



**Fall 2021
Return to Work
Guide**

Revised May 23, 2021

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Introduction

A. Introduction

During Clayton State University's response to the coronavirus pandemic, we have worked hard to focus on the health and safety of our students, faculty and staff. As we prepare for a full reopening and the implementation of our Fall 2021 Return-To-Work plan we thought it important to share the attached guidance so that each of you understand your responsibilities. Several committees at the University worked to develop this plan which is based upon guidance from the Centers for Disease Control and Prevention, the Georgia Department of Public Health, the University System of Georgia and directives from the Governor's Office.

Supervisors should assess their operations and create work schedules that will allow for a safe return to work and create an appropriate on-site presence for the fall. This includes ensuring that staffing meets each office's needs with regard to in-person interactions with students, visitors, and customers. Staff should begin preparations to return to work by July 1, 2021. All employees are expected to return to their previous work arrangement at that time.

At this time, employees should be communicating and working with their supervisors to discuss their transition into the office. This transition may be gradual leading up to a full transition to on-site work.

Please read this guidance prior to returning to campus.

Section I: Guiding Principles for Employee Return to Campus in Fall 2021

Per the American Rescue Plan Act of 2021 and HEERF III requirements, Clayton State University will: (a) implement evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines; and (b) conduct direct outreach to financial aid applicants about the opportunity to receive a financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances, described in section 479A of the HEA.

Students are our top priority, and all students are expected to return to their traditional educational arrangement beginning fall 2021 semester. Accordingly, the vast majority of our faculty and staff should work from campus and work their normal work schedule. Please note the following USG and institutional guidance.

- **Alternate Work Arrangements (AWA) or accommodations granted to employees for fall 2020 or spring 2021 due to increased risk for severe illness with Covid-19 will end no later than June 30, 2021. All employees are expected to return to their previous work arrangement at that time. Current summer teaching assignments**

are excluded from this transition deadline. Lack of vaccination is not grounds for a request for an accommodation.

- **With limited exceptions, employees with current Covid-19 related telework assignments should begin transitioning back to their pre-Covid-19 work arrangements. ALL current and covid-related teleworking arrangements will end no later than June 30, 2021. Return schedules will be determined by department managers.**
- Pursuant to USG policy, department heads or their designees have the authority to establish teleworking arrangements. In no circumstance should telework be considered an employee right or entitlement. All telework requests and designations are based upon management discretion and in accordance with determination of what best serves the institution and students.
- Offices should be open for standard hours (typically 8 a.m. to 5 p.m.) and staffed to serve our students and customers fully. Some offices may have alternative standard hours to assist students and customers. Staff of these offices should adhere to these communicated schedules/hours.
- Supervisors should plan to work from campus except in approved circumstances.
- It is recommended that non-exempt employees should work from campus with regular work hours to ensure compliance with applicable wage and hour laws.
- Staff whose job duties include face-to-face interaction with students, regular participation in in-person meetings or interactions on campus or in the community, or office reception should work from campus.
- As a general rule, few staff members should be permitted to work remotely on a full-time basis unless approved by Human Resources and campus leadership.
- USG will follow the state government position on travel. Effective July 1, 2021, the university will resume its normal travel processes.

Section I: Workplace and Health Safety Guidance

A. Preventative Practices

- Employees must wash their hands often with soap and water for at least 20 seconds especially after they have been in a public place, or after blowing their nose, coughing, or sneezing.
- If soap and water are not readily available, use of hand sanitizer which contains at least 60% alcohol should be encouraged. Employees should cover all surfaces of their hands and rub them together until they feel dry.
- Employees should avoid touching their eyes, nose, and mouth with unwashed hands.
- Employees should cover sneezes and coughs per CDC guidelines and throw used tissues in the trash.

B. Wearing of Cloth Face Coverings/Masks

Effective May 13, 2021, fully vaccinated individuals can resume campus classes, normal job duties on campus, and other activities on campus without wearing a face covering/mask.

Unvaccinated individuals are strongly encouraged to continue wearing a face covering/mask while inside campus facilities.

There may be offices and other areas on campus where masks may be required due to CDC guidance such as medical facilities.

Any individual regardless of vaccination status may wear a mask if they so choose. If an employee wishes to wear a face covering/mask and does not have one available, please contact Human Resources at 678-466-4230 and one will be provided.

C. Preventative Practice – Meeting Guidance

- Face to face meetings are allowed and employees should follow all current CDC, State of Georgia, and USG guidelines for small and large gatherings.
- Employees may continue to use the telephone, online conferencing such as Microsoft Teams, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- When holding face to face meetings, below are a few CDC recommended best practices:
 - Attendees who are sick should not attend.
 - Offer online attendance options in addition to in-person attendance to help reduce the number of in-person attendees.
 - Change the seating layout or availability of seating so that people can maintain recommended social distance.
 - Install physical barriers, such as sneeze guards and partitions, in meeting areas where it is difficult for people to remain at least 6 feet apart.
 - If meeting indoors, meet in larger offices or conference rooms and increase ventilation by opening windows and doors or if permitted by placing central air and heating on continuous circulation.
 - Outdoor meetings are an option as well.
 - Additional information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

D. CDC Guidance – Reducing the Spread of Covid-19 In the Workplace

The following social distancing guidelines should be followed:

- Unvaccinated employees are strongly encouraged to maintain a distance of at least 3 to 6 feet from all other persons in classrooms and offices per CDC guidelines to the greatest extent practicable and not congregate in groups except to the extent necessary to perform their job duties. Fully vaccinated employees can resume activities without wearing a mask or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.
- Employees should stay home if they are sick.
- Employees should not use other employees' phones, desks, offices, or other work tools and equipment, when possible.

- Employees should maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Outside visitors will be required to follow social distancing guidelines and should self-monitor for Covid-19 symptoms prior to visiting campus offices, etc.
- Contractor and vendors are expected to follow these policies. Please share these with the contractor and vendors prior to their visit to campus.

E. Preventative Practice – Cleaning and Disinfecting

- Facilities has established a cleaning schedule for all departments on campus.
- High touch areas should be cleaned after each use. These include copiers, doorknobs, microwaves, refrigerators, etc. EPA registered disinfectants will be used.

F. Preventative Practice – Campus Breakrooms

- As of July 1, 2021, campus breakrooms will be open and available for use by faculty and staff. For departments and areas returning to campus prior to July 1, 2021, breakrooms in those departments will reopen the same day as the departmental return.
- Please follow all recommended guidelines for cleaning and disinfecting high touch areas in the breakrooms.
- Fully vaccinated employees can utilize breakrooms without wearing a mask or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance. Unvaccinated employees are strongly encouraged to wear a mask and maintain a distance of at least 3 to 6 feet from all other persons while in breakrooms per CDC guidelines to the greatest extent practicable.

Section II: Supplies, Equipment, and Products

Having an adequate supply of PPE for each department is essential for resuming normal work operations in July. Below is a recap of the current fall PPE requests submitted by each department by item. Current on hand quantities are also listed to get an estimate PPE inventory level for the institution. Please continue to make request for your department's PPE needs through the facilities request system. A link is below.

<https://login.myschoolbuilding.com/msb>

Items	Quantity Requested	Current On-Hand Quantity	Estimated Fall Total (Based on 5/20/21 count)
Gloves (S) (Box Of 100)	322	350	672
Gloves (M) (Box of 100)	367	620	987
Gloves (L) (Box of 100)	207	610	817
Gloves (XL) (Box of 100)	66	480	546
Paper Towels (Box of 12)	138	60	198
Cloth face coverings	0	4267	4267

Disposable Masks (Box of 50)	150	464	614
Surgical Masks (KN95)	300	3350	3650
Clear Face Masks	253	0	253
Face Shields	800	838	1638
N-95 Respirators (Case of 400)	2	1	3
Gowns (Case of 100)	10	5	15
Tyvek Suits	44	0	44
Hand Sanitizer 8 oz.	436	600	1036
Hand Sanitizer – Gallon	65	420	485
Purell Touch Free Refill	43	0	43
Foam Hand Sanitizer Nexa 1250 ml. refills	14	0	14
Disinfectant Wipes (Pack of 80)	150	2868	3018
Disinfectant Wipes 70% Alcohol	320	2520	2840
PDI Wipes	169	0	169
NCL Disinfectant Wipes	118	0	118
Disinfectant Solution – Gallon	35	336	371
Disinfectant Spray Cans	223	0	223
Isopropyl Alcohol (Gallon)	42	0	42
Disposable Strip Thermometers	116	0	116
Thermometers	39	0	39
Plexiglass Barriers	17	0	17

Section III: Return to Work Guidance – Fall 2021

All employees are expected to return to their previous work arrangement no later than July 1, 2021. Lack of vaccination will not be grounds for an accommodation. Supervisors should reach out and notify their staff of these return to work dates by May 30, 2021. Please work with your staff to transition back to a normal schedule during the month of June (6/1/21 – 6/30/21). Supervisors should communicate their return to work schedules and plans with their team and assist with transition questions and/or issues during the month of June 2021.

Department/Work Area

*department has approved telework position

Department	Notify Staff	Transition Period
Public Safety (Remained On Campus)	N/A*	N/A
Facilities (Remained On Campus)	N/A	N/A

President's Office	5/24 – 5/30	6/1 – 6/30
International Programs	5/24 – 5/30	6/1 – 6/30
Academic Affairs/Institutional Planning	5/24 – 5/30	6/1 – 6/30
CELT	5/24 – 5/30	6/1 – 6/30
Library	5/24 – 5/30	6/1 – 6/30
Continuing Education	5/24 – 5/30	6/1 – 6/30
Athletics	5/24 – 5/30	6/1 – 6/30
Advancement & VP - Advancement	5/24 – 5/30	6/1 – 6/30
VP-Student Affairs	5/24 – 5/30	6/1 – 6/30
Student Affairs Suite	5/24 – 5/30	6/1 – 6/30
Registrar	5/24 – 5/30	6/1 – 6/30
Center for Academic Success	5/24 – 5/30	6/1 – 6/30
Enrollment Management	5/24 – 5/30	6/1 – 6/15
Recruitment and Admissions	5/24 – 5/30	6/1 – 6/15
Center for Advising and Retention	5/24 – 5/30	6/1 - 6/24
Academic Outreach	5/24 – 5/30	6/1 – 6/24
Financial Aid	5/24 – 5/30	6/1 – 6/15
University Health Services (Already Returned)	N/A	N/A
Housing/Residence Life	5/24 – 5/30	6/1 – 6/30
Human Resources	5/24 – 5/30	6/1 – 6/30
Accounting/Acct. Payable	5/24 – 5/30	6/1 – 6/30
Procurement Office	5/24 – 5/30	6/1 – 6/30
Student Activities Center	5/24 – 5/30	6/1 – 6/30
Internal Audit	5/24 – 5/30	6/1 – 6/30
Auxiliary Departments	5/24 – 5/30	6/1 – 6/30
VP - Business & Operations	5/24 – 5/30	6/1 – 6/30
VP - Enrollment Management	5/24 – 5/30	6/1 – 6/30
VP - ITS	5/24 – 5/30	6/1 – 6/30
Bursar's Office	5/24 – 5/30	6/1 – 6/30
Budget Office	5/24 – 5/30	6/1 – 6/30
Auxiliaries – Barnes and Noble	5/24 – 5/30	6/1 – 6/30
Auxiliaries – Aladdin Foodservice	5/24 – 5/30	6/1 – 6/30
Career Services	5/24 – 5/30	6/1 – 6/30
Counseling Services	5/24 – 5/30	6/1 – 6/30
Instructional Sites	5/24 – 5/30	6/1 – 6/30
Campus Information/Visitor	5/24 – 5/30	6/1 – 6/30

Disability Resource Center	5/24 – 5/30	6/1 – 6/30
Testing Center	5/24 – 5/30	6/1 – 6/30
Library	5/24 – 5/30	6/1 – 6/30
Information Technology Services (ITS)	5/24 – 5/30	6/1 – 6/30
VP - Academic Affairs	5/24 – 5/30	6/1 – 6/30
College of Business	5/24 – 5/30	6/1 – 6/30
School of Graduate Studies	5/24 – 5/30	6/1 – 6/30
Arts and Sciences Departments	5/24 – 5/30	6/1 – 6/30
CIMS Department	5/24 – 5/30	6/1 – 6/30
College of Health	5/24 – 5/30	6/1 – 6/30
Veterans Resource Center	5/24 – 5/30	6/1 – 6/30
Spivey Hall	5/24 – 5/30	6/1 – 6/30

Section IV: Sick and Higher Risk Employee Guidance

A. CDC Quarantine Guidance

Clayton State University and its contact tracing team will follow the CDC guidance as it relates to quarantines. The updated guidance can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

B. Sick Employee Guidance

- Please do not report to work at that time if you are sick or have any of the illness symptoms noted in CDC guidance. Medical attention should be sought and the guidance of the medical professional should be followed.
- Please notify your supervisor immediately and seek medical attention if you are exhibiting any symptoms of Covid-19. In the event an employee is experiencing symptoms, Clayton State now has the capability to administer a Covid-19 test to the employee, and the CSU contact tracing team will notify the employee and the employee's supervisor when normal work can be resumed based on the test results.
- As noted in the CDC FAQs, Covid-19 shares many of the symptoms of seasonal allergies, common cold, and the flu. Because some of the symptoms of Covid-19 and seasonal allergies, cold, and flu are similar, it may be difficult to tell the difference between them, and the CDC recommends getting a test to confirm a diagnosis.
- Employees and supervisors should use the self-reporting form below to indicate a confirmed diagnosis or a known exposure to anyone with COVID-19. This information will allow the University to properly support you, notify anyone who has potentially been exposed to the virus while on campus, and monitor situations which may require additional attention.

Covid-19 Exposure, Diagnosis, or Illness Self-Report Form:

https://claytonstate.qualtrics.com/jfe/form/SV_0Ar5gAZ0qF72D6B

C. Leave Options

Many Covid-19 related leave options expired with the FFCRA (Families First Coronavirus Response Act) on December 31, 2020.

All employees of the University System of Georgia, not including temporary employees, may use Non-Closure Emergency Leave for the purpose of COVID-19 vaccinations in the following manner:

- An employee may take up to eight (8) hours of Non-Closure Emergency Leave for the purpose of receiving a COVID-19 vaccine.
- An employee may also take up to sixteen (16) hours of Non-Closure Emergency Leave if he or she receives a COVID-19 vaccine and experiences severe negative side effects that prohibit him or her from performing their duties of employment.

An employee who uses such leave must provide proof of vaccination to the employee's supervisor. An employee who uses such leave for the purpose of recovering from negative side effects of a COVID-19 vaccine shall also provide documentation from a medical provider to his or her supervisor, if requested. An employee who uses such leave must request the leave through their supervisor in accordance with the institution's leave procedures.

Proof of vaccination can include a vaccination card provided by medical professional, a vaccination appointment confirmation, or a note from medical provider attesting to the vaccination. Supervisors should not make a copy of or keep this confidential medical information. It can be shared with the Human Resources leave administrator via encrypted email if required. All documentation should be destroyed upon confirmation by supervisor.

Leave must be entered and documented in the system by the supervisor as Non-Closure Emergency Leave to ensure proper tracking and reporting. The respective leave codes are as follows and should be entered in the employee's timesheet:

- 00NHP – Non-Closure Emergency Hourly Paid – (For Hourly/Non-exempt Employees)
- 00NSP – Non-Closure Emergency Salary Paid – (For Monthly/Exempt Employees)

This temporary Non-Closure Emergency Leave policy for COVID-19 vaccination is effective as of March 31, 2021 and will expire at the conclusion of the Public Health State of Emergency declared in the Governor's Executive Order No. 03.14.20.01 and last renewed by Executive Order No. 03.31.21.01.

After an employee has exhausted Non-Closure Emergency Leave balances, an employee may utilize other available leave as appropriate. Supervisors are encouraged to consult with HR if there are any questions regarding leave options.

D. At Risk Accommodations Update

Alternate Work Arrangements (AWA) or accommodations granted to employees for fall 2020 or spring 2021 due to increased risk for severe illness with Covid-19 will end no later than June 30, 2021. All employees are expected to return to their previous work arrangement at that time. Current summer teaching assignments are excluded from this transition deadline. Lack of vaccination is not grounds for a request for an accommodation.

Section V: Telecommuting Policy & Agreement

With limited exceptions, employees with current Covid-19 related telework assignments should begin transitioning back to their pre-Covid-19 work arrangements and all such arrangements will end no later than June 30, 2021. **ALL** current and covid-related telework arrangements will become void on June 30, 2021 and no longer be in effect.

Pursuant to USG policy, department heads or their designees have the authority to establish teleworking arrangements. In no circumstance should telework be considered an employee right or entitlement. All telework requests and designations are based upon management discretion and in accordance with determination of what best serves the institution, department, and students. The university telecommuting policy can be found at:

<https://www.clayton.edu/human-resources/docs/telecommunity-policy.pdf>.

This policy will be revised and become effective July 1, 2021.

Section VI: Communication & Performance Management

A. Importance of Communication

It is imperative that managers and employees maintain open, transparent, and honest communication during this transition period.

During the transition period, please communicate the following information and maintain open dialogues:

- Departmental return to work plans and schedules.
- Job expectations and any changes that may have occurred during the pandemic.
- Preferred methods of communication in case of emergencies

B. Performance Management

The COVID-19 pandemic is requiring flexibility and rapid response to change. The importance of frequent communication between supervisors and employees is at an unprecedented level.

Consistency in processes like performance management are crucial to maintaining engagement and normalcy to this otherwise unsettling time.

Employees are expected to adhere to all USG and institutional policies and guidelines at all times. Failure to adhere to policies and guidelines may result in progressive discipline up to and including termination.

C. Performance Feedback

- Employees are still expected to meet the performance goals established by the department. Please work with your supervisor to determine if adjustments need to be made based on your return to work plan, work conditions, or new tasks.
- Ask for consistent and regular feedback from supervisors during this time.
- Document achievements and goals. This will be helpful to you and your supervisor during evaluation periods.

Section VII: Appendix

A. Frequency Asked Questions

Q: How will the university keep me safe as we return to campus?

A: The University will continue to follow guidance provided by the CDC and DPH related to mandatory safety standards and will maintain all health and safety protocols as required. The enhanced cleaning protocols will continue and employees will continue to have access to PPE. Any changes to current campus guidance will be posted to the university's website.

Q: Will masks be required when we return to campus?

A. Effective May 13, 2021, fully vaccinated individuals can resume campus classes, normal work activities on campus, and other activities on campus without wearing a face covering/mask.

Unvaccinated individuals are strongly encouraged to continue wearing a face covering/mask while inside campus facilities.

There may be offices and other areas on campus where masks may be required due to CDC guidance such as medical facilities.

Any individual regardless of vaccination status may wear a mask if they so choose. If an employee wishes to wear a face covering/mask and does not have one available, please contact Human Resources at 678-466-4230 and one will be provided.

Q: Is it a requirement to be vaccinated to return to work?

A: While vaccines will not be mandated, all faculty and staff are strongly encouraged and recommended to get vaccinated prior to returning to work per their departmental schedule. Employees may be vaccinated at a variety of locations across the state including on campus at University Health Services which operates the university's public COVID-19 vaccination clinic.

Q: Will telecommuting be available for fall 2021?

A. All current Covid-19 related telework assignments and arrangements will end no later than June 30, 2021. Pursuant to USG policy, department heads or their designees have the authority to establish teleworking arrangements going forward. In no circumstance should telework be considered an employee right or entitlement. All telework requests and designations are based upon management discretion and in accordance with determination of what best serves the institution, department, and students.

Q. Will “at-risk” accommodations be available for employees in the fall?

A. Alternate Work Arrangements (AWA) or accommodations granted to employees for fall 2020 or spring 2021 due to increased risk for severe illness with Covid-19 will end no later than June 30, 2021. All employees are expected to return to their previous work arrangement at that time. Current summer teaching assignments are excluded from this transition deadline. Lack of vaccination is not grounds for a request for an accommodation. Please contact Human Resources if you have any questions regarding other leaves or accommodations such as FMLA or ADA.

Q. What if the number of COVID-19 cases increases in faculty and staff after the return to campus?

A. The health and wellness of our faculty, staff and students remain our highest priority. The Clayton State Covid Response Team continues to monitor the conditions on campus and in the surrounding community closely in coordination with the USG Task Force.

Q. Do I have to tell my manager that I am vaccinated? Or that I am not vaccinated?

A. You are not required to tell your manager your vaccination status.

Q. Should I ask the vaccination status of my coworkers?

A. Vaccination status is confidential medical information.

Q. If I want to get vaccinated, where can I go?

- A. Employees may be vaccinated at a variety of locations across the state including the university's health center. More information can be found at <https://www.clayton.edu/uhs/>.

Q. Will the university be screening employees for Covid-19 symptoms?

- A. Staff and faculty who are working on campus are required to self-monitor for symptoms prior to coming to work each day. Employees with symptoms should notify their supervisor, not come in to work or return home, seek medical attention, and follow the guidance of the medical provider. Clayton State will rely on the guidance of the medical provider to determine employee's ability to return to work.

Q. What about cleaning of my /work area?

- A. Clayton State's cleaning protocols align with CDC and USG guidance. High-traffic/high-touch areas will be professionally cleaned and disinfected per the cleaning schedule. Employees should wipe down equipment that is commonly used (e.g., copiers, printers, fax machines) before and after use. Employees will be encouraged to clean their workstations daily. We will provide disinfectant and paper towels to each department. Cleaning supplies are limited and for office use ONLY.

Q. Are there restrictions on travel for employees?

- A. USG will follow the state government position on travel. Effective July 1, 2021, the university will resume its normal travel rules and requirements.

Q. How can I report symptoms of Covid-19 or a positive diagnosis of Covid-19?

- A. Employees and supervisors should use this self-reporting tool to indicate a confirmed diagnosis or a known exposure to anyone with COVID-19. This information will allow the University to properly support you, notify anyone who has potentially been exposed to the virus while on campus, and monitor situations which may require additional attention.

Covid-19 Exposure, Diagnosis, or Illness Self-Report Form:

https://claytonstate.qualtrics.com/jfe/form/SV_0Ar5gAZ0qF72D6B

B. Enhanced Workplace Safety Plan Statement

Clayton State University will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Clayton State University during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Clayton State University is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

We want to implement evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines; and conduct direct outreach to financial aid applicants about Title IV professional judgement opportunities associated with the impact of the coronavirus. This will in turn allow Clayton to continue to support the success of our students and community.