up

GGC-wide communications will accompany progression between phases. Information about health precautions for individuals, such as maintaining appropriate physical distancing and other measures, will be posted.
APPENDICIES

CDC Guidance

Georgia Department of Public Health

Other Resources
Appendix A –

Helpful Links Centers for Disease Control and Prevention (CDC)

- Health Promotion Materials: [https://www.cdc.gov/handwashing/materials.html](https://www.cdc.gov/handwashing/materials.html)
- When and How to Wash Your Hands: [https://www.cdc.gov/handwashing/when-how-handwashing.html](https://www.cdc.gov/handwashing/when-how-handwashing.html)

Occupational Safety and Health Administration (OSHA)


Equal Employment Opportunity Commission (EEOC)

- EEOC Coronavirus Information Page: [https://www.eeoc.gov/coronavirus](https://www.eeoc.gov/coronavirus)
State of Georgia Resources

- Georgia Department of Public Health COVID-19 Resources: https://dph.georgia.gov/
- Georgia Building Authority Updates: https://gba.georgia.gov/updates-regarding-covid-19

Appendix A –

Helpful Links Centers for Disease Control and Prevention (CDC)

- Health Promotion Materials: https://www.cdc.gov/handwashing/materials.html

▪ When and How to Wash Your Hands: [https://www.cdc.gov/handwashing/when-how-handwashing.html](https://www.cdc.gov/handwashing/when-how-handwashing.html)


**Occupational Safety and Health Administration (OSHA)**


**Equal Employment Opportunity Commission (EEOC)**

▪ EEOC Coronavirus Information Page: [https://www.eeoc.gov/coronavirus](https://www.eeoc.gov/coronavirus)


**State of Georgia Resources**

▪ Georgia Department of Public Health COVID-19 Resources: [https://dph.georgia.gov/](https://dph.georgia.gov/)


▪ Georgia Building Authority Updates: [https://gba.georgia.gov/updates-regarding-covid-19](https://gba.georgia.gov/updates-regarding-covid-19)